

**Christopher Whitehead Language College and Sixth Form  
Scheme of Delegation**

<b>Introduction</b>	<p>Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Many of the tasks can and should be delegated to individuals and committees.</p> <p>This Scheme of Delegation records the decisions made by the full governing body to delegate specific tasks/responsibilities to a committee or an individual, as shown below.</p> <p>The committees are:</p> <p style="margin-left: 200px;">Curriculum, Teaching and Learning (CTL) Student and Community (S&amp;C) Operations (Ops) Audit</p> <p>Other abbreviations used:</p> <p style="margin-left: 200px;">HT (Headteacher) CoG (Chair of Governors)</p>
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<b>DOCUMENT CONTROL</b>	
Version 1	<b>Approved by FGB</b>
Version 2	<b>Update for Foundation Status</b>
Version 3	<b>Update, September 2022</b>

Key Function	No.	Tasks	Decision Level				Comment
			FGB	Committee	Individual Governor	Headteacher	
<b>Budgets</b>	1	To approve the first formal budget plan each financial year	FGB gives formal approval	Ops review and recommend			HT prepares and presents the budget. Ops reviews and recommends approval. FGB formally approves.
	2	To agree annual action plans and monitor how school		Ops			Ops committee
	3	To monitor monthly expenditure.	FGB receives a finance report at each meeting	Ops receives reports and scrutinises in detail		Part of day to day operation of the school	Ops committee and HT. Monthly management accounts are available to all governors.
	4	To establish a charging and remissions policy		Ops review and approve		Formulate & Implement	The policy will be formulated and implemented by HT and reviewed and approved by Ops.
	5	To enter into contracts (GB may wish to agree financial	Within the	Within the	Within the	Within the	The finance policy sets out the
<b>Staffing</b>	6	Headteacher appointments (selection panel)	Panel appointed by FGB				FGB gives full authority to selection panels and does not ratify panel decisions.

	7	Deputy appointments (selection panel)	Panel appointed by FGB				FGB gives full authority to selection panels and does not ratify panel decisions.
	8	Appoint selection panel for other members of the senior leadership team (including business manager)			HT in consultation with CoG	HT in consultation with CoG	HT in consultation with CoG. FGB gives full authority to selection panels and does not ratify panel decisions.
	9	Appoint other teachers				Part of day to day operation of the school	HT. A governor may be invited to join the panel.
	10	Appoint non teaching staff				Part of day to day operation of the school	HT. A governor may be invited to join the panel.
	11	Put in place a pay policy		Ops committee if timing allows.	Delegation may have to be given to CoG to give final approval within defined/expected limits.		Ops committee if possible. Timing constraints arising from the timing of external review bodies means that delegation may have to be given to CoG to give final approval within defined/expected limits.
	12	To make pay decisions in line with the pay policy and legal requirements				Part of day to day operation of the school	HT
	13	Establishing disciplinary/capability procedures				Established and implemented by the HT.	Established and implemented by the HT. Review by Ops
	14	Dismissal of headteacher	Establish special disciplinary panel				Special disciplinary panel established by FGB
	15	Dismissal of other staff				Part of day to day operation of the school	Appeals process in accordance with disciplinary procedure
	16	Suspending head			Chair of Governors.		
	17	Suspending staff (except head)			Chair of governors must be advised	Part of day to day operation of the school	HT

	18	Ending suspension (head)	Emergency FGB meeting must be called within 14 days of suspension of the head. This meeting shall direct how the decision to end the suspension shall be made.		If the meeting following the suspension has not yet taken place, the Chair of Governors may end the suspension.		Emergency FGB meeting must be called within 14 days of suspension of the head, and sooner if practicable. This meeting shall direct how the decision to end the suspension shall be made. If the meeting following the suspension has not yet taken place, the Chair of Governors may end the suspension.
	19	Ending suspension (except head)			Chair of governors must be advised	Part of day to day operation of the school	HT
	20	Setting the overall staffing structure		Reported to Ops	CoG consulted	F&I	HT to set within the approved budgets in discussion with CoG and report to Ops.
	21	Determining dismissal payments/ early retirement		Reported to Ops	CoG consulted	F&I	HT to determine within the approved budgets in discussion with CoG and report to Ops.
NB 24 is up above	22	To produce and maintain a central record of recruitment and vetting checks		Reported to Ops	Monitored by personnel link governor	Part of day to day operation of the school	HT – monitored by personnel link governor and reported to Ops.
<b>Curriculum</b>	23	Ensure National Curriculum (NC) taught to all pupils		Monitored by CTL		Part of day to day operation of the school	HT – monitored by CTL
	24	To consider any disapplication for pupil(s)		Monitored by CTL		Part of day to day operation of the school	HT – overall figures (not individual cases) monitored by CTL
	25	To establish and implement a Curriculum policy.		Monitored by CTL		Part of day to day operation of the school	HT – monitored by CTL
	26	Responsible for standards of teaching		Monitored by CTL		Part of day to day operation of the school	HT – monitored by CTL
	27	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)		Monitored by CTL		Part of day to day operation of the school	HT – monitored by CTL
	28	Responsibility for individual child's education				Part of day to day operation of the school	HT only

	29	Former wording: Provision of sex education – to establish and keep up to date a written policy New wording: Establish and review a sex and relationships education policy and ensure that parents are informed of their right to withdraw their children		Monitored by CTL		Part of day to day operation of the school	HT – monitored by CTL
	30	To prohibit political indoctrination and ensuring the balanced treatment of political issues				Part of day to day operation of the school	HT – monitored by CTL
	31	Ensure that statutory requirements for careers advice and guidance are met		Monitored by CTL		Part of day to day operation of the school	HT – monitored by CTL
	32	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements		Monitored by CTL		Part of day to day operation of the school	HT – monitored by CTL
	33	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements		Monitored by CTL		Part of day to day operation of the school	HT – monitored by CTL
	34	To decide whether to offer additional activities and what form these should take	FGB to be informed if beyond the normal range of extra-curricular activities	Monitored by CTL		Part of day to day operation of the school	HT – monitored by CTL
	35	To put into place the additional services		Monitored by CTL		Part of day to day operation of the school	HT – monitored by CTL
	36	To decide whether to stop providing additional activities		Monitored by CTL		Part of day to day operation of the school	HT – monitored by CTL
<b>Performance Management</b>	37	To adopt and review teacher appraisal policy				Established and implemented by the HT.	Established and implemented by the HT. Reviewed by Ops
	38	To carry out appraisal of other teachers (or delegate to line managers in the school)		Monitored by Ops		Part of day to day operation of the school	HT – monitored by Ops
	39	To appoint the panel to carry out the appraisal of the head teacher	FGB				Panel to consist of CoG and up to two others.
<b>Target Setting</b>	40	To set and publish targets for pupil achievement		Reviewed by CT&L	CoG consulted		HT in consultation with CoG – monitored by CTL
<b>Discipline/ Exclusions</b>	41	To establish a discipline policy/ school behaviour policy		Monitored by S&C		Part of day to day operation of the school	HT – monitored by S&C

	42	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)	FGB gives authority to the clerk to assemble a panel each time a review is required.	A panel of governors assembled by the clerk	Clerk to assemble the panel		A panel of three governors assembled by the clerk
<b>Admissions</b>	43	To update annually the Admissions Policy and consult as statutorily required (usually where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements for a set period)	FGB to approve	S&C to review proposed changes if timing permits		HT to propose and arrange consultation where required	HT to propose, FGB to approve (with review by S&C if timings permit)
	44	The school will participate in the Local Authority admissions system and will arrange appeals as required in accordance with current statutory requirements.	FGB to approve if legally required	HT to arrange.		HT to arrange	HT to arrange. S&C to review if required
<b>Premises &amp; Insurance</b>	45	Buildings insurance and personal liability – GB to seek appropriate advice	FGB gives formal approval	Ops review and recommend		HT/business manager to advise suitable arrangements and implement these.	HT/business manager to advise suitable arrangements and implement these when approved. When changes are proposed, Ops to review and recommend and FGB to approve.
	46	Developing school buildings strategy	FGB gives formal approval	Ops review and recommend		HT/business manager to advise suitable arrangements and implement these.	HT/business manager to bring forward high level proposals. When changes are proposed, Ops to review and recommend and FGB to approve.
	47	Procuring and maintaining buildings, including developing properly funded maintenance plan	Receives reports as appropriate	Receives reports as appropriate		Part of day to day operation of the school	Level of reporting to Ops/FGB is appropriate to size of development.
<b>Health &amp; Safety</b>	48	To ensure a health and safety policy and procedures are in place	FGB gives formal approval of the policy	Ops review and recommend	CoG signs the H&S policy statement		HT formulates the policy and procedures and provides evidence that they are in place. Ops reviews and recommends approval. FGB formally approves.
	49	To ensure that health and safety regulations are followed		Monitored by Ops		Part of day to day operation of the school	HT – monitored by Ops
	50	To set the times of school sessions and the dates of school terms and holidays, ensuring that the statutory requirements are met	FGB to be consulted for major changes	S&C to be consulted for significant changes			HT responsibility. FGB/S&C to be consulted about any significant departures from established patterns.
	51	To ensure that school lunch nutritional standards are met		Monitored by Ops		Part of day to day operation of the school	HT – monitored by Ops

	52	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office		Monitored by Ops		Part of day to day operation of the school	HT – monitored by Ops
	53	Maintain a register of pupil attendance		Monitored by S&C		Part of day to day operation of the school	HT – monitored by S&C
	54	To ensure provision of free meals to those pupils meeting the criteria		Monitored by S&C		Part of day to day operation of the school	HT – monitored by S&C
<b>Information For Parents</b>	55	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met		Monitored by S&C		Part of day to day operation of the school	HT – monitored by S&C
	56	To determine whether to publish a home-school agreement (no longer a statutory requirement)		Monitored by S&C		Part of day to day operation of the school	HT – monitored by S&C
	57	To establish, publish and review a complaints procedure	FGB to approve			HT to propose and implement.	HT to propose and implement. FGB to approve
	58	To establish and publish a Freedom of Information scheme and ensure the school complies with it		Ops to approve		HT to propose and implement.	HT to propose and implement. Ops to approve
<b>GB Procedures</b>	59	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	FGB core responsibility				
	60	To propose and adopt changes to the Articles of Association if required.	FGB/Members				
	61	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	FGB core responsibility				
	62	To appoint and dismiss the clerk to the governors	FGB may delegate the appointment to the chair of governors or a panel of governors				
	63	To arrange the appointment/election and removal of governors in accordance with the articles of association.	FGB/Members				
	64	To set up and publish a register of governors' business and pecuniary interests	FGB				Administered by the clerk
	65	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	FGB				FGB with advice from clerk

	66	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	FGB			HT to action	HT advised by FGB
	67	To submit governor information to the DfE database of governors via GIAS	FGB			HT to action	HT via clerk
	68	To approve and set up a Governors Expenses Scheme	FGB				HT/clerk to advice on best practice
	69	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools		S&C			Not in the NGA template and not required in this document.
	70	To consider whether or not to exercise delegation of functions to individuals or committees	FGB				
	71	To regulate the GB procedures (where not set out in law)	FGB				
	72	To agree governor induction and training programme	FGB				FGB through the clerk
	73	To review progress against strategic plan and evaluate governing body performance	FGB				FGB through the clerk
	74	To consider forming or joining an existing Multi-academy-trust (MAT)	FGB			HT investigates and proposes options.	FGB and HT consider in collaboration.  FGB decides
<b>Inclusion and equality</b>	75	To establish and approve a special educational needs (SEN) policy	Approved by FGB if legally required.	This is reviewed by S&C and SEND link governor.	This is reviewed by S&C and SEND link governor.	HT advised by SENCO formulates the policy.	HT advised by SENCO formulates the policy. This is reviewed by S&C and SEND link governor. Approved by FGB if legally required.
	76	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		S&C to review		HT to action	HT/SENCO/link governor
	77	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)				Part of day to day operation of the school	HT
	78	To appoint a designated teacher for looked-after children				Part of day to day operation of the school	HT
	79	To establish an accessibility plan and review it every three years		Report to Ops		Part of day to day operation of the school	HT/Business Manager
<b>Safeguarding</b>	80	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy					FGB
	81	To adopt and review annually a child protection policy and relevant procedures					FGB advised by HT and Safeguarding link Gov

	82	To ensure the appointment of a designated safeguarding lead.	FGB to receive report.			HT to action and report to FGB that this has been done.	HT
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