

WILLEN PRIMARY SCHOOL - SCHEDULE OF DELEGATION FOR 2020-21

1. Committee Terms of Reference	Date Approved by GB
Overall Effectiveness (OE) Committee	23 September 2020
Resources (Finance, Premises and HR) Committee; <i>to include pay review</i>	23 September 2020
Policy Committee	23 September 2020
Pupil Discipline Committee	23 September 2020
Hearings Committee	23 September 2020
Appeal Committee	23 September 2020
Complaints Committee	23 September 2020
Collaboration with Giffard Park School	23 September 2020
Adoption of Standing Orders	23 September 2020
Remote Meetings Policy	23 September 2020

2. Financial Delegation to Resources Committee and Headteacher	23 September 2020
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3. Delegation to Individual Governors/Headteacher		
	Name(s)	Date Approved by GB
Personnel		23 September 2020
<ul style="list-style-type: none"> Headteacher's Performance Management (Must not be members of any subsequent appeals committee) 	Raymond Moodley Laura Jones Tony Cerff External Advisor	
<ul style="list-style-type: none"> Teachers' Pay 	Resources Committee; ratified at FGB	23 September 2020
<ul style="list-style-type: none"> Leadership Group Pay 	<i>FGB</i>	23 September 2020
<ul style="list-style-type: none"> Recruitment 		
<ul style="list-style-type: none"> Teaching Staff 	Headteacher, SLT1 (<i>and a governor where appropriate and available</i>)	23 September 2020
<ul style="list-style-type: none"> Support Staff 	Headteacher and SLT1	23 September 2020
<ul style="list-style-type: none"> Dismissal (in all cases other than redundancy) 	Hearings Committee	23 September 2020
<ul style="list-style-type: none"> Dismissal - Redundancy 	Hearings Committee	23 September 2020
<ul style="list-style-type: none"> Fixed Term Contracts 	Headteacher	23 September 2020
Emergency School Closure	Headteacher	23 September 2020

Target Setting	Headteacher and Chair	23 September 2020
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LIST OF MATTERS WHICH MAY NOT BE DELEGATED TO EITHER A COMMITTEE OR AN INDIVIDUAL

In a Maintained school, some of the functions *cannot* be delegated to a committee or an individual, as follows:-

- Any functions relating to the constitution of the governing board
- The appointment or removal of the Chair or Vice Chair
- The appointment or removal of the Clerk
- The determination of delegations and the membership and terms of reference of any committee
- Maintaining a published register of interests, including the business and pecuniary interests of governors
- The establishment of a selection panel to appoint a Headteacher or Deputy Headteacher
- Making sure a Headteacher benefits from any statutory entitlements and complies with the duties imposed on them, as detailed within the School Teachers' Pay and Conditions Document (STPCD)
- Staffing matters unless otherwise provided by the School Staffing (England) Regulations 2009
- Establishing procedures for the regulation of conduct and discipline of staff
- Ensuring that safer recruitment procedures are applied
- Making and reviewing a written statement of principles to be used by the Headteacher when determining the school's behaviour policy
- In community and non-faith foundation schools, approval of collective worship arrangements; this is the responsibility of the Headteacher after consulting the governing board

Academies can delegate any of their functions except approval of the budget (check Articles of Association for inclusion of any further restrictions)

Governors in both maintained schools and academies should be aware that there are some policies and documents that must be approved by the full board:-

<https://www.gov.uk/government/publications/statutory-policies-for-schools>

Functions that can be delegated to a committee in a Maintained School but *cannot* be delegated to an individual include those that relate to:-

- The alteration, discontinuance or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Admissions – where the governing board is the admissions authority (foundation and voluntary aided schools) – see the School Admissions Code for requirements
- The suspension of governors
- Determining dismissal payments / early retirement
- Exclusion of pupils (review process)
- first approval of school budget