

**CROWDYSHILLSCHOOL**  
**SCHEME OF DELEGATION FOR THE GOVERNING BODY: 2021 - 2022**

This scheme is drawn up to clarify the responsibilities and powers of the governors and members of staff employed by the school in respect of key issues of management of the school to ensure that the legal requirements are fulfilled and where appropriate the local authority policies are adopted.

The delegations set out here are delegated to the Governing Body, individual governors or the Headteacher

These delegations cannot be exercised by anyone else unless directed or agreed by the GB

In the absence of the HT a senior member of staff will stand delegated with the agreement of the Governing Body.

Crowdys Hill Governing Body will have at least three full GB meetings per school year.

The Finance Committee shall have a minimum of 3 meetings per year.

At GB meetings not preceded by the Finance Committee the emphasis for the agenda shall be on Curriculum, Staffing and Students.

Policies are the responsibility of the Governing Body to keep in place and review. The compilation of these is normally delegated to the HT or other suitable persons and they are then submitted to the relevant governor/ Governing Body for approval.

This Scheme of Delegation is to be reviewed annually from the date of approval of the GB.

No staff member may be present if anything concerning his or her employment or role is to be discussed or any role that they may be eligible to apply for.

This scheme of delegation assumes that the Headteacher opts to be a governor.



**Powers to be exercised by the full GB:**

- Appoint persons to the GB
- Elect or remove the Chair and Vice Chair of the GB
- Make decisions on the Policies which are the responsibility of the GB
- Ratify the appointment of the HT and DH posts. The decision to appoint having been made by the selection panel.
- Approve the annual budget – delegated powers to the Finance Committee
- Agree the Instrument of Government

**Responsibilities include:**

- Hold a meeting at least 3 times per year
- Ensure NC is implemented
- Ensure RE & CW is provided
- Ensure balance of political issues in the curriculum
- Approve Health and Safety Policy
- Approve Teaching and Learning Policy
- Approve Child Protection Policy and appoint governor/s responsible
- To ensure that the HT has compiled a Self-Evaluation form and a School Improvement Plan that will be a working document for staff and governors

**Quorum:** Half of the Governing Body membership (rounded up if necessary) **excluding vacancies** must be present for the meeting to be quorate.

**Extraordinary meetings:** 3 governors can request a Governing Body meeting by giving notice to the clerk that summarises the business to be conducted.

A meeting may also be called if there is a matter that needs governors' urgent attention and a decision is required before the next meeting. 7 days notice is required for such meetings



The Chair or Vice Chair are delegated to make a decision in the best interests of the school if a situation arises whereby an immediate decision is needed and it cannot wait until the next meeting. Details of this decision and reasons for it should be made to the Governing Body at the next scheduled meeting

**Method of reporting to the Governing Body:**

It may be necessary to set up small Working Parties to deal with such items as disciplinary matters, remuneration issues, appeals etc and in some cases delegate to individual governors, a task. All Working Parties must have a minimum of 3 governors

Working parties will have delegated powers to make decisions on behalf of the full Governing Body

All individuals and any Working Parties that are set up are required to report back to the Governing Body who will consider whether any further action is necessary.

The HT will bring to the meetings his/her recommendations regarding relevant items on the Agenda. Where appropriate this may include bringing to the meeting another member of staff or other relevant persons to deliver part of the report on behalf of the HT eg a subject specific report.

A full written report on all budgetary matters including receiving a verbal report from the Business Manager or equivalent to each full GB meeting except where the full GB meeting is preceded by a meeting of the Finance Committee.

Dates for meetings to be decided at first meeting of full GB. The clerk will set dates by which items need to be received for the agendas.

The HT to present a report at each GB meeting.

Presentations by members of staff may be requested by the Governing Body in consultation with the Headteacher

Agenda and relevant paperwork to be sent out by the Clerk 2 weeks before the meeting. Email will be the norm unless a governor requests a hard copy by post which will be provided.



Governors are entitled to claim for expenses connected with their work for the school. Please see the Governors Allowances policy for details.

### **Structure of the Governing Body:**

There should be a minimum of 7 and a maximum of 12 governors appointed to the Governing Body. Crowdys Hill School's Instrument of Government states 10 Governors.

This should consist of the following:

A minimum of two parent governors. To be appointed by one of the following options:

Preferably a parent of a student at school - if not available:

Parent of a former student of the school – if not available:

Parent of a child under compulsory school age who has special educational needs – if not available:

Parent with experience of educating a child with special educational needs

One LA governor

2 staff governors of which 1 must be the Headteacher (or delegated member of the Senior Team if the Headteacher does not choose to be a Governor).

Up to 6 co-opted governors which may include up to 2 members of staff

Associate governors who are not entitled to vote at Full Governor Meetings, but do have a vote on Committees

Any governor who does not attend meetings for 6 months from date of the first meeting without explanation shall be removed from the GB  
It is assumed that as part of the role a governor should prepare for all meetings by reading the necessary documents and questioning any points that need clarifying or that are incorrect at the next meeting.

Governors are expected to undertake training relevant to their position and interests and report back to the Governing Body by a written report on the content of the course



**Delegation of tasks that are required to be actioned by the Governing Body:**

<b>Area of Responsibility</b>	<b>Detail</b>	<b>Person responsible</b>	<b>Monitoring Body</b>
National Curriculum	Decide upon strategies that will be employed to ensure that the NC is being implemented throughout the school and modifications and enhancements necessary for CHS students	HT	GB
Standards	Consider and advise the GB on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy	HT	GB
Out of school activities	Receive details on out of school activities.. Any H & S issues such as Risk assessments are for the H & S governor to review and the HT to implement.	HT	H & S governor
Enhanced curriculum	Discuss any curriculum enhancement and its implications for learning eg Crowdys Hill Educational Farm	HT/SLT	Delegated governor
Information	Decide how the GB can be kept fully informed about the variety of teaching strategies employed, resources used and learning environment provided to ensure all pupils have access to a high standard of education	HT	GB
Collective Worship	Ensure the school fulfils the requirements.	HT	GB
Teaching and learning	Receive from the HT any teaching and learning policies that form part of the internal management of the school and discuss the implications of these upon the curriculum	HT	Delegated governor
HT mentor	GB to appoint an external advisor	HT	Chair
Governor Monitoring	Oversee arrangements for governors to monitor the areas of Behaviour, Achievement, Teaching and Learning and Leadership and Management	Chair / Vice	Full GB
Drugs Policy	Prepare, implement and review a school policy for administration of medication in the school	HT	GB
Exclusions	Oversee exclusions and ensure correct procedures are adopted.	HT	Chair



	HT to include a report concerning this in the report to the GB		
School Council	Ensure that a School Council is in place	HT	Delegated governor
Deployment	Decide staffing levels & number of posts to be filled Consider other options and recommend creation / deletion of posts	HT	GB
Recruitment & appointment	Ensure that all procedures relating to recruitment, selection and appointment of staff are in place & that they are reviewed annually following any changes in legislation, including the need for an Enhanced DBS check . Ensure that all interviewing panels consist of at least 1 governor/member of staff that have completed the “Safer Recruitment” training	HT	Chair
Induction of staff	Monitor the implementation of induction programmes for new members of staff	HT	Delegated governor
Staff handbook	Ensure that the staff handbook is in place	HT	GB
CPD	Monitor staff training & development to ensure that it meets the School Improvement Plan requirements and addresses the personal development needs of the staff	HT	GB
Work/life balance	To keep under review the staff work/life balance including the working conditions and well being of all staff.	HT	GB
Performance Management	Set PM targets for the HT and annually review the salary with support from the External Advisor	Performance Management governors	Delegated governors min 2
Performance Management	Monitor the PM system for all staff as advised by the HT and delegate the responsibilities for this to the relevant members of staff	HT	Delegated governor
Safeguarding& Child Protection	Ensure that the Policy is in place and that the procedures necessary are also in place. Ensure that the necessary training is available for staff & governors	DH/Safeguarding governor	Chair + 1 governor
Exclusions	To receive a report on all exclusions and their link to the Discipline policy. Oversee exclusions and ensure correct procedures are adopted. Data concerning this should be included in the HT report.	HT	Chair
Anti Bullying	Prepare, implement and review a policy. Ensure appropriate “education” occurs	HT/SLT HT/SLT	



	Follow up significant episodes	HT	GB or delegated governor
Extended Schools	To receive report regarding groups that are running and ensure that the necessary H & S and Safeguarding issues are addressed	HT	H & S governor

**Finance Committee:**

A Finance Committee is to be set up at the beginning of term 1 to oversee and monitor the school finances.

This should consist of HT + 3 other governors. The Committee shall elect a Chair at the first meeting.

The Chair and the HT or delegated member of staff shall attend every meeting.

For the meeting to be quorate 3 governors need to be present including the HT or delegated member of staff

There shall be a minimum of 3 meetings per academic year plus one specifically for approval of the budget. The Committee Chair will report back to the following full GB meeting and clarify any points for governors.

Dates for the meetings shall be published at the first full GB meeting and the Committee members appointed

The Business Manager shall attend every meeting and advise the Committee and supply the necessary current information regarding the financial position and any related matters.

An agenda and any associated papers including an update on the budget will be sent to the Committee members at least 1 week before the meeting. This agenda to be compiled by the Chair in discussion with the HT and Business Manager.

At each meeting the governors should discuss/monitor a section of the SFVS (School Financial Value Statement) document in order to ensure that there is sufficient evidence presented when the final audit by the LA is carried out.



The Committee is delegated to approve the SFVS document on behalf of the full GB and should ensure that it is distributed to all governors for their information.

The HT and Business Manager shall prepare all drafts of the budget before the first formal draft is taken to the Committee.  
The Finance Committee shall approve the budget on behalf of the full GB and report back at the next full GB meeting

All governors have the right to attend the Committee meetings and to vote. In the event of there being an evenly split vote the Chair shall have the casting vote

<b>Area of Responsibility</b>	<b>Detail</b>	<b>Person responsible</b>	<b>Monitoring Body</b>
Planning the budget	The Headteacher and the Business Manager will draft the first formal budget plan of the financial year. This will require: them to: Identify priorities with reference to the SIP Make recommendations & proposals Draft projected spending cross referenced to Curriculum proposals for the year This will be presented to the Finance WP for scrutiny and amendment if found necessary. The Committee is delegated to approve the budget on behalf of the full GB The Committee shall also establish and maintain an up-to-date 3 year financial plan	HT & Business Manager	Finance Committee
On-going budget planning	Ensure that sufficient funds are available for pay increments as recommended by the Headteacher and in light of the Headteacher's Performance Management recommendations.	HT/Business Manager	Finance Committee
Monitoring	Collation of information for presenting to GB Budget to be monitored at each meeting	HT / Business Manager	Finance Committee
Expenditure	The following financial limits are approved or amended at the first WP meeting of the year:	HT/Business Manager	Finance Committee





	<ul style="list-style-type: none"> <li>• Purchasing – HT approval up to £4,999 Chair/Vice Chair to approve £5,000 to £14,999 GB approval £15,000 and above</li> <li>• Petty Cash – HT approval of limit of £25 per individual claim with a Petty cash limit pa of £5,000</li> <li>• Bad debt write off – HT to write off up to £1,000 per single item with an overall limit of £5,000</li> </ul>		
Virements	<p>Recommend virements in response to any changes that need to be made to annual budget</p> <p>The Business Manager shall consider the budget position and prepare a statement for the Committee including virement decisions at each Committee meeting and report significant anomalies from the anticipated position to the GB.</p>	Business Manager / HT	Finance Committee
Local Payments systems	<p>Ensuring Best Value for all purchases</p> <p>Setting up and operating accounts</p> <p>Designating signatories for accounts</p>	HT / Business Manager	Finance Committee
Audit	<p>Arrange audit of any monies donated by external bodies to ensure accountability and correct use of funds. This does not include The Friends of Crowdys Hill, which is a separate organisation</p>	HT / Business Manager	Finance Committee
Reconciliation of Information	<p>Checking element of budget information from LA – seeking clarification where necessary</p>	HT / Business Manager	Finance Committee
School Premises	<p>Ensure appropriate use of the school premises during the day &amp; outside the school day. Ensure H &amp; S measures are in place and that all persons involved have suitable DBS checks in place.</p>	HT	H & S governor Reporting to full GB
Risk Assessment	<p>Review Risk Assessments and ensure appropriate action is taken</p>	HT	H & S governor Reporting to full GB
Service agreements	<p>To review Service Agreements annually over £5000pa and monitor the delivery against service levels.</p>	HT / Business Manager	Finance Committee



Approval by the Governing Body on September 2021

Signed: 

Chair of Governors

Signed: 

Headteacher

**Abbreviations used:**

CHS	Crowdys Hill School
GB	Governing Body of Crowdys Hill School
NC	National Curriculum
RE	Religious Education
CW	Collective Worship
HT	Headteacher
DH	Deputy Headteacher
SLT	Senior Leadership Team
CPD	Continuing Professional Development
SEF	Self Evaluation Form
SIP	School Improvement Plan
PM	Performance Management
LA	Local Authority
WP	Committee

