



St. Thomas More Catholic Primary School

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Academy Board of Governors / Trustees

Scheme of Delegation (Single Academy Trust)

Key:

- Level 1: Academy Trust (Members)
- Level 2: Governors/Trustees (Directors)
- Level 3: A committee of the Board of Governors/Trustees (directors)
- Level 4: The Accounting Officer (Headteacher)

Column blank: Action can be undertaken at the level

Column shaded: Function cannot legally be carried out at this level

Key Function	No	Task	Decision Level			
			1	2	3	4
Budgets & Accounts	1	Approve budget plan for financial year		✓		
	2	Monitor monthly expenditure			✓	✓
	3	Establish charges & remissions policy			✓	
	4	To enter into contracts (refer to Financial Scheme of Delegation)		✓	✓	✓
	5	Ensure academy annual accounts are prepared within the appointed time frame			✓	
	6	To approve and submit the annual accounts		✓		
	7	To receive the Annual Report and Accounts		✓		
	8	Review annually and appoint the External Auditors		✓		
	9	Review annually and appoint the Responsible Officer		✓	✓	
	10	Review annually and appoint the Internal Auditors		✓	✓	
Staffing	11	Headteacher appointments		✓		
	12	Deputy Headteacher appointments		✓		
	13	Teaching staff appointments				✓
	14	Non-teaching staff appointments				✓
	15	Pay policy		✓		



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	16	Establish and review procedure for addressing staff disciplinary, conduct and grievance			✓	
	17	Dismissal of the Headteacher		✓		
	18	Dismissal of other staff			✓	✓
	19	Suspension of the Headteacher		✓		
	20	Suspension of other staff				✓
	21	Ending suspension of the Headteacher		✓		
	22	Ending the suspension of all other staff			✓	✓
	23	Determining staffing requirements			✓	✓
	24	Dismissal payments/early retirement			✓	✓
Curriculum	25	Establish and implement Curriculum Policy				✓
	26	Approval of Curriculum Policy			✓	
	27	Responsibility for standards of teaching			✓	✓
	28	Decide which subject options will be taught including activities outside the school day				✓
	29	Responsibility for individual child's education				✓
	30	Provision of sex education – includes establishing and maintaining an up to date policy				✓
	31	To prohibit political indoctrination and ensuring a balances treatment of political issues			✓	✓
Performance Management	32	Establish performance management policy and review annually			✓	✓
	33	Implement the performance management policy				✓
Target setting	34	Set and publish targets for student achievement				✓
Discipline / Exclusions	35	Establish a discipline policy			✓	✓
	36	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student 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 case of emergency)			✓	
	37	Direct reinstatement of excluded students			✓	✓
Admissions	38	Consult annually before setting an Admissions Policy		✓		
	39	Admissions: applications decisions (main round)			✓	✓
Collective Worship	40	Arrangements for collective worship				✓
Premises & Insurance	41	Buildings insurance, personal liability & Governors' Indemnity Insurance			✓	



	42	Develop academy building strategy			✓	✓
	43	Procure & Maintain buildings, including properly funding maintenance programme			✓	✓
Health & Safety	44	Institute a Health & Safety policy		✓		✓
	45	Ensure Health & Safety regulations are followed			✓	
School organisation	46	Set times of academy day and dates of academy terms and holidays		✓		✓
	47	Ensure academy meets 380 sessions in a school year				✓
	48	Ensure academy lunch nutritional standards are met				✓
Information for parents	49	Prepare and publish the academy prospectus				✓
	50	Ensure provision for free school meals to those students meeting the criteria				✓
	51	Adopt and review home school agreements				✓
GB procedures	52	Appoint (and remove) the chair and vice chair		✓		
	53	Appoint (and dismiss) the clerk to the governors/trustees		✓		
	54	Hold a full GB/BoT meeting at least 3 times in the academy year		✓		
	55	Appoint (and remove) governors/trustees	✓	✓		
	56	Set up register of Governor/Trustees business interests		✓		
	57	Approve and set up governor expenses scheme		✓		
	58	Discharge duties in respect of students with special needs by appointing a 'responsible person'			✓	
	59	Consider whether or not to delegate functions to individuals or committees		✓		
	60	To delegate 'Chair's Action' to the Chair of Governors/Trustees		✓		
	61	Regulate the GB/BoT procedures		✓		
Multi-academy Trusts	62	To consider forming a MAT or joining an existing MAT	✓	✓		
	63	To consider requests from other schools to join the MAT	✓	✓		
	64	To leave a MAT	✓	✓		
Extended schools	65	Decide to offer additional activities 7 what form these should take				✓
	66	Put in place and ensure delivery of services to be provided				✓
	67	Cease providing extended school provision				✓
Inclusion and equality	68	To establish and publish annually an 'Equality information and objectives statement' and review equality		✓	✓	✓



		objectives every four years.				
	69	To establish an review a special educational needs (SEN) and disability policy		✓		
	70	To designate a 'responsible person' for Safeguarding		✓		✓
	71	To designate a 'responsible person' for looked after children		✓		✓
	72	To establish an accessibility plan and review it every three years			✓	✓
	73	To establish and review annually a child protection policy and relevant procedure		✓		✓

