



SCHEDULE OF DELEGATION FOR 2022/23

1. Committee Terms of Reference (insert names of Committees)	Date Approved by GB
Finance Future Growth Committee	17 November 2022
Educational Excellence Committee	17 November 2022
Pay Committee	17 November 2022
Hearings Committee	17 November 2022
Appeal Committees	17 November 2022
Pupil Discipline Committee	17 November 2022
Complaints Committee	17 November 2022

2. Financial Delegation to Finance Committee and Headteacher	17 November 2022
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3. Delegation to Individual Governors/Headteacher		
	Name(s)	Date Approved by GB
Personnel		17 November 2022
• Headteacher's Performance Management (Must not be members of the appeals committee)	Naomi Sumpter Gillian Lucas	
Leadership Group Pay	Naomi Sumpter Gillian Lucas	17 November 2022
• Recruitment		17 November 2022
• Teaching Staff	Headteacher	17 November 2022
• Support Staff	Headteacher	17 November 2022
• Dismissal (in all cases other than redundancy)	Committee	17 November 2022
• Dismissal - Redundancy	Two governors plus Headteacher	17 November 2022
• Dismissal – Fixed Term Contracts	Headteacher	17 November 2022
Emergency School Closure	Headteacher	17 November 2022

For all Full Governing Board and Committee meetings:

In line with Regulation 14 of the School Governance (Roles, Procedures and Allowances (England) Regulations 2013, the Board has approved alternative arrangements for governors to participate or vote at meetings of the governing board including, but not limited to, by telephone or video conference'.

Agreed by full governing board 17 November 2022

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.