

## THOMAS MILLS HIGH SCHOOL SCHEME OF INTERNAL DELEGATION

### THIS SHOWS TO WHICH LEVEL THE ACADEMY TRUST AND GOVERNING BODY DELEGATE FUNCTIONS

#### KEY

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

**\*Although decisions may be delegated, the governing body as a whole remains responsible for any decision made at Levels 2 – 4\***

Key Function	No	Tasks	Decision Level			
			1	2	3	4
Finance	1	To approve the formal budget plan and mid year adjustments each financial year.	✓			
	2	To monitor monthly expenditure.				✓
	3	To establish a charging and remissions policy (subject to the Secretary of State's approval), Finance policy, Record of Financial Responsibility & others	✓			
	4	Miscellaneous financial decisions (ie write-offs)		✓		
	5	To enter into contracts	According to the agreed Policy Statement and the authorisation limits set in the Record of Financial Responsibility			
	6	To make payments				✓

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			1	2	3	4
	7	To investigate any activity deemed relevant to enquiries. Headteacher not to participate if enquiry relates to Headteacher activities		✓		
	8	To sign the Annual Report	✓			
	9	To appoint Auditors	✓			
	10	To appoint a Responsible Officer(RO)	✓			
<b>Staffing</b>	11	Headteacher appointments (selection panel)	✓			
	12	Deputy appointments (selection panel)	✓			
	13	Appoint other teachers				✓
	14	Appoint support staff		✓ (Senior staff)		✓ (Other staff)
	15	Agree a pay policy	✓			
	16	Pay discretions		Personnel & Performance Committee		
	17	Establishing disciplinary/capability procedures	✓			
	18	Dismissal of headteacher	✓			
	19	Dismissal of other staff		Staff Determinations Committee		
	20	Suspending head (panel)	✓			
	21	Suspending staff (except head)				✓
	22	Ending suspension (head) (panel)	✓			
	23	Ending suspension (except head) (panel)	✓			
	24	Determining staff complement		Personnel & Performance Committee and Finance Committee		
	25	Determining dismissal payments/ early retirement	✓			
<b>Curriculum</b>	26	To establish a curriculum policy				✓
	27	To implement curriculum policy				✓
	28	To agree or reject and monitor curriculum policy	✓			

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	29	Responsible for standards of teaching				✓
	30	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)				✓
	31	Responsibility for individual child's education				✓
	32	Provision of sex education – to establish and keep up to date a written policy	✓			
	33	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓			
<b>Performance Management</b>	34	To formulate a performance management policy	✓			
	35	To establish a performance management policy	✓			
	36	To implement the performance management policy				✓
	37	To review annually the performance management policy	✓			
<b>Target Setting</b>	38	To set and publish targets for pupil achievement	✓			
<b>Discipline/Exclusions</b>	39	To establish a discipline policy	✓			
	40	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/vice-chair in cases of urgency)		Discipline Committee		
	41	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	✓			

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Admissions	42	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)	✓			
	43	Admissions: application decisions		Panel		
	44	To appeal against LA directions to admit pupil(s)	✓			
Religious Education	45	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus	✓			
Collective Worship	46	To ensure that all pupils take part in a daily act of collective worship (after consulting GB)				✓
	47	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				✓
	48	Arrangements for collective worship (schools without religious character (after consulting GB)				✓
Premises & Insurance	49	Buildings insurance and personal liability– (it is suggested that the GB as a whole should be involved in this decision)		Premises Committee		
	50	Developing school buildings strategy or master plan		Premises Committee		
	51	To agree school buildings strategy or master plan	✓			
	52	Procuring and maintaining buildings, including developing properly funded maintenance plan	✓			

Key Function	No	Tasks	Decision Level			
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Health & Safety	53	To institute a health and safety policy	✓			
	54	To ensure that health and safety regulations are followed				✓
School Organisation	55	To publish proposals to change category of school	✓			
	56	To set the times of school sessions and the dates of school terms and holidays	✓			
	57	To ensure that the school meets for 380 sessions in a school year				✓
	58	To ensure that school lunch nutritional standards are met where provided by the governing body.				✓
Information For Parents	61	To prepare and publish the school prospectus	✓			
	62	To ensure provision of free school meals to those pupils meeting the criteria				✓
	63	Adoption and review of home-school agreements	✓			
GB Procedures	64	To draw up instrument of government and any amendments thereafter	✓			
	65	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓			
	66	To appoint and remove co-opted governors.	✓			
	67	To appoint and dismiss the clerk to the governors	✓			
	68	To hold a full governing body meeting at least once a term or a meeting of the temporary governing body as often may require	✓			
	69	To set up a Register of Governors' Business Interests (Pecuniary Interests)	✓			
	70	To approve and set up a Governors Expenses Scheme	✓			

Key Function	No	Tasks	Decision Level			
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	71	To discharge duties in respect of pupils with special needs by appointing a "responsible person"	✓			
	72	To consider whether or not to exercise delegation of functions to individuals or committees	✓			
	73	To regulate the GB procedures (where not set out in law)	✓			
<b>Federations</b>	74	To consider forming a federation or joining an existing federation	✓			
	75	To consider requests from other schools to join the federation	✓			
	76	To leave a federation	✓			
<b>Academy</b>	77	Annual Report to EFA after year end	✓			
	78	Annual Report to Companies House by 9 months from year end	✓			