



Urmston Grammar School



Scheme of Delegation

Key:

✓	Has responsibility for decision making
A	Can provide advice and support to those accountable for decision making
*	Headteacher may delegate the duty, but not the responsibility, to a team member

Governance Task	Decision Level					
	Members	Full Governing Board	Finance & Premises Committee	Curriculum & Personnel Committee	Other Committee/ Individual Trustee	Headteacher (Accounting Officer)*
Budgets & Accounts						
To submit to Members and publish an annual report on performance of the Trust.		✓				
To approve and submit Annual Report and Accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money.		✓	A			
To receive the Annual Report and Accounts	✓	✓				
To establish, review and monitor management of risk.		✓	A			A
To agree budget plan to support delivery of the school's key priorities.		✓	A			A
To monitor monthly expenditure			✓		✓	✓
To appoint and dismiss Chief Financial Officer (CFO).		✓	A			A

Governance Task	Decision Level					
	Members	Full Governing Board	Finance & Premises Committee	Curriculum & Personnel Committee	Other Committee/ Individual Trustee	Headteacher (Accounting Officer)*
To establish and review the school's Financial Scheme of Delegation.			✓			A
To enter into contracts (refer to Financial Scheme of Delegation)		A	✓			✓
To receive and respond to external auditors' report.		✓	A			A
To ensure robustness of benchmarking and school value for money.			✓			A
To develop procurement strategies and efficiency savings programme.			✓			A
To review and approve procurement strategies and efficiency programme.			✓			A
To appoint external auditors.		✓	A			
To establish appropriate internal auditors for the Trust.			✓			A
To agree annual action plans and monitor how school premiums are spent (eg Pupil Premium)			✓			A
Spending						
Spending decisions up to £20,000						✓
Spending decisions up to £60,000			✓			A
Spending decisions over £60,000		✓				A
Staffing						
To appoint and dismiss the Headteacher		✓		A		A
To appoint the Deputy Headteacher		✓		A		A
To suspend the Headteacher		✓		A		

Governance Task	Decision Level					
	Members	Full Governing Board	Finance & Premises Committee	Curriculum & Personnel Committee	Other Committee	Headteacher (Accounting Officer)*
To end the suspension of the Headteacher		✓				
To suspend other staff						✓
To end the suspension of other staff.		✓				✓
To appoint teaching and support staff						✓
To dismiss staff, other than the Headteacher.				✓		✓
To determine school's staffing structure.						✓
To determine staffing requirements.						✓
To produce and maintain a central record of recruitment and vetting checks.						✓
To agree dismissal payments/early retirement					A	✓
Performance Management						
To undertake performance management of Headteacher.					✓	A
To agree Headteacher pay award.					✓	A
To review and agree staff appraisal procedure and pay progression.					✓	A
To implement the Performance Management policy						✓
Discipline/Exclusions						
To determine and approve a behaviour and discipline policy.		✓				A
To draft content of school behaviour policy and publicise it to staff, pupils and parents.						✓

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To review all permanent exclusions and fixed term exclusions and decide whether or not to confirm permanent 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. (Exclusions involving a public examination can be delegated to chair/vice chair in case of urgency).					✓	A
To direct reinstatement of excluded pupils.					✓	✓
Admissions						
To determine and approve the admission criteria annually.		✓				A
To carry out consultation where changes are proposed, or where the Trust Board has not consulted on arrangements in the last 7 years.		✓				A
To ensure a register of pupil attendance is maintained.						✓
To have responsibility for an individual child's education.						✓
Admissions to the school according to the published admissions criteria						✓
Curriculum						
To ensure a broad and balanced curriculum is in place, including activities outside the school day.				✓		✓
To embed agreed curriculum and enrichment offer within the day to day operation of school and extra-curricular activities.						✓
To be responsible for the standards of teaching.						✓

Governance Task	Decision level					
	Members	Full Governing Board	Finance & Premises Committee	Curriculum & Personnel Committee	Other Committee	Headteacher (Accounting Officer)*
To ensure the provision of Sex & Relationships Education and maintain an up-to-date policy.						✓
To ensure the provision of Careers Education and maintain an up-to-date policy.						✓
Target setting						
To set and publish targets for pupils' achievements.						✓
To determine the Trust's vision and strategy and to agree key priorities and key performance indicators against which progress towards achieving the vision can be measured.		✓				✓
Collective worship						
Arrangements for collective worship						✓
Premises & Insurance						
To ensure buildings insurance, personal liability and Trustees' indemnity insurance.			✓			
To develop Trust building strategy.			✓			A
To procure and maintain buildings, including properly funded maintenance programme.			✓			A
Health & Safety						
To institute Health & Safety Policy.			✓			
To ensure Health & Safety regulations are followed.			✓			✓
People & Structure						
To appoint and remove Members.	✓					
To appoint and remove Trustees (Governors).	✓					
To appoint and remove Trustees (Co-opted, Parent, Staff)		✓				

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	Members	Full Governing Board	Finance & Premises Committee	Curriculum & Personnel Committee	Other Committee	Headteacher (Accounting Officer)*
To appoint and remove the Committee/Working Group chairs.		✓				
To appoint and remove the clerk.		✓				
To review clerk's performance annually						A
To review Articles of Association based on DfE updates.	✓	A				A
To explore alternative structures for the Trust (eg MAT, Federation etc)	✓	A				A
To establish and review annually the governance structure.		✓				A
To review and agree annually the terms of reference for Trust Board Committees and Working Groups		✓				A
To review and agree annually the scheme of delegation.		✓				A
To complete skills audit and recruit to fill any gaps.		✓				
To complete annually self-review of Trust board and committees.	✓	A				A
To plan succession of Governors and Headteacher/Deputies	A	✓				✓
To set up and publish a register of Trustees, attendance at meetings and governors business interests.		✓				
To ensure that governance details and other statutory requirements are published on the website.		✓				A
To agree the Governors' Year Planner annually		✓				A
Inclusion & Equality						
To designate a Trustee 'responsible person' for Safeguarding.		✓				
To designate a Trustee 'responsible person' for SEND.		✓				
To designate a Trustee 'responsible person' for Looked After Children.		✓				
To designate a Trustee 'responsible person' for Careers.		✓				

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To designate a Trustee 'responsible person' for Sex & Relationships Education.		✓				
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.		✓	A			A
To ensure provision of Free School Meals to those pupils whose parents meet the criteria.						✓
Policy & Compliance						
To review and approve the following policies:						
- School Admissions Policy		✓				A
- Safeguarding & Child Protection Policy		✓				A
- Provider Access Policy (Careers)		✓				A
- Whistleblowing Policy		✓				A
- Staff Pay Policy		✓				A
- Accessibility Policy		✓				A
- Equality Information and Objectives Statement and review equality objectives every four years.		✓				A
- Health & Safety Policy			✓			A
- Investment Policy			✓			A
- Data Protection Policy			✓			A
- Special Educational Needs (SEN) and Disability Policy and SEND Information Report				✓		A
- Children with health needs who cannot attend school				✓		A
- Early Career Teachers (ECT) Policy				✓		A
- Staff Capability Policy				✓		A

All other policies to be delegated to the Headteacher or appropriate school leader.