Birkett House School

Scheme of Delegation

STATUS: DUE FOR REVIEW / AWAITING APPROVAL / IMPLEMENTED (HIGHLIGHT AS APPROPRIATE)	
Reviewed date:	June 2026
Reviewer:	Chris White
Implementation date:	June 2025
Next review:	June 2027
Headteacher:	Tom Harrup
Date of review by Governors:	June 2026
Chair of Governors or Committee:	Tim Pearce

This Scheme of Delegation has been developed to clarify the responsibilities and powers of the Full Governing Body, the Committees of the Governing Body and the Head Teacher in respect of key aspects of the management of the School and to ensure compliance with legal requirements and, where appropriate, Local Authority policies.

The delegations set out in this Scheme cannot be changed without the agreement of the Full Governing Body. In the absence or incapacity of the Head Teacher, the delegations will be delegated to a Deputy Head Teacher (the choice of Deputy Head Teacher will depend on the circumstances) unless otherwise directed or agreed by the Full Governing Body.

Instead of exercising their delegated powers the Head Teacher or Committee may refer the matter to the Full Governing Body. This Scheme will be reviewed at the first meeting of the Full Governing Body in each academic year.

The following responsibilities will be fulfilled by the Full Governing Body and may not be delegated:

- Elect or remove the Chair or Vice Chair of the Governing Body
- Appoint the Head Teacher/ Accounting Officer
- Establish Committees
- Agree the School's Relationships and Sex Education Policy
- Agree the School's Behaviour Principles
- Agree the times of School sessions and the term/holiday dates
- Approve the budget
- Ensure that a broad and balanced curriculum is implemented and targets set as required
- Agree the School's Religious Education Policy including arrangements for daily collective worship
- Ensure balance in the presentation of political issues in the curriculum.
- Make a recommendation to the Members on the appointment of the External Auditors

- Agree and recommend the Annual Report and Accounts to members
- Suspend Governors

THE RESPONSIBILITIES OF THE GOVERNING BODY AND THE HEAD TEACHER

Note: i) this is not a complete list of responsibilities
ii) some of these responsibilities are delegated as set out in the Decision Planner starting at page 8.

SCHOOL BUDGET & FINANCE	
Responsibilities of Head Teacher	**Responsibilities of Governing Body**
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.	Review and approve the annual budget plan ("the budget plan") proposed by the Head Teacher .
Prepare and submit to the Governing Body any significant proposals for revisions to the budget plan within the strategic guidelines/school development plan set by the Governing Body.	Review and approve, if appropriate, any proposed revisions to the budget plan submitted by the Head Teacher during the course of the year
To be Accounting Officer with the following responsibilities: · To ensure regularity and propriety · To ensure prudent and economical administration · To avoid waste and extravagance · To make efficient and effective use of available resources · To ensure the day to day organisation, staffing, and management of the academy.	To spend the delegated budget before the end of the financial year within the variance allowed for academies. To agree any delegation of this responsibility to the Head Teacher and the extent of such delegation.

PERSONNEL	
Responsibilities of Head Teacher	**Responsibilities of Governing Body**
To advise on staff requirements	To agree the number of staff at the School and the level/grade of the posts.
To inform the Governing Body of the appointment of all teachers To appoint all teachers except those remunerated on the Leadership Pay Spine	To decide the overall procedures for appointing staff, including whether to delegate functions to the Head Teacher, a Governor or a Committee of Governors, taking account of legal requirements. To advertise Head TeacherDeputy Head Teacher, and Assistant Head Teacher vacancies nationally, and other vacancies as appropriate. To set up selection panels for Head Teacher, Deputy Head Teacher and Assistant Head Teacher posts. To be involved in the interviews and appointment ofteaching staff
To advise on the appointment of non-teaching staff.	To appoint non-teaching staff. (delegated to the Head Teacher)
To make recommendations for teachers' pay progression and other teachers' pay related matters.	To decide whether to exercise their power to delegate certain functions relating to the appointment of staff. Ie Pay Committee.
To advise the Governing Body on the specification for a vacant teaching post.	To decide a specification for any vacant post, in consultation with the Head Teacher.
To advise on levels of pay for all teaching and non-teaching staff except the Head Teachers.	To set the pay of all members of staff, including that of the Head Teacher and any Deputy Head Teachers, in line with legal requirements.
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.	To establish capability procedures to deal with incompetent teachers.
To advise on disciplinary rules and procedures and staff grievance	To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to members of staff.

To advise the Governing Body on whether anyone employed at the school should be dismissed. To advise the Governing Body on payments to be made. To suspend staff in appropriate circumstances. To deploy, manage and lLead all teaching and non-teaching staff of the school and allocate particular duties to them. To evaluate the standards of teaching and lLearning in the school and ensure that proper standards of professional performance are established and maintained.	To dismiss an employee. 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. To suspend staff in appropriate circumstances. To end a suspension . The instigation and agreement ~~too~~ of an appropriate pay spine and related procedures for support staff

SECULAR CURRICULUM	
Responsibilities of Head	**Responsibilities of Governing Body**
To determine, organise and implement an appropriate curriculum for the school. To ensure that a broad and balanced curriculum is implemented in the school. To draw up a policy for the secular curriculum for the school ("the curriculum policy"). To implement and review the policy once every school year and suggest any necessary changes to the Governing Body.	To ensure that the curriculum is balanced and broadly based. To ensure that a broad and balanced curriculum is implemented. To agree, amend or reject the curriculum policy drafted by the Head Teacher. To monitor the implementation of the School curriculum policy and consider with a view to adopting or rejecting any changes submitted by Head Teacher.

To draft a Sex Education Policy	To ensure a sex education policy is established and approved. 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	
Responsibilities of Head	**Responsibilities of Governing Body**
To draft~~, if requested by the Governing Body~~, a school performance management policy, within the framework set by the Appraisal Regulations.	To establish a school performance management policy to govern the implementation of school teacher appraisal (including the Head Teacher) 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 ensure that all school teachers are consulted.
To implement the school performance management policy established by the Governing Body To appoint/act as appraisers for teachers	To review and, if necessary, amend the performance management policy annually. To ensure that school teachers receive a regular appraisal of their performance.
To review complaints by teachers about their appraisal where the Head has not been the appraiser.	To appoint two or three governors to take responsibility for carrying out all aspects of the Head Teacher's appraisal.
To set the timing of the performance management cycle for other teachers	To decide the exact timing of the performance review cycle for the Head Teacher. To appoint one or more review officers where a complaint is made by the Head Teacher about his/her performance review and the Chair of Governors has been involved in that review.

STANDARDS AND TARGET SETTING	
Responsibilities of Head	**Responsibilities of Governing Body**
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.	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	
Responsibilities of Head	**Responsibilities of Governing Body**
The Head Teacher can exclude pupils for fixed period(s) of not more than 45 days in total in a year.	To set up, where appropriate, 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	
Responsibilities of Head	**Responsibilities of Governing Body**
The Head Teacher will liaise with the Local Authority regarding admissions to the school which will be managed in accordance with the detailed requirements set out in annex B of the Funding Agreement dated 1 November 2012. The Head Teacher will deal with any appeals related to admissions.	The Governing Body will support the Head Teacher with any appeals or contentious admissions.

RE & COLLECTIVE WORSHIP	
Responsibilities of Head	**Responsibilities of Governing Body**
RELIGIOUS EDUCATION The Head Teacher shall ensure that RE is provided, in accordance with the school's basic curriculum. **COLLECTIVE WORSHIP** The Head Teacher shall ensure that each pupil shall on each school day take part in an act of collective worship.	The Governing Body shall exercise their functions with a view to ensuring that RE is provided in accordance with the school's basic curriculum. 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	
Responsibilities of Head	**Responsibilities of Governing Body**
Control of school premises: Day to day management of the school and charge of who can enter the school To advise Governing Body where appropriate. *Health & Safety* To comply with Governing Body directions	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. To agree a health & safety policy, monitor risk assessments and set up arrangements to manage health & safety.

GOVERNING BODY DECISION PLANNER

THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS

KEY
Level 1: Full governing body
Level 2: A committee of the governing body
Level 3: Headteacher.

Column blank: Action could be undertaken by this level.
Column blocked off: Function cannot be legally carried out at this level.

Governors must remember that although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation

			Decision Level		
Key Function	No	Tasks	1	2	3
Finance	1	To approve the first formal budget plan each financial year	✓		
	2	To monitor monthly expenditure.		✓	
	3	To establish a charging and remissions policy		✓	
	4	Miscellaneous financial decisions		✓	

	5	To enter into contracts for which quotations are required as per the 8.8 of the financial Policy		✓	
	6	To make payments			✓
Staffing	7	Head teacher appointments (selection panel)	✓		
	8	Deputy/ Assistand Head Teacher appointments (selection panel)	✓		
	9	Appoint staff (except Head Teacher/ Deputy and Assistant Head Teachers))			✓
	10	Agree a pay policy & discretions		✓	
	11	Establishing disciplinary/capability procedures		✓	
	12	Dismissal of head teacher		✓	
	13	Dismissal of other staff		✓	
	14	Suspending head	✓		
	15	Suspending staff (except head)			✓
	16	Ending suspension of Head Teacher	✓		
	17	Determining staff complement		✓	
	18	Determining dismissal payments/ early retirement		✓	
Curriculum	19	To establish, implement & monitor a curriculum policy			✓
	20	Responsible for standards of teaching			✓
	21	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)			✓
	22	Responsibility for individual child's education			✓
	23	Provision of sex education – to establish and keep up to date a written policy			✓
	24	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓		✓
	25	To establish a charging and remissions policy for activities (not National Curriculum based)		✓	
Performance Management	26	To establish a performance management policy & review annually		✓	
	27	To implement the performance management policy			✓
Target Setting	28	To set and publish targets for pupil achievement		✓	
Discipline/ Exclusions	29	To establish a discipline policy		✓	
	30	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 or would lose the opportunity to sit a public examination. (Can be delegated to chair of the full governing body or vice-chair in their absence)		✓	
	31	To direct reinstatement of excluded pupils (Can be delegated to chair of the full governing body or vice-chair in their absence)		✓	
Religious Education	32	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)			✓
Premises & Insurance	33	Buildings insurance and personal liability		✓	
	34	Developing school buildings strategy or master plan and contributing as required to Govt. Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)		✓	
	35	Procuring and maintaining buildings, including developing		✓	

		properly funded maintenance plan			
Health & Safety	36	To institute a health and safety policy	✓		
	37	To ensure that health and safety regulations are followed			✓
School Organisation	38	To set the times of school sessions and the dates of school terms and holidays		✓	
	39	To ensure that the school meets for 380 sessions in a school year			✓
	40	To ensure that school lunch nutritional standards are met where provided by the governing body.			✓
	41	To ensure provision of free school meals to those pupils meeting the criteria			✓
Information For Parents	42	Adoption and review of home-school agreements		✓	
GB Procedures	43	To draw up instrument of government and any amendments thereafter	✓		
	44	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓		
	45	To appoint and dismiss the clerk to the governors	✓		
	46	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	✓		
	47	To appoint and remove co-opted governors.	✓		
	48	To set up a Register of Governors' Business Interests	✓		
	49	To approve and set up a Governors Expenses Scheme		✓	
	50	To discharge duties in respect of pupils with special needs.	✓		
	51	To consider whether or not to exercise delegation of functions to individuals or committees	✓		
	52	To regulate the GB procedures (where not set out in law)	✓		
MAT's & Federations	53	To consider, and where appropriate agree to, forming or joining a ~~a~~ MAT, federation or LA equivalent. ~~joining an existing federation~~	✓		
	54	To consider, and where appropriate agree to, requests from other schools to join the and collaborative system ~~federation~~	✓		
	55	To leave a federation, MAT or collaborative group.	✓		
Extended Schools	56*	To decide to offer additional activities and to what form these should take	✓		
	57	To put into place the additional services provided			✓
	58	To ensure delivery of services provided			✓
	59*	To cease providing extended school provision	✓		

*Although these tasks are open to delegation under the Education (School Government)(Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the F~~f~~ull Governing Body.