

THOMAS MILLS HIGH SCHOOL



POLICY DOCUMENT 34 – APPROVED 21/10/2021

SCHEME OF INTERNAL DELEGATION POLICY

Vision Statement

*We, the staff and governors, aspire
to ensure that all our students,
irrespective of ability
and regardless of anyone's doubts,
achieve their potential in full;
and we aspire in this way to make Thomas Mills High School
the best in the country.*

Thomas Mills High School is an Academy and a company limited by guarantee incorporated in England & Wales under number 7605059

THIS SHOWS TO WHICH LEVEL THE ACADEMY TRUST TRUSTEES AND HEADTEACHER DELEGATE FUNCTIONS

KEY

Level 1: The Academy Trust

Level 2: A committee of the Academy Trust

Level 3: An individual trustee

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 Academy Trust 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 (i.e. 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 in line with delegated powers				✓
	7	To agree action plans and monitor the impact of school premiums (e.g. pupil premium, Y7 catch up premium)		P P & C Committee		
	8	To investigate any activity deemed relevant to enquiries. Headteacher not to participate if enquiry relates to Headteacher activities		✓		
	9	To sign the Annual Report	✓			
	10	To work with members on appointing Auditors	✓			
	11	To appoint a Responsible Officer (RO)	✓			
	12	Headteacher appointments (selection panel)	✓			
	13	Deputy appointments (selection panel)	✓			
	14	Appoint other teachers				✓

Key Function	No	Tasks	Decision Level			
			1	2	3	4
	15	Appoint support staff		✓ (Senior staff)		✓ (Other staff)
	16	Agree a pay policy	✓			
	17	To make pay decisions in line with the pay policy and legal requirements.		P P & C Committee		
	18	Establishing disciplinary/capability procedures	✓			
	19	Dismissal of headteacher	✓			
	20	Dismissal of other staff		Staff Determinations Committee		
	21	Suspending head (panel)	✓			
	22	Suspending staff (except head)				✓
	23	Ending suspension (head) (panel)	✓			
	24	Ending suspension (except head) (panel)	✓			
	25	Setting the overall staffing structure		P P & C Committee and F & P Committee		
	26	Determining dismissal payments/ early retirement	✓			
	27	To maintain a central record of recruitment and vetting checks				✓
	28	Approve a teacher appraisal policy	✓			
	29	Implement the teacher appraisal policy				✓
	30	Appoint a panel to carry out the appraisal of the headteacher	✓			
	31	Carry out appraisal of other staff (or delegate to other line managers in school)				✓
Curriculum	32	To establish a curriculum policy				✓
	33	To implement curriculum policy				✓
	34	To agree or reject and monitor curriculum policy	✓			

Key Function	No	Tasks	Decision Level			
			1	2	3	4
	35	Ensure all pupils (Yrs 8-13) are provided with independent careers guidance		P P & C Committee		
	36	Responsible for standards of teaching				✓
	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)				✓
	38	Responsibility for individual child's education				✓
	39	Establish and review a relationship and sex education policy	✓			
	40	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓			
Target Setting	41	To set and publish targets for pupil achievement	✓			
Discipline/Exclusions	42	To establish a discipline policy	✓			
	43	To review 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		
	44	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	✓			
	45	To produce a set of written principles for the school behaviour policy and present these for consultation	✓			

Key Function	No	Tasks	Decision Level			
			1	2	3	4
	46	To draft the content of the school behaviour policy and publicise it to staff students and parents				✓
Admissions	47	To annually determine admission arrangements	✓			
	48	Admissions: application decisions		Panel		
	49	To appeal against LA directions to admit pupil(s)	✓			
	50	To carry out consultation where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements in the last seven years	✓			
Religious Education	51	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	52	To ensure that all pupils take part in a daily act of collective worship (after consulting GB)				✓
	53	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				✓
	54	Arrangements for collective worship (schools without religious character (after consulting GB)				✓
Premises & Insurance	55	Buildings insurance and personal liability– (it is suggested that the GB as a whole		Finance & Premises Committee		

Key Function	No	Tasks	Decision Level			
			1	2	3	4
		should be involved in this decision)				
	56	Developing school buildings strategy or master plan		Finance & Premises Committee		
	57	To agree school buildings strategy or master plan	✓			
	58	Procuring and maintaining buildings, including developing properly funded maintenance plan	✓			
Health and Safety	59	To ensure a health and safety policy and procedures are in place	✓			
	60	To ensure that health and safety regulations are followed				✓
School Organisation	61	To publish proposals to change category of school	✓			
	62	To set the times of school sessions and the dates of school terms and holidays	✓			
	63	To ensure that the school meets for 380 sessions in a school year				✓
	64	To ensure that school lunch nutritional standards are met where provided by the governing body.				✓
	65	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	✓			
	66	Maintain a register of pupil attendance				✓
Information for Parents	67	To prepare and publish the school prospectus	✓			
	68	To ensure provision of free school meals to those pupils meeting the criteria				✓
	69	To determine whether to publish a home-	✓			

Key Function	No	Tasks	Decision Level			
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		school agreement (no longer a statutory requirement)				
	70	Ensure the school complies with the Equality Act 2010 and the public sector equality duty and publishes equality objectives and information about how it is doing this	✓			
	71	Overall responsibility for ensuring that statutory requirements for information published on the school website including details of governance arrangements, are met	✓			
	72	To establish, publish and review a complaints procedure	✓			
	73	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓			
Governance Procedures	74	To draw up instrument of government and any amendments thereafter	✓			
	75	To appoint (and remove) the chair and vice-chair of a permanent or a temporary Academy Trust	✓			
	76	To appoint and remove co-opted trustees	✓			
	77	To appoint and dismiss the clerk to the trustees	✓			
	78	To hold a full Academy Trust meeting at least once a term or a meeting of the temporary Academy Trust as often may require	✓			
	79	To set the structure and remit of the	✓			

Key Function	No	Tasks	Decision Level			
			1	2	3	4
		Academy Trust and any committees including trustee appointment details, term of office and attendance record				
	80	To publish the structure and remit of the Academy Trust and any committees including trustee appointment details, term of office and attendance record	✓			
	81	To submit trustee information to the DfE database of governors via GIAS				✓
	82	To set up and publish a register of trustees' business and pecuniary interests	✓			
	83	To approve and set up a Trustees' Expenses Scheme	✓			
	84	Ensure focus on three core strategic functions: <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent 	✓			
	85	To agree trustee induction and training programme	✓			
	86	To review progress against strategic plan and evaluate trustee board performance	✓			
	87	To consider whether or not to exercise delegation of functions to individuals or	✓			

Key Function	No	Tasks	Decision Level			
			1	2	3	4
		committees				
	88	To regulate the Governance procedures (where not set out in law)	✓			
Federations and Collaboration	89	To consider forming a federation or joining an existing federation	✓			
	90	To consider forming or joining a group of schools	✓			
	91	To consider requests from other schools to join the federation	✓			
	92	To consider forming or joining an existing Multi-academy-trust (MAT)	✓			
	93	Review of structure including any subsequent conversion to MAT status	✓			
	94	To leave a federation	✓			
Inclusion and Equality	95	To establish and approve a special educational needs (SEN) policy	✓			
	96	Ensure the school produces and publishes online its school SEN Information report. Approval by trustees required (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓			
	97	To appoint a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)			✓	
	98	To appoint a designated teacher to promote the educational achievement of looked-after children				✓
	99	To establish an accessibility plan and		Finance & Premises		

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		review it every three years		Committee		
Safeguarding	100	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 <i>Prevent</i> duty into the child protection policy	✓			
	101	Designate a named safeguarding trustee	✓			
	102	To adopt and review annually a child protection policy and relevant procedures and monitor its implementation	✓			
Academy	103	Annual Report to ESFA after year end	✓			
	104	Annual Report to Companies House by 9 months from year end	✓			