

GILES BROOK SCHOOL - SCHEDULE OF DELEGATION FOR 2020/21

1. Committee Terms of Reference	Date Approved by GB
Finance, Premises and Personnel	17 November 2021
Curriculum and School Improvement	17 November 2021
Pupil Discipline	17 November 2021
Complaints	17 November 2021
Hearings	17 November 2021
Appeal	17 November 2021

2. Financial Delegation to Finance, Personnel and Premises Committee and Headteacher	17 November 2021
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3. Delegation to Individual Governors/Headteacher		
	Name(s)	Date Approved by GB
Personnel		17 November 2021
<ul style="list-style-type: none"> Headteacher's Performance Management (Must not be members of the appeals committee) 	Mr A Moore Mr M Verma Mrs K Rixon	
<ul style="list-style-type: none"> Teachers' pay 	Finance, Premises and Personnel Committee	17 November 2021
<ul style="list-style-type: none"> Leadership group pay 	Finance, Premises and Personnel Committee	17 November 2021
<ul style="list-style-type: none"> Recruitment 		17 November 2021
- Teaching Staff	Headteacher + SMT and/or governors as appropriate	17 November 2021
- Support Staff	Headteacher + SMT and/or governors as appropriate	17 November 2021
<ul style="list-style-type: none"> Dismissal (in all cases other than redundancy) 	Hearings Committee	17 November 2021
<ul style="list-style-type: none"> Dismissal - Redundancy 	Hearings Committee	17 November 2021
<ul style="list-style-type: none"> Dismissal – Fixed Term Contracts 	Headteacher	17 November 2021
<ul style="list-style-type: none"> Emergency School Closure 	Headteacher	17 November 2021

SEE PAGE 2 FOR THE LIST OF MATTERS WHICH MAY NOT BE DELEGATED TO EITHER A COMMITTEE OR AN INDIVIDUAL

In a **Maintained school**, some of the functions **cannot** be delegated to a committee or an individual, as follows:-

- Any functions relating to the constitution of the governing board
- The appointment or removal of the Chair or Vice Chair
- The appointment or removal of the Clerk
- The determination of delegations and the membership and terms of reference of any committee
- Maintaining a published register of interests, including the business and pecuniary interests of governors
- The establishment of a selection panel to appoint a Headteacher or Deputy Headteacher
- Making sure a Headteacher benefits from any statutory entitlements and complies with the duties imposed on them, as detailed within the School Teachers' Pay and Conditions Document (STPCD)
- Staffing matters unless otherwise provided by the School Staffing (England) Regulations 2009
- Establishing procedures for the regulation of conduct and discipline of staff
- Ensuring that safer recruitment procedures are applied
- Making and reviewing a written statement of principles to be used by the Headteacher when determining the school's behaviour policy
- In community and non-faith foundation schools, approval of collective worship arrangements; this is the responsibility of the Headteacher after consulting the governing board

Academies can delegate any of their functions **except** approval of the budget (check Articles of Association for inclusion of any further restrictions)

Governors in both **maintained schools** and **academies** should be aware that there are some policies and documents that must be approved by the full board:-

<https://www.gov.uk/government/publications/statutory-policies-for-schools>

Functions that can be delegated to a committee **in a Maintained School** but **cannot** be delegated to an individual include those that relate to:-

- The alteration, discontinuance or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Admissions – where the governing board is the admissions authority (foundation and voluntary aided schools) – see the School Admissions Code for requirements
- The suspension of governors
- Determining dismissal payments / early retirement