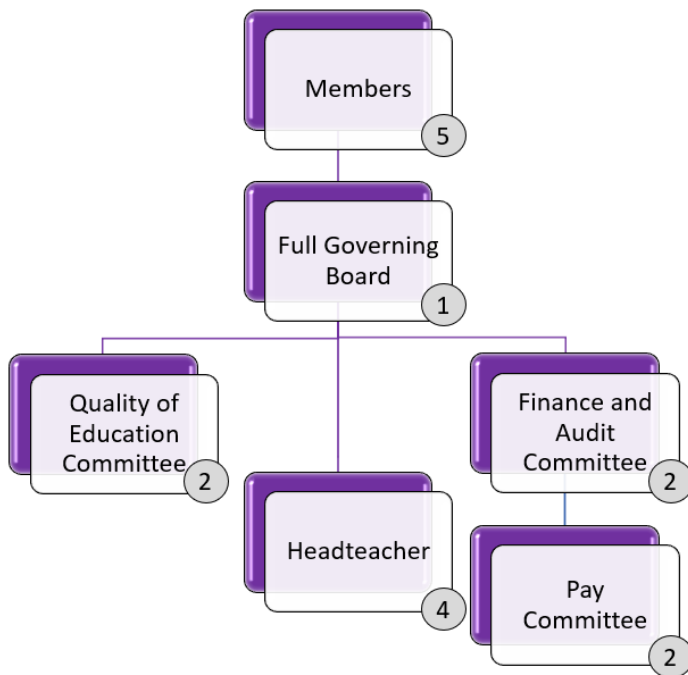


**Scheme of Delegation – 2021/2022**



This planner shows to which level the Governing Board may legally delegate functions, and the levels at which decisions are taken at Northampton School for Girls.

**KEY**

- Level 1: Full Governing Body (FGB)
- Level 2: A Committee of the Governing Body
- Level 3: Any Individual Governor
- Level 4: The Headteacher
- Level 5: Members

Blank Column: Function could be undertaken at this level

Greyed-out Column: Function cannot legally be delegated at this level

Governors must remember that although decisions may be delegated, the Governing Body as a whole remains responsible for any decisions made under this Scheme of Delegation.

No	Task	1	2	3	4	5
<b>FINANCE &amp; BUDGETS</b>						
1	To approve the first formal budget plan each financial year	x				
2	To monitor monthly expenditure			x		
3	To establish and agree a Charging and Remissions policy		x			
4	To establish an Asset Control and Accounting policy and approve arrangements for recording assets		x			
5	To establish and agree a Risk Management policy		x			
6	To establish review and monitor a Risk Register		x			
7	To ensure procedures are put in place for safeguarding of funds		x			
8	To enter into contracts above determined limits (GB to agree financial limits; ESFA approval may be required for some leases)		x			
9	To investigate any activity deemed a risk in accordance with the risk management strategy (Headteacher not to participate if enquiry relates to them)			x		

10	To appoint a qualified accountant to produce annual company accounts for independent audit		x			
11	To produce the Annual Report and submit to Members and to ESFA in accordance with ESFA's required timetable	x				
12	To submit Annual Report to Companies House within 9 months of financial year end	x				
13	To appoint external auditors					x
<b>STAFFING</b>						
14	To appoint Headteachers (selection panel) and agree Pay Awards for Headteachers	x				
15	To appoint Deputy Headteachers (selection panel)	x				
16	To appoint other teachers (for TLR holders 2b and above, a Governor to be present at interview)				x	
17	To appoint non-teaching staff (for scales J and above, a Governor to be present at interview)				x	
18	To agree a Pay policy		x			
19	To pay discretions		x			
20	To establish disciplinary, capability, conduct and grievance policies and procedures for staff		x			
21	To dismiss a Headteacher	x				
22	To dismiss other staff		x			
23	To suspend a Headteacher	x				
24	To suspend other staff				x	
25	To end the suspension of a Headteacher	x				
26	To end the suspension of other staff			x		
27	To determine the staff complement		x			
28	To determine dismissal payments or early retirement		x			
<b>CURRICULUM</b>						
29	To establish a Curriculum policy				x	
30	To implement the Curriculum policy				x	

31	To agree or reject and monitor the Curriculum policy and ensure a broad and balanced Curriculum is in place		x				
32	To take responsibility for standards of teaching and learning					x	
33	To decide which subject options should be taught, having regard to resources and implement provision for flexibility in the curriculum (including activities outside the school day)					x	
34	To take responsibility for the education of each individual pupil					x	
35	To establish and keep up to date a written Sex Education policy		x				
36	To prohibit political indoctrination and ensure the balanced treatment of political issues		x			x	
<b>PERFORMANCE MANAGEMENT</b>							
37	To formulate a Performance Management policy					x	
38	To establish a Performance Management policy and review it annually		x				
39	To implement the Performance Management policy					x	
40	To carry out the Performance Management of the Headteacher	x	x				
<b>TARGET SETTING</b>							
41	To set and publish targets for pupil achievement		x			x	
<b>PUPIL DISCIPLINE &amp; EXCLUSIONS</b>							
42	To establish a Behaviour policy for pupils and define sanctions to be adopted where pupils misbehave		x				
43	To review the use of exclusion and to decide whether or not to confirm each permanent exclusion (and each fixed-term exclusion over 15 days or where the pupil would lose the opportunity to sit a public examination)		x				
44	To direct reinstatement of excluded pupils		x				
<b>ADMISSIONS</b>							
45	To consult annually before setting Admissions policies (Year 7 and Post-16)	x					
46	To establish Admissions policies	x					

47	To make Admissions decisions		x			
48	To appeal to the Secretary of State against directions to admit pupils		x			
<b>RELIGIOUS EDUCATION &amp; COLLECTIVE WORSHIP</b>						
49	To establish a policy for the provision of Religious Education and ensure the provision of Religious Education				x	
50	To ensure that all pupils take part in a daily act of collective worship (after consulting the Governing Board)				x	
51	To make arrangements for collective worship				x	
<b>PREMISES &amp; INSURANCE</b>						
52	To ensure the school has adequate insurance cover to support its activities (including buildings & contents, business interruption, employers, public liability and vehicle insurance)		x			
53	To undertake risk assessments to determine that adequate insurance is in place		x			
54	To develop the school Buildings Strategy or Master Plan		x			
55	To procure and maintain red-lined buildings, including developing properly funded maintenance plans		x			
<b>HEALTH &amp; SAFETY</b>						
56	To institute a Health & Safety policy	x				
57	To ensure that Health & Safety regulations are followed		x		x	
<b>DATA PROTECTION</b>						
58	To determine and approve a Data Protection and Freedom of Information policy and review it at least every two years and register with the Information Commissioner's Office		x		x	
<b>SCHOOL ORGANISATION</b>						
59	To publish proposals to change categories of school	x				

60	To set the times of school sessions and the dates of school terms and holidays	x				
61	To ensure that the school meets for 380 sessions in a school year				x	
62	To ensure that school lunch nutritional standards are met				x	
<b>INFORMATION FOR PARENTS</b>						
63	To prepare and publish the school prospectus				x	
64	To ensure the provision of free school meals to those pupils meeting the criteria				x	
65	To adopt and review home-school agreements		x			
<b>INCLUSION &amp; EQUALITY</b>						
66	To establish and review a Special Educational Needs (SEN) policy	x				
67	To publish and update at least annually a SEN information report which meets requirements set out in law	x			x	
68	To designate a qualified teacher to be responsible for co-ordinating SEN Provision (the Special Educational Needs Co-ordinator or SENCO)			x		
69	To appoint a designated teacher for Looked After Children				x	
70	To establish an Accessibility Plan and review it every three years				x	
<b>SAFEGUARDING</b>						
71	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 Safeguarding policy	x				
72	To adopt and review annually a Safeguarding policy and relevant procedures	x				
<b>GOVERNING BOARD PROCEDURES</b>						
73	To appoint or remove the Chair of Governors and/or the Vice-Chair of Governors	x				
74	To appoint or dismiss the Clerk to the Governors	x				

## Scheme of Delegation

75	To agree the annual schedule of business and hold Full Governing Body (FGB) meetings in accordance with the Articles of Association	x				
76	To appoint or remove Governors ( <i>also see 87 below</i> )	x				x
77	To set up and publish a Register of Governors' Business Interests	x				
78	To approve and set up a Governors' Expenses Policy and Scheme	x	x			
79	To decide whether or not to exercise delegation of functions to individuals or committees	x				
80	To regulate the Governing Board procedures (where not set out in law)	x				x
81	To review complaints at Stage 2 (when a complaint is regarding the Headteacher) and Stage 3 in accordance with the school Complaints Procedure		x	x		
<b>ACADEMY STATUS</b>						
82	To form or join a group of schools or a chain (including Multi Academy Trusts, Federations and other structures)	x				
83	To formally respond to requests from other academies about forming or joining a group of schools or a chain	x				
84	To leave a group of schools or a chain	x				
85	To propose changes to the Articles of Association	x				
86	To approve changes to the Articles of Association (subject to approval from the Department for Education)					x
87	To appoint or remove Trustees or Members					x
88	To dissolve a failing Trust					x