



'Achieving Excellence For All'

# **Benfleet Schools Trust**

## **Scheme of Delegation For The Appleton School**

**APPROVED BY THE BOARD**

**ON**

12<sup>TH</sup> July 2018

**SIGNED .....**

**CHAIR OF BOARD**

**Review date: Summer 2019**

Scheme of Delegation to:

**The Appleton School**

**THIS PLANNER SHOWS TO WHICH LEVEL FUNCTIONS HAVE BEEN DELEGATED**

**KEY**

Level 1: Trust

Level 2: Local Governing Body

Level 3: Headteacher

**Although decisions may be delegated, the trust as a whole remains responsible for any decision made under delegation**

	Tasks	Delegation		
		1	2	3
<b>Strategic</b>	To set the strategic direction of the school	x		
	To act in accordance with the Articles of Association	x	x	
<b>Procedures</b>	To set up a Register of Business and Pecuniary Interests for Directors, Governors, Senior Management and Finance staff	x	x	
	To consider the requirement for a Local Governing Body	x		
	To consider whether or not to exercise delegation of functions to individuals or committees	x	x	
	To approve the appointment (and remove) of the chair and vice-chair of a local governing body.	x		
	To approve the appointment and dismiss the clerk to the a local governing body	x		
	To approve the appointment of Governors	x		
	To regulate the Local Governing Body procedures	x		
	To hold full Local Governing Body meetings at least three times in a school year or as often as may be required		x	
	To approve and set up a Governors Expenses Scheme		x	
	<b>Staffing</b>	Appointment of Executive Head	x	
Headteacher appointments (selection panel)		x		
Deputy appointments (selection panel)		x		
Dismissal of Headteacher		x		
Suspending head		x		
Ending suspension - Head		x		
Determining staff complement			x	
Appoint other teachers				x
Appoint associate staff				x
Agree a pay policy			x	
Pay discretions - except Head & Finance Director			x	
Pay discretions - Head & FD		x		
Establishing disciplinary/capability procedures			x	
Suspending staff - except Head				x
Ending suspension - except Head			x	
Dismissal of other staff				x
Determining dismissal payments/ early retirement			x	

		Delegation		
	Tasks	1	2	3
<b>Budgets</b>	To approve the first formal budget plan each financial year	x		
	To establish a charging and remissions policy		x	
	To monitor monthly expenditure.			x
	To enter into contracts up to agreed financial limits		x	x
	To make payments			x
<b>Performance Management</b>	To formulate a performance management policy			x
	To establish a performance management policy		x	
	To implement the performance management policy			x
	To review annually the performance management policy		x	
	To implement PM for Head and Finance Director	x		
<b>Curriculum</b>	Responsible for standards of teaching		x	
	Ensure National Curriculum (NC) taught to all pupils		x	
	To establish a curriculum policy		x	
	To agree or reject and monitor curriculum policy		x	
	To establish and keep up to date a written policy on the provision of sex education		x	
	To implement curriculum policy			x
	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)			x
Responsibility for individual child's education			x	
<b>Target Setting</b>	To set targets for pupil achievement		x	
<b>Discipline/ Exclusions</b>	To establish a discipline policy		x	
	To review the use of exclusion and to decide whether or not to confirm all permanent and fixed term exclusions		x	
	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		x	
<b>Collective Worship</b>	Arrangements for collective worship (after consulting LGB)			x
<b>Admissions</b>	To consult before setting an admissions policy		x	
	Admissions: application decisions			x
<b>School Organisation</b>	To set the times of school sessions and the dates of school terms and holidays		x	
	To ensure that the school meets for legally required number of sessions in a school year		x	
	To ensure that school lunch nutritional standards are met where provided by the governing body.			x
<b>Information For Parents</b>	To ensure provision of free school meals to those pupils meeting the criteria			x
	Adoption and review of home-school agreements		x	
<b>Premises &amp; Insurance</b>	Developing school buildings strategy or master plan	x		
	To arrange appropriate Insurance cover including building, contents, employees & public liability		x	
	Procuring and maintaining buildings, including developing properly funded maintenance plan		x	
<b>Health &amp; Safety</b>	To institute a health and safety policy		x	
	To ensure that health and safety regulations are followed			x
	To monitor Safeguarding	x		

**End**

