

Perryfields Primary PRU



SCHEME OF DELEGATION

Introduction:

As a general rule, the scheme of delegation should cover everything within areas of the school that require decision-making. This could include:

- People, e.g. performance management.
- Structures, e.g. governance and senior leadership.
- Ways of working, e.g. developing and reviewing policies, dealing with exclusions, appointing chairs.
- The provision of education, e.g. curriculum planning and delivery.
- Board improvement and inspection, e.g. creating action plans.
- Pupil wellbeing, e.g. safeguarding and behaviour management.
- Staffing and personnel, e.g. appointing a principal or headteacher, managing staff conduct.
- Admissions and organisational changes, e.g. consulting on the school's Admissions Policy.
- The control and community use of school premises, e.g. developing school facilities, ensuring premises security.
- Finance and information sharing, e.g. managing monthly expenditure, establishing the school's Charging and Remissions Policy.

The following points outline what should be included in a scheme of delegation to ensure all the required information is included:

- Details of all the committees in place beneath the governing board and the roles and remits of each
- The full name of the chair of the board and the chairs of any committees
- Details of which governance functions are retained at board level and which are delegated

1. Structure of Delegation:

Management Committee (MC)	Education Sub Committee (ESC)	Pay and Resources Sub Committee (PRSC)	Named Governors (NG)	Headteacher	Senior Leadership Team (SLT)	School Operations Manager (SOM)	Teaching and Administration Staff (TAFS)
Andy McDouall (C) Iain Sweatman (VC) Pete Hines (H) Sarah Boyce Simon Marshall Andy Strangeway Morag Sutcliffe Wendy Allen Francis Lancaster Bob Parry Sarah Vaughan	Sarah Boyce (C) Andy McDouall Pete Hines (H) Morag Sutcliffe Wendy Allen Simon Marshall	Iain Sweatman (C) Andy McDouall Pete Hines (H) Francis Lankester Bob Parry	Performance Management (PM) Andy McDouall Iain Sweatman Safeguarding, SEND, CLA, PP Iain Sweatman Simon Marshall Health, Safety, Site Francis Lankester SLAs and Transport Bob Parry Personal Development, Behaviour, PSHE Andy McDouall School Support, Behaviour Hubs	Pete Hines	Pete Hines (H) Rob Harrison (DH) Sarah Vaughan (AH) Steph Halliday (DSL/SENCO)	Vacant	Teachers: Alice Maynard Merie Eaglesfield Louis Grindrod Finance: Vacant Admin: Nicky Holt

			Andy McDouall Wendy Allen Staff Wellbeing Morag Sutcliffe Wendy Allen Sarah Boyce Quality of Education Core Sarah Boyce Quality of Education Foundation Andy Strangeway				
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1. Infrastructure - Governance:

Duty	Who is Informed of Decision Making	Who is Consulted and Supports Decision Making	Who is the Delegated Authority for Accountable Decision Making	Method of Delivery	Value £ If Applicable
a) Hold meetings once per term.	MC	H MC Clerk	Chair	Clerk liaises with the Chair and Headteacher to produce agendas and sends any supporting documents to the MC	
b) Produce a post Ofsted governors' action plan and distribute copies to parents.	SLT TAFS SOM	H SLT SOM	MC	Headteacher works with TAFS, SLT and SOM to develop a draft School Development Plan for the MC to discuss, question, challenge and approve.	

c) Provide statutory information to be published eg on website.	SLT TAFS SOM	H Clerk SLT SOM	MC	MC to ensure statutory documents are in place for the school website. Supported by the relevant identified people.	
d) Appoint or remove the Chair, Vice-Chair or Clerk of the MC, and appoint Co-opted Governors.	SLT TAFS SOM	H SLT Clerk	MC	MC appoints annually with the aid of the clerk. Extraordinary circumstances will involve the Headteacher, SLT and clerk.	
e) Set up and monitor a Register of Pecuniary Interests for Governors.	SLT SOM Admin	H Clerk	MC	Annual pecuniary interests declaration that is then reflected on the school website.	
f) Annually review the terms of reference for sub committees.	SLT SOM Admin	H Clerk	MC	Annual review of terms of reference that are then reflected on the school website.	
g) Annually review the named governor for the identified areas	SLT SOM TAFS	H Clerk	MC	Named governors are established.	
h) Decide any changes in the times of school sessions.	H SLT TAFS SOM	H SLT TAFS SOM	MC	In consultation with school staff and the wider community such as pupils and parents. Information communicated to local authority.	
i) Implement the second stage of the Complaints Procedure	MC	H SLT SOM	Complaints Panel	Investigating Officer (DH or SOM) reports evidence to the Headteacher who communicates with the panel to enable decision making.	
j) Admission of pupils	MC	H ESC SLT SOM	MC	The MC approve the Admissions policy on the advice of the ESC. The Headteacher is responsible for the day to day organisational aspects of admissions.	
k) Review and Approving statutory policies.	MC	H ESC PRSC	MC	The MC approve the statutory policy on the advice of the ESC and PRSC. The Headteacher is	

		SLT SOM		responsible for the day to day organisational aspects of the approved policies.	
l) Review/confirm (or not) all exclusions over 5 days, and all permanent exclusions (through Discipline Panel). Direct The reinstatement of excluded pupils.	MC	Discipline Panel H SLT	MC	MC delegates responsibility to the Discipline Panel and will approve their decision making. The Headteacher and SLT will be consulted as part of the review process.	

2. Infrastructure – School Leaders:

Duty	Who is Informed of Decision Making	Who is Consulted and Supports Decision Making	Who is the Delegated Authority for Accountable Decision Making	Method of Delivery	Value £ If Applicable
a) Implement the first stage of the Complaints Procedure	Complaints Panel if escalation is likely to occur.	SLT DH	H	Any complaints will be referred to the investigating officer (Deputy Headteacher). Information will be provided to the Headteacher to decide on the actions that may need to be taken. Headteacher will retain the information for presentation to the Complaints Panel if there is escalation.	
b) Ensure operational Child Protection and Safeguarding processes are implemented by all staff.	Safeguarding Governor and MC via Governor visits.	Deputy DSLs	DSL SOM H	The DSL is responsible for decision making and administration of safeguarding procedures. School Operations Manager has responsibility regarding the health and safety	

				aspects of the school site and risk assessments.	
c) All aspects of the behaviour and relationships policy, including rewards and consequences.	ESC Personal Development and Behaviour Governor MC	SLT	H	The Headteacher is ultimately responsible but will delegate authority to SLT and classteachers as appropriate. The Personal Development and Behaviour Governor evaluates the implementation of the policy by school leaders and staff.	
d) Ensure individual equality of inclusion, opportunity and entitlement for all pupils.	ESC Personal Development and Behaviour Governor MC	SLT	H	The Headteacher is ultimately responsible but will delegate authority to SLT and classteachers as appropriate. The Personal Development and Behaviour Governor evaluates the implementation of the equality by school leaders and staff.	
e) Exclusion of pupils - temporary (up to 45 days per year) and permanent.	ESC MC	SLT	H DH (if delegated)	The Headteacher or Deputy Headteacher (in Headteacher's absence and in consultation with them regarding decision making) will implement any exclusions. Exclusions are reported via the Education Sub Committee and Management Committee.	
f) Emergency school closure.	MC	SLT SOM Chair of Management Committee	H	The Headteacher makes the decision regarding closure in extreme circumstances after consultation with the SLT, SOM and Chair of Management Committee.	
g) Ensure free school meals are provided where	PRSC MC	SLT SOM	H	Ultimate accountability lies with the Headteacher but they may	

appropriate.		FM		delegate operational arrangements to other staff.	
h) All day to day logistics and school management of policy.	PRSC ESC MC	SLT SOM TAFS	H	Ultimate accountability lies with the Headteacher but they may delegate specific operational arrangements to other staff.	

3. Human Resources:

Duty	Who is Informed of Decision Making	Who is Consulted and Supports Decision Making	Who is the Delegated Authority for Accountable Decision Making	Method of Delivery	Value £ If Applicable
a) Management of appointments and identification of need – all staff other than Headteacher role.	MC	SLT SOM PRSC ESC	H	The Headteacher will be responsible for ensuring the staffing structure is in place and all vacancies are filled by robust recruitment. Any changes to the staffing structure need to be approved at the full MC.	
b) Management of appointments and identification of need – Headteacher role.	MC TAFS H	Recruitment Panel SLT SOM	MC	The MC appoint a recruitment panel in the event of a Headteacher vacancy. SLT and SOM may be consulted regarding interview questions, tasks etc. The Headteacher is not to be involved at all.	
c) Adopt the LA Safer Recruitment of staff procedures.	MC	Named Governor for safeguarding H SLT SOM	MC	MC approve the Safer Recruitment and Selection Policy after review by the named governor and Headteacher, SLT and SOM.	

d) Planning overall strategy for staff Professional Development.	ESC PRSC MC	AH SLT SOM TAFS	H	The Headteacher has delegated this role to the Assistant Headteacher, but has to authorise any requests. In consultation with relevant staff CPD will be provided in line with school priorities.	
e) Implement performance management policy.	ESC PRSC MC	SLT SOM TAFS	H	The Headteacher leads the performance management of SLT and delegates some other staff to trained school leaders.	
f) Staff contracts and job descriptions.	PRSC MC	SLT SOM TAFS	H	The Headteacher delegates the administration of contracts and job descriptions to the SOM with instructions in line with the staffing structure. Job descriptions and staffing structure are reviewed at PRSC and communicated to the MC.	
g) Authorising staff pay and overtime/expense claims.	PRSC MC	SLT SOM FM	H	The FM, SOM and SLT may support the Headteacher by providing the relevant information regarding claims and he will then decide whether to authorise. Budget monitoring at PRSC includes reporting on staffing forecasts and expenditure and the main headlines are reported to the MC.	
h) Ensuring staff follow the Code of Conduct.	PRSC ESC MC	SLT SOM Chair of Management Committee	H	The Code of Conduct is approved at MC and the Headteacher is responsible for operational management of this, using SLT or other staff as they	

				see fit. This includes decisions on suspension of staff.	
i) Setting up various panels for grievance, discipline, termination of employment, appeals and alleged incompetence.	MC	H SOM SLT	MC	The Management Committee have full responsibility and may consult with designated staff if they wish.	
j) Suspension /reinstatement of Headteacher.	MC	H SOM SLT	MC	The Management Committee have full responsibility and may consult with designated staff if they wish.	
k) Ending the suspension of a staff member.	MC SLT SOM TAFS	H SOM SLT	MC	The Management Committee have full responsibility and may consult with designated staff if they wish.	

4. Quality of Education:

Duty	Who is Informed of Decision Making	Who is Consulted and Supports Decision Making	Who is the Delegated Authority for Accountable Decision Making	Method of Delivery	Value £ If Applicable
a) Approve the School Development Plan.	SLT TAFS SOM	H SLT TAFS SOM	MC	Headteacher works with TAFS, SLT and SOM to develop a draft School Development Plan for the MC to discuss, question, challenge and approve.	
b) Create and monitor the School Development Plan in line with identified school priorities.	ESC PRSC MC	SLT SOM TAFS Named Governors for Quality of Education Core and Foundation	H	School leaders create the School Development Plan in consultation with all staff and monitor it on an ongoing basis. After approval by the MC updates regarding monitoring	

				including governor visits are part of sub-committee and full Management Committee meetings.	
c) Defined policies regarding the quality of education – review and communicate with all stakeholders.	MC	SLT SOM TAFS Named Governors for Quality of Education Core and Foundation ESC	H	Ultimate accountability lies with the Headteacher but they may delegate specific policies to subject and aspect leaders. Draft policies are then presented to the named governors for review and then the ESC for approval. Changes are reported to the MC.	
d) Standards of Teaching, Learning and Assessment.	Named Governors for Quality of Education Core and Foundation ESC MC	SLT TAFS	H	The Headteacher may delegate responsibilities to other staff but is ultimately accountable.	
e) Developing a unique and ambitious school curriculum.	Named Governors for Quality of Education Core and Foundation ESC MC	SLT TAFS	H	The Headteacher may delegate responsibilities to other staff but is ultimately accountable.	
f) Pupil Progress and Attainment Standards.	Named Governors for Quality of Education Core and Foundation ESC MC	SLT TAFS	H	The Headteacher will delegate responsibilities to other staff but is ultimately accountable.	
g) Governor visits programme contributes to school evaluation and	MC	SLT SOM	H	Governor Visits programme is established via collaboration with the SOM, SLT and named governors.	

development of core and foundation subjects		Named Governors for Quality of Education Core and Foundation TAFS			
h) Set & publish targets for pupil achievement	ESC MC	H SLT TAFS Named Governors for Quality of Education Core and Foundation	MC	As part of the School Development Plan process the MC have a responsibility to approve any pupil achievement targets.	

5. Pupil and Staff Wellbeing:

Duty	Who is Informed of Decision Making	Who is Consulted and Supports Decision Making	Who is the Delegated Authority for Accountable Decision Making	Method of Delivery	Value £ If Applicable
a) Governor visits programme contributes to school evaluation and development of Safeguarding, health and safety, premises, staff wellbeing, pupil SEMH, behaviour, PSHE etc	MC	SLT SOM NG TAFS	H	Governor Visits programme is established via collaboration with the SOM, SLT and named governors.	
b) Staff Wellbeing Strategy and development plan is implemented effectively.	ESC MC	ESC H SLT TAFS SOM	AH	Assistant Head develops the intent, implements and evaluates the impact for the wider school staff. Some aspects of this will be in consultation with the identified others.	

c) The Wellbeing of the SLT is monitored and support provided where necessary.	MC	SOM ESC PRSC	H	Headteacher monitors and implements wellbeing strategies for the SLT. Some aspects of this will be in consultation with the identified others if necessary.	
d) The Wellbeing of the Headteacher is monitored and support provided where necessary.	MC	Chair of Management Committee SLT SOM	Chair of Management Committee	Chair of the Management Committee monitors and implements wellbeing strategies for the Headteacher. Some aspects of this will be in consultation with the identified others if necessary.	

6. Premises Management:

Duty	Who is Informed of Decision Making	Who is Consulted and Supports Decision Making	Who is the Delegated Authority for Accountable Decision Making	Method of Delivery	Value £ If Applicable
a) Ensure that Health and Safety testing, requirements, monitoring and issues are met.	MC	SOM SLT Named Governor for Health, Safety and Site PRSC	H	The Headteacher delegates administrative and organisation elements to the SOM and/or the SLT, but is responsible for any decision making. The named governor and PRSC will support the monitoring and review process and report to the MC.	
b) Ensure that insurance cover is satisfactory.	MC	SOM	H	The Headteacher will ensure insurance cover is in place in consultation with the SOM. Any proposed changes to the level of	

				insurance must be discussed and approved at MC level.	
c) Authorise emergency repairs.	MC	SOM SLT	H	The Headteacher will ensure emergency repairs make the site safe in consultation with the SOM.	
d) Develop and review the Asset Management Plan, including the inventory.	MC	SOM SLT Named Governor for Health, Safety and Site PRSC	H	The Headteacher delegates administrative and organisation elements to the SOM and/or the SLT, but is responsible for any decision making. The named governor and PRSC will support the monitoring and review process and report to the MC.	
e) Develop and monitor the Risk Register.	MC	SOM SLT Named Governor for Health, Safety and Site PRSC	H	The Headteacher delegates administrative and organisation elements to the SOM and/or the SLT, but is responsible for any decision making. The named governor and PRSC will support the monitoring and review process and report to the MC.	
f) Develop and monitor specific risk assessments.	MC	SOM SLT Named Governor for Health, Safety and Site PRSC	H	The Headteacher delegates administrative and organisation elements to the SOM and/or the SLT, but is responsible for any decision making. The named governor and PRSC will support the monitoring and review process and report to the MC.	

7. Finance

Duty	Who is Informed of Decision Making	Who is Consulted and Supports Decision Making	Who is the Delegated Authority for Accountable Decision Making	Method of Delivery	Value £ If Applicable
a) Virements of budget provision between budget headings	MC	PRSC SOM F	H	Report to PRSC and MC	Up to £10000
b) Virements of budget provision between budget headings	MC	H SOM F MC	PRSC	Report to MC	£10001 - £30000
c) Virements of budget provision between budget headings	PRSC H	PRSC H SOM F	MC	Reports considered and approved at MC	Over £30000
d) Ordering goods and services within the agreed budget	PRSC MC	SLT SOM F	H	Needs H authorisation and internal controls ensured by Finance and SOM	Up to £10000
e) Ordering goods and services within the agreed budget	PRSC MC	PRSC SOM F	H	3 Quotes and report to PRSC for any purchase over £2001	£2001 - 10000
f) Ordering goods and services within the agreed budget	MC	PRSC HT SOM F	MC	Reports considered and approved at MC	Over £30000
g) Authorising Invoices	PRSC MC	SLT SOM F PRSC	H	3 Quotes and report to PRSC for any purchase over £2001	Up to £10,000
h) Authorising Invoices	PRSC MC	SOM F	H	3 Quotes and report to MC for any purchase	£10,001 - £30,000

		PRSC MC			
i) Authorising Invoices	MC	H SOM F PRSC MC	MC	Formal tendering process, including advertising in the OJEU where necessary.	Over £30,000
j) Unbudgeted expenditure	PRSC MC	SLT SOM F	H	Reported to PRSC	Up to £5000
k) Unbudgeted expenditure	MC	PRSC SLT SOM F	H	Report and Consultation with PRSC Referred to MC if deemed contentious	£5001 or above
l) Disposal of assets		SLT SOM F	H	Original cost, maintaining the principles of regularity, propriety and value for money.	Up to £1,000
m) Disposal of assets	MC	H SLT SOM F	PRSC	Original cost, maintaining the principles of regularity, propriety and value for money.	£1,001 to £10,000
n) Disposal of assets	MC	PRSC H	MC	Original cost, maintaining the principles of regularity, propriety and value for money.	Over £10,000
o) Writing-off debts	MC	SLT SOM F	H	Reported to PRSC	Up to £1,000
p) Writing-off debts	MC	H SLT SOM F	PRSC	Reported to MC and LA	£1,001 to £10,000
q) Acquiring of assets	MC	MC H	LA	Consultation with LA to ensure validity	Freehold of land or buildings

r) Bank cards and online banking	PRSC MC	SLT SOM F	H	Card transaction limit. Needs H authorisation and internal controls ensured by Finance and SOM	Up to £2000
s) Borrowing	MC	MC H	LA	Consultation with LA to ensure validity	Any
t) Signatories for cheques, BACS payment authorisations, bank transfers, etc	PRSC	SLT SOM F	H	Two signatories per transaction are required.	Any
u) Banking cash and cheques	PRSC	SOM F	H	Cash and cheques kept on the school property will not accumulate above £1,000. Banking will be checked and agreed by another member of staff.	Any
v) Novel or contentious payments	LA MC	PRSC H SLT SOM F	MC	LA consulted to ensure validity	Any
w) Ex-gratia payments	PRSC MC	SOM F	H	Annual return to LA	Up to £250
x) Special payments, including staff severance and compensation payments	MC	MC H	LA	LA consulted to ensure validity	Any
y) Identify financial priorities and costings according to SDP.	PRSC MC	SLT SOM FM	H	Headteacher will delegate administrative and strategic work regarding costings to the SOM and FM, before making any decisions. Reporting	

				mechanisms are through the PRSC as part of monitoring.	
z) Ensure that timely budget reports are provided.	PRSC MC	SLT SOM FM	H	Headteacher will delegate administrative and strategic work regarding budget updates and reports to the SOM and FM. Reporting mechanisms are through the PRSC as part of monitoring.	