



RICKMANSWORTH SCHOOL

Scheme of Delegations Policy

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OVERVIEW

Purpose

This policy has been developed to clarify the responsibilities and powers of Governors and members of staff employed at the School in respect of key aspects of the management of the School and to ensure compliance with legal requirements and policies.

A reference copy of this policy is kept on the shared drive and it will be brought to the attention of all members of staff.

Review Process

This policy will be reviewed on a yearly basis or on the introduction of new or amended relevant legislation.



Tony Walker
CHAIR OF GOVERNORS



Matt Fletcher
HEADTEACHER

POLICY

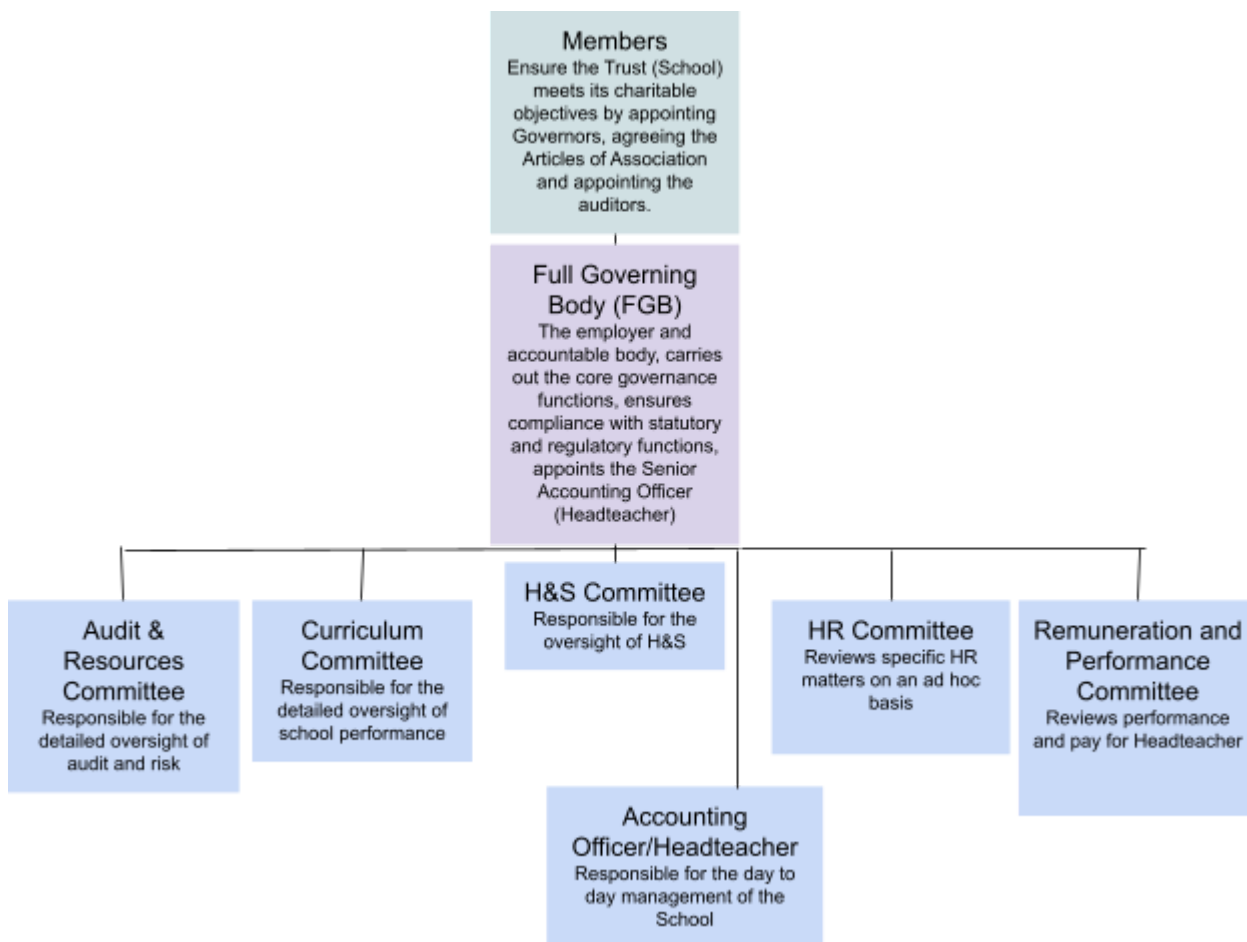
Introduction

The Scheme has been developed to clarify the responsibilities and powers of Members, Governors and members of staff employed at the School in respect of key aspects of the management of the School and to ensure compliance with legal requirements and policies. The delegations set out in this Scheme are delegated to the specified committees of the Governing Body and postholders employed at the School.

Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of the Headteacher, the delegations stand delegated to a Deputy Headteacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a postholder other than the Headteacher, the delegations stand delegated to the Headteacher unless otherwise directed or agreed by the Governing Body.

Instead of exercising their delegated powers a postholder or committee may refer the matter to the appropriate committee or to the Governing Body. The scheme will be reviewed at the first meeting in each academic year of the Governing Body and is made without prejudice to the powers and duties of the Governing Body and its committees.

The structure of delegation at Rickmansworth School is as follows:



The powers set out in respect of the Members and Full Governing Body may not be further delegated.

Only the Members may:

- apply to change the governing documents;
- change the Constitution of the Governing Body; and
- appoint Auditors.

Only the Governing Body may:

- elect or remove the Chair or Vice Chair of the Governing Body;
- appoint the Company Secretary;
- co-opt persons on to the Governing Body;
- suspend Governors;
- decide on a change of school category;
- delegate functions; and
- establish committees.

Additionally the Governing Body has decided not to delegate the following:

- decide what sex education is to be provided;

- agree any general principles on pupil discipline;
- decide any changes in the times of school sessions and dates of terms and holidays;
- appoint a Headteacher;
- approve the budget;
- ensure that a broad and balanced curriculum is implemented and targets set as required;
- ensure that RE and daily collective worship are provided;
- ensure balance in the presentation of political issues in the curriculum;
- appoint the Internal Auditor; and
- agree the Annual Report and Accounts.

The Responsibilities of the Governing Body and Headteacher

Note that this is not a complete list of the Headteacher's and Governing Body's responsibilities and that some of these responsibilities are delegated. The Decision Planner at Section 3 sets this out further.

SCHOOL BUDGET & FINANCE

Headteacher Responsibilities	Governing Body Responsibilities
<ul style="list-style-type: none"> • To draw up and submit to the Governing Body an annual budget plan (“the budget plan”) for the School’s funds which must conform to DfE requirements • To prepare and submit to the Governing Body any significant proposals for revisions to the budget plan within the strategic guidelines set by the Governing Body 	<ul style="list-style-type: none"> • To consider the annual budget plan proposed by the Headteacher, and to amend the budget plan where appropriate • To approve the budget plan • To consider and approve any proposed revisions to the budget plan submitted by the Headteacher during the course of the year • To consider the delegation of their duties.
<ul style="list-style-type: none"> • To be the Accounting Officer with the following responsibilities: <ul style="list-style-type: none"> Ensuring regularity and propriety Ensuring prudent and economical administration Avoidance of waste and extravagance Efficient and effective use of available resources The day to day organisation, staffing, and management of the academy. 	<ul style="list-style-type: none"> • To spend the delegated budget before the end of the financial year within variance allowed for academies.
<ul style="list-style-type: none"> • To ensure that the required financial policies are in place, up to date and complied with 	<ul style="list-style-type: none"> • To decide whether to delegate their powers to spend the delegated budget and any grants to the Headteacher. If so, decide the amount to be delegated.

PERSONNEL

• Headteacher Responsibilities	• Governing Body Responsibilities
<ul style="list-style-type: none"> • To advise and recommend on staff requirements 	<ul style="list-style-type: none"> • To decide the number of staff at the School and the level of the posts
<ul style="list-style-type: none"> • To advise the Governing Body on the appointment of all teachers. • To appoint all staff except those on the core Senior Leadership Team. • To manage the recruitment of the Company Secretary and advise governors on appointment. 	<ul style="list-style-type: none"> • To decide the overall procedures for appointing staff, including whether to delegate functions to the Headteacher or Governor(s), taking account of legal requirements. • To advertise Headteacher and deputy vacancies nationally, and other vacancies as appropriate. • To set up selection panels for Headteacher and Deputy Headteacher posts. • To conduct interviews and appoint teaching staff (delegated to the Headteacher).
<ul style="list-style-type: none"> • To advise on the appointment of non-teaching staff. 	<ul style="list-style-type: none"> • To appoint non-teaching staff (delegated to the Headteacher)
<ul style="list-style-type: none"> • To make recommendations for teachers' pay progression and other teachers pay related matters. 	<ul style="list-style-type: none"> • To decide whether to exercise their power to delegate certain functions relating to the appointment of staff.
<ul style="list-style-type: none"> • To advise the Governing Body on the specification for a vacant teaching post. 	<ul style="list-style-type: none"> • To decide a specification for any vacant post with the exception of the Headteacher post, in consultation with the Headteacher (delegated to the Headteacher)
<ul style="list-style-type: none"> • To advise on levels of pay for all teaching and non-teaching staff except his/her own. 	<ul style="list-style-type: none"> • To set the pay of all members of staff, including that of the Headteacher and any Deputy Headteachers, in line with legal requirements.
<ul style="list-style-type: none"> • To advise the Governing Body on adopting effective procedures to deal with incompetent teachers and to keep the Governing Body informed of the general operation of such procedures. 	<ul style="list-style-type: none"> • To establish capability procedures to deal with incompetent teachers.

<ul style="list-style-type: none"> To advise on disciplinary rules and procedures and staff grievance 	<ul style="list-style-type: none"> To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to members of staff.
<ul style="list-style-type: none"> To advise the Governing Body on whether anyone employed at the school should be dismissed 	<ul style="list-style-type: none"> To dismiss an employee.
<ul style="list-style-type: none"> To advise the Governing Body on Special payments to be made. 	<ul style="list-style-type: none"> To decide whether any payment should be made in respect of the dismissal, or to secure the resignation of a member of staff (includes early retirement and redundancies) and the amount of any such payment. To decide whether to grant early retirement to teachers.
<ul style="list-style-type: none"> To suspend staff in appropriate circumstances. 	<ul style="list-style-type: none"> To suspend staff in appropriate circumstances. To end a suspension.
<ul style="list-style-type: none"> To deploy, manage and lead all teaching and non-teaching staff of the school and allocate particular duties to them. 	<ul style="list-style-type: none"> The instigation of an appropriate pay spine and related procedures for support staff
<ul style="list-style-type: none"> To evaluate the standards of teaching and learning in the School and ensure that proper standards of professional performance are established and maintained. 	

CURRICULUM

Headteacher Responsibilities	Governing Body Responsibilities
<ul style="list-style-type: none"> To determine, organise and implement an appropriate curriculum for the school. To ensure that a broad and balanced curriculum is implemented in the school. 	<ul style="list-style-type: none"> To ensure that the curriculum is balanced and broadly based.

<ul style="list-style-type: none"> To draw up a policy for the curriculum for the school. 	<ul style="list-style-type: none"> To agree, amend or reject the curriculum policy drafted by the Headteacher.
<ul style="list-style-type: none"> To implement and review the policy once every school year and suggest any necessary changes to the Governing Body. 	<ul style="list-style-type: none"> To monitor the implementation of the School curriculum policy and consider with a view to adopting or rejecting any changes submitted by Headteacher.
<ul style="list-style-type: none"> To draft a Sex Education Policy 	<ul style="list-style-type: none"> To establish a sex education policy, to ensure that copies of the policy are available free of charge to parents and that parents can read a copy of the policy at the school.

PERFORMANCE MANAGEMENT

Headteacher Responsibilities	Governing Body Responsibilities
<ul style="list-style-type: none"> To draft if requested by the Governing Body, a school performance management policy, within the framework set by the Appraisal Regulations. To consult all school teachers at the school if requested by the Governing Body, before drafting a performance management policy. To implement the school performance management policy established by the Governing Body. 	<ul style="list-style-type: none"> To establish a school performance management policy to govern the implementation of school teacher appraisal (including the Headteacher) within the framework set by the Appraisal Regulations. To ensure that all teachers are consulted. To review and, if necessary, amend the performance management policy annually.
<ul style="list-style-type: none"> To appoint/act as appraisers for teachers To review complaints by teachers about their appraisal where the Headteacher has not been the appraiser. To set the timing of the performance management cycle for other teachers. 	<ul style="list-style-type: none"> To ensure that all teachers receive a regular appraisal of their performance. To appoint the appropriate number of governors to take responsibility for carrying out all aspects of the Headteacher's appraisal. To decide the exact timing of the performance review cycle for the Headteacher. To appoint one or more review officers where a complaint is made by the Headteacher about his/her performance review and the Chair of

	Governors has been involved in that review.
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STANDARDS AND TARGET SETTING

Headteacher Responsibilities	Governing Body Responsibilities
<ul style="list-style-type: none"> To ensure that appropriate targets are set by teachers, academic departments and (where deemed necessary) the whole school so as to maintain high standards of attainment and achievement. 	<ul style="list-style-type: none"> To monitor both the systems for target setting and monitoring outcomes and also ensure that standards are high, in both absolute terms and compared to similar schools nationally.

EXCLUSIONS

Headteacher Responsibilities	Governing Body Responsibilities
<ul style="list-style-type: none"> The Headteacher can exclude pupils for fixed period(s) of not more than 45 days in total in a year or permanently 	<ul style="list-style-type: none"> To set up a pupil discipline committee to review the use of exclusions in the school and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to take a public examination.

ADMISSIONS

Headteacher Responsibilities	Governing Body Responsibilities
<ul style="list-style-type: none"> The Headteacher may deal with applications for admission only where the need to determine an application does not arise, which will be where none of the statutory circumstances for refusing admission apply under the Act currently in force. This applies to applications at both the normal time of entry and to in year applications. 	<ul style="list-style-type: none"> The Governing Body is the admissions authority. A school's admission authority is responsible for setting its Admission Policy and making the arrangements for admission appeals. It can also decide whether to complain to the Adjudicator about another admission authority's admission arrangements. Separate arrangements apply where a pupil has a statement of special educational needs. In this case, admission is determined by the statement. Before naming a school on a statement, the LA must consult the Governing Body.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Headteacher Responsibilities	Governing Body Responsibilities
<p>RELIGIOUS EDUCATION</p> <ul style="list-style-type: none"> The Headteacher shall ensure that RE is provided, in accordance with the school's basic curriculum. 	<ul style="list-style-type: none"> The Governing Body shall exercise their functions with a view to ensuring that RE is provided in accordance with the school's basic curriculum.
<p>COLLECTIVE WORSHIP</p> <ul style="list-style-type: none"> The Headteacher shall ensure that each pupil shall have the opportunity on each school day to take part in an act of collective worship. 	<ul style="list-style-type: none"> The Governing Body shall exercise its functions with a view to ensuring that each pupil takes part in an act of collective worship each day.

SCHOOL PREMISES

Headteacher Responsibilities	Governing Body Responsibilities
<p>CONTROL OF SCHOOL PREMISES</p> <ul style="list-style-type: none"> Day to day management of the school and day to day charge of who can enter the school premises. To advise the Governing Body where appropriate. 	<ul style="list-style-type: none"> To control the use of the school premises both during and outside the school day. To decide on what charges to levy where external providers want to use the school premises.
<p>HEALTH AND SAFETY</p> <ul style="list-style-type: none"> To comply with Governing Body directions. 	<ul style="list-style-type: none"> To agree a Health and Safety policy, monitor risk assessments and set up arrangements to manage health and safety.
<p>MEDICAL CARE AND SCHOOL MEALS</p> <ul style="list-style-type: none"> To ensure free meals are provided for those pupils whose parents are in receipt of specified benefits. 	<ul style="list-style-type: none"> To ensure pupils take advantage of dental and medical care if available. To direct that free meals be provided for those pupils whose parents are in receipt of specified benefits.

Governing Body Decision Planner

The Planner on the following pages shows to which level the governing body may legally delegate functions and the delegation approved by the Governing Body of Rickmansworth School.

Key	
Level 1:	Members (Mem), Governing Body (FGB), Appropriate Panel (Panel)
Level 2:	A committee of the Governing Body: Audit & Resources (AR), Health and Safety (H&S), Remuneration (Rem), Human Resources (HR), Curriculum (Curr)
Level 3:	An individual Governor

Level 4:	Headteacher: HT
Column blank:	Action may be undertaken by this level but would normally be taken at the level indicated.
Column with cross:	Function cannot be legally carried out at this level .
<i>*Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation</i>	

Scheme Of Delegations Policy

Key Function	No.	ACTION SHEET	DECISION LEVEL			
		TASKS	Level 1	Level 2	Level 3	Level 4
Finance	1	To approve the budget and the mid year revision each financial year	FGB		X	X
	2	To monitor income, expenditure, cash flow and the Balance Sheet.	FGB			
	3	Miscellaneous financial decisions (e.g. write-offs)	FGB			
	4	To investigate financial irregularities (Head suspected)	Panel			
	5	To investigate irregularities (other suspected)	FGB			
	6	To enter into contracts (above 25,000)	FGB			
	7	To enter into contracts (below 25,000)				HT
	8	To approve the Financial Procedure Manual	FGB			
	9	To sign the interim financial reports	FGB			
	10	To sign the Annual Report	FGB			
	11	To appoint auditors for the accounts	Mem			
	12	To appoint the Internal Auditor	FGB			
	13	To approve the Internal Auditor duties and Audit Plan		AR		
	14	Review benchmarking and VFM		AR		HT
Staffing & Pay	15	Headteacher appointments (selection panel)	Panel	X	X	X
	16	Deputy and core SLT appointments (via selection panel)	Panel	X	X	X
	17	Appoint other teachers (a governor is normally part of the selection panel)				HT
	18	Appoint non teaching staff (a governor is normally part of the selection panel)				HT

Scheme Of Delegations Policy

Key Function	No.	ACTION SHEET	DECISION LEVEL			
		TASKS	Level 1	Level 2	Level 3	Level 4
	19	Annual Pay Policy	FGB			X
	20	Receive Annual Staffing Report	FGB			
	21	Agree Staff Development Plan	FGB			
	22	Pay discretions (the Headteacher should not advise on his/her own pay)		Rem		X
	23	Support Staff Pay including consensual variation if necessary		Rem		
	24	Establishing disciplinary /capability procedure	FGB			
	25	Dismissal of Headteacher (discipline panel)	Panel			X
	26	Dismissal of other staff (discipline panel)	Panel			
	27	Suspending the Headteacher			Chair	X
	28	Suspending staff except Headteacher	Panel			HT
	29	Ending suspension of the Headteacher			Chair	X
	30	Ending a suspension except Headteacher (discipline panel)	Panel			HT
	31	Determining dismissal payments / early retirement	FGB			X
	32	Determining staff complement	FGB			X
Curriculum	33	To draft curriculum policy	X	X	X	HT
	34	To implement curriculum policy	X	X	X	HT
	35	To agree or reject and review curriculum policy	FGB			X
	36	Responsible for standards of teaching				HT

Scheme Of Delegations Policy

Key Function	No.	ACTION SHEET	DECISION LEVEL			
		TASKS	Level 1	Level 2	Level 3	Level 4
	37	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)				HT
	38	Responsibility for individual child's education				HT
	39	Provision of sex education – make and keep up to date a written policy	FGB			HT
	40	To prohibit political indoctrination and ensuring the balanced treatment of political issues	FGB			
	41	To draw up a charging and remissions policy for activities	FGB			
Performance Management	42	To agree and review a Performance Management Policy	FGB			
	43	To draft and implement the Performance Management Policy				HT
Target Setting	44	To set and publish targets for student achievement if desired (delegated to HT)	FGB			HT
Exclusions	45	To decide a student discipline policy	FGB		X	X
	46	To exclude a student for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	X	X	X	HT

Key Function	No.	ACTION SHEET	DECISION LEVEL			
		TASKS	Level 1	Level 2	Level 3	Level 4
	47	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term (see above) or would lose the opportunity to sit a public examination. (May be delegated to Chair / Vice Chair if urgent)	Panel		X	X
	48	To direct reinstatement of excluded pupils. (May be delegated to Chair / Vice Chair if urgent)	Panel		X	X
Admissions	49	To consult annually before setting an admissions policy	FGB		X	X
	50	To agree an Admissions Policy	FGB		X	X
	51	Admissions application decisions	FGB		X	X
	52	To appeal against LA directions to admit pupil(s)	FGB		X	X
Religious Education	53	Responsibility for ensuring provision of RE in line with the School's basic curriculum	FGB			
Premises	54	Arrange buildings and public liability insurance	FGB			X
	55	Routine premises strategy including budgeting for repairs and Asset Management Plans	FGB		X	X
	56	Buildings Strategy: entering major new commitments	FGB		X	X
	57	To set a policy and ensure health and safety issues are met	FGB	H&S	X	X

Key Function	No.	ACTION SHEET	DECISION LEVEL			
		TASKS	Level 1	Level 2	Level 3	Level 4
	58	To ensure Health and Safety regulations are followed				HT
	59	To set a charging and remissions policy	FGB		X	X
	60	To set a Security Policy		AR		
School Organisation	61	To propose any amendments to the Funding Agreement and the Articles of Association	Mem	X	X	X
	62	To publish proposals to change category of school	FGB		X	X
	63	To agree a school Action Plan following OFSTED inspection and distribute copies to parents	FGB			
	64	To set the times of school sessions and the dates of school terms and holidays to provide for 380 half day sessions per year	FGB			X
Information for Parents	65	To prepare and publish the school prospectus)	FGB			
	66	To ensure provision of free school meals to those pupils meeting criteria				HT
FGB Procedures	67	To appoint (and remove) the chair or vice chair of the Governing Body or a committee.	FGB	X	X	X
	68	To hold a Governing Body meeting at least once a term or more often if required.	FGB	X	X	X
	69	To appoint and remove co-opted, including temporary additional co-opted governors	FGB	X	X	X
	70	To set up a Register of Governors' Business Interests	FGB	X	X	X
	71	To determine the level of Governors' expenses	FGB			

Key Function	No.	ACTION SHEET	DECISION LEVEL			
		TASKS	Level 1	Level 2	Level 3	Level 4
	72	To appoint/remove the named Safeguarding Governor	FGB	X	X	X
	73	To appoint and remove the Clerk to the Board	FGB	X	X	X
	74	Establish and annually review the governance structure for the Trust	FGB	X	X	X
	75	Self-review of FGB and Committees on an annual basis	FGB	X	X	X
	76	Chair's performance - carry out 360 feedback annually	FGB	X	X	X
	77	Publish governance arrangements on the School website				HT
	78	To ensure that required ESFA returns and reports are submitted	FGB			
	79	Determine and approve the School's vision, strategy and key priorities	FGB			HT
	80	Appoint Chief Financial Officer	FGB			HT
	81	Establish, monitor and review the Schemes of Delegation	FGB			
	82	To discharge duties in respect of pupils with special needs by appointing a "responsible person"	FGB			X
	83	To agree delegation of functions to individuals or committees (as allowed in Law).	FGB	X	X	X
	84	To regulate the FGB's procedures (where not set out in law)	FGB	X	X	X
	85	To review annually a year the establishment, terms of reference and membership of committees.	FGB		X	X
	86	To review annually the Risk Register and propose changes	FGB			
	87	To establish, amend and review the Risk Register	FGB	AR		

Scheme Of Delegations Policy

Key Function	No.	ACTION SHEET	DECISION LEVEL			
		TASKS	Level 1	Level 2	Level 3	Level 4
Members	88	To appoint and remove Members	Mem	X	X	X
MAT's and Federations	89	To consider forming a Federation or joining an existing federation	FGB			
	90	To consider requests from other schools to join a federation	FGB	X	X	X
	91	To leave a federation	FGB	X	X	X
Extended Schools	92	To decide to offer additional activities and to what form these should take	FGB	X	X	X
	93	To put into place the additional services provided				HT
	94	To ensure delivery of services provided				HT
	95	To cease providing extended school provision	FGB	X	X	X
Academy	96	Submit the Annual Report to the ESFA by due date	FGB			
	97	Lodge the Annual Report at Companies House by due date	FGB			

APPENDICES

Appendix A: Roles and responsibilities (taken from NGA Guidance on Schemes of Delegation - November 2020)

The role of the members

- The members of the trust are guardians of the governance of the trust and must ensure it carries out its charitable objective.
- There must be at least three members, although the DfE prefer at least five; members are not permitted to be employees of the academy trust.
- The members agree the trust's articles of association, appoint trustees and appoint the trust's external auditors.
- The members should receive information about the trust's business and receive the annual report and accounts. If they have concerns that the trust is not carrying out its charitable objective, members should remove trustees that are failing to fulfil this responsibility.

The role of the trustees

- The trust is a charitable company and so trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors (within the terms of the Companies Act 2006).
- Trustees are bound by both charity and company law so the terms 'trustees' and 'directors' are often used interchangeably. NGA uses the term trustee as it avoids the possible confusion caused when executive leaders are called directors but are neither company directors nor trustees. The use of trustee also serves to highlight the overarching charitable purpose of the organisation, distinguishing it from other directorships that may be held in the private sector.
- Trustees are responsible for the general control and management of the trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement are legally accountable for all statutory functions and for the performance of all the schools within the trust; they do this by carrying out the core governance functions.
- The board of trustees must approve a written scheme of financial delegation and if they choose to delegate to board committees, must approve a written scheme of delegation and committee terms of reference.

The role of trust board committees

- Trustees delegate some governance functions to board committees, one of which must include audit and risk which advises on the adequacy of the trust's controls and risks.

- Board committees must have at least three trustees in membership, and trustees must be in the majority for voting purposes; it is usual for the trust board to appoint board committee chairs and committee members according to their skills.
- Most trusts will delegate detailed scrutiny of financial management and school performance to board committees.

The role of the chief executive

- The trustees delegate the day to day management of the trust to the chief executive, line managing them in line with the trust's appraisal and performance management policies.
- The chief executive is also the accounting officer and so is not only responsible for the performance of the trust as a whole, but has a personal responsibility to parliament for the regularity, propriety and value for money, and for assuring the board about compliance with the funding agreement and the Academies Financial Handbook.
- The chief executive will be responsible for the leadership and management of the central executive team and the schools' headteachers and will report to the trust board and its committees.