

# Wolverhampton Girls' High School Scheme of Delegation

The Scheme of Delegation should be read in conjunction with the Terms of Reference for each Committee of the Governing Body. While the Scheme is designed to be comprehensive it will not cover every task.

The different roles related to levels of delegated power are listed below:

- Decide (D) authorisation to decide with or without modification to any recommendations or suggestions
- Recommend (R) may make recommendation for approval to appropriate body
- Propose (P) may put forward suggestions or formal proposals
- Consulted (C) asked for views that will be taken into account in decision making by the appropriate Body

Function	Task	Members	Full Board	Committee	Headteacher	Notes
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria		D	R	P	Admissions Committee
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective			D	R	Admissions Committee
	Arrange an independent appeals panel to consider admissions appeals			D	R	Admissions Committee
	Determine to whom places are allocated for in-year admissions in line with the Admissions Arrangements			D	R	Admissions Committee reviews the waiting list as outlined in the Admissions Arrangements
	Determine to whom places are allocated on the Y7 waiting list in line with the Admissions Arrangements				D	The waiting list is defined by the Admissions Arrangements and these are implemented by the Head
	Determine to whom places are allocated in Y12 in line with the Admissions Arrangements				D	Admissions Committee delegates the application of the criteria (outlined in the Admissions Arrangements) to the Headteacher.
	Consider out of cohort applications			D	C	Admissions Committee
Behaviour and Exclusions	Issue fixed term exclusions				D	
	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days				D	
	Consider parental representations/ reinstatement in some circumstances relating to exclusions			D	C	Student Discipline Committee
	Consider any recommendation for permanent exclusion			D	C	Student Discipline Committee
	Arrange an independent review panel to consider permanent exclusions where requested by the parent		D			
Curriculum	Analyse the quality assurance of school leaders			C	P	Curriculum and Development Committee
	Approve the SDP		D		P	

Function	Task	Members	Full Board	Committee	Headteacher	Notes
	Monitor performance against the SDP		D	C	C	Each committee considers a termly update of the relevant sections of the SDP  Full SDP considered by Full Board once per term
	Monitor progress and performance of students			D	P	Curriculum and Development Committee  Information shared with Board
	Ensure the delivery of a broad and balanced curriculum			D	P	Curriculum and Development Committee
	Ensure the provision of independent careers guidance from year 8-13			D	P	Curriculum and Development Committee
	Monitor pastoral provision			D	P	Curriculum and Development Committee
	Ensure medical needs are met		D	R	P	Curriculum and Development Committee
Finance	Approval of the budget plan		D	R	P	Finance and General Purposes Committee
	Monitoring of the budget			D	R	Monthly reports shared with Chair of Governors and Chair of Finance and General Purposes Committee  Half termly reports received by all governors
	Consider in year virements above the HT limit			D	P	Finance and General Purposes Committee
	Consider in year virements up to £10,000				D	
	Approve Annual Accounts		D	R	P	Finance and General Purposes Committee  Members receive the accounts for information
	Appoint Auditors	D	R	P		Finance and General Purposes Committee
	Determine response to management letter		D	R	C	Finance and General Purposes Committee
	Authority to spend within the budget plan and delegated limits outlined within the financial procedures				D	Up to £10,000  Finance and General Purposes Committee above £10,000. Formal Tender where above £50,000
	Dismissal/compensation payments less than or equal to £10,000				D	Reported to Personnel and Pay Committee
	Dismissal/compensation payments above £10,000 and up to £50,000			D	P	Finance and General Purposes Committee within the limits of the Academies Handbook
	Dismissal/compensation payments above £50,000		P			Secretary of State
	Consideration of write offs			D	P	Finance and General Purposes Committee
Entering into an operating lease			D	P	Finance and General Purposes Committee	
Entering into a finance lease/loan		R	R	P	Secretary of State/ESFA approval required	

Function	Task	Members	Full Board	Committee	Headteacher	Notes
Governance	Determine Trust Articles of Association	D	R		C	
	Determine Committee Terms of Reference		D	R	C	
	Determine Scheme of Delegation		D		C	
	Appoint and remove governors	D	D			
	Appoint Chair and Vice Chair of Governors		D			
	Appoint Chair of Committees at the point of initial appointment		D	R		
	Appoint Clerk to the Governors to advise on legal and procedural arrangements		D			
	Calendar of governor meeting dates				P	Proposals approved by Chairs of Committees
	Delegate functions to committees		D	C	C	
H&S	Monitor Health and Safety incidents			D	P	Finance and General Purposes Committee
Operations	Ensure that the required information is published on the website			D	P	Finance and General Purposes Committee (via Audit Committee)
	Approve a Complaints Procedure			D	P	Pay and Personnel Committee
	Monitor complaints		D		C	
	Establish a complaints panel to consider formal complaints about the school					Established by the Chair/Vice Chair of Governors
	Monitor compliance with FOI			D	C	Finance and General Purposes Committee
	Monitor compliance with GDPR			D	C	Finance and General Purposes Committee
	Extended activities on the school site				D	In line with Lettings Policy
	School calendar, term dates, timing of the day				D	
	Offsite activities				D	With the exception of residential activities requiring consideration of nominated governors
	School uniform			D	P	Curriculum and Development Committee
Policies		D	D	P	As detailed within the overall school policy schedule	
Safeguarding	Ensure compliance with statutory guidance		D	R		Curriculum and Development Committee
	Ensure a Child Protection Policy is in place		D	R		Curriculum and Development Committee
	Appoint a safeguarding governor to take leadership responsibility for safeguarding and that they receive training		D	R		Curriculum and Development Committee
	Make sure governors receive safeguarding training				D	Each Individual Governor Alongside Safeguarding Governor and Chair of Governors
	Appoint a member of staff to be the designated safeguarding lead			D	P	Personnel and Pay Committee
SEND	Designate a member of the governing board to have oversight of the school's arrangements for SEND		D	R		Curriculum and Development Committee

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	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		D	R	P	Curriculum and Development Committee
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school				D	Reported to Curriculum and Development Committee
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				D	Reported to Curriculum and Development Committee
Staffing	Pay Policy		D	R	P	Personnel and Pay Committee
	Contracts of Employment			D	R	Personnel and Pay Committee
	Structural changes not involving redundancy			D	R	Personnel and Pay Committee and Finance and General Purposes Committee where there are financial implications
	Structural changes involving redundancy		D	R	P	
	Annual Pay Awards		D	R	P	Personnel and Pay Committee
	Performance pay increases			D	R	Personnel and Pay Committee  All such recommendations are proposed by the Headteacher (with the exception of where this affects the HT and then it is proposed by the HT's PM Committee)  Any recommendations outside of the agreed budget are considered by Finance and General Purposes Committee
	Set SLT paycales			D	P	Personnel and Pay Committee  All such recommendations are proposed by the Headteacher (with the exception of where this affects the HT and then it is proposed by the HT's PM Committee)  Any recommendations outside of the agreed budget are considered by Finance and General Purposes Committee
	Set TLRs			D	P	Pay and Personnel Committee  Any recommendations outside of the agreed budget are considered by Finance and General Purposes Committee
	Appointment of the Headteacher		D			
	Appointment of members of the SLT			D	P	Panel determined by Personnel and Pay Committee
Performance review of Headteacher			D		Headteacher's Performance Management Committee	
Performance review of all other staff			D	P	Personnel and Pay Committee	

Function	Task	Members	Full Board	Committee	Headteacher	Notes
	Disciplinary sanctions excluding dismissal				D	
	Disciplinary sanctions - dismissal and in other circumstances where the Head cannot hear the case			D		Staff Discipline/Dismissal Committee
	Probation dismissal				D	
	Capability procedures			D		Staff Discipline/Dismissal Committee
	Suspension of Headteacher					Chair of Governors
	Suspension of any other member of staff				D	
	Consideration and response to flexible working requests				D	
	Consideration and response to early retirement requests			D	D	Headteacher where there are no financial implications  Finance and General Purposes Committee where there are financial implications
	Receiving and enacting whistleblowing policy for staff				D	Unless this is about the HT in which case - Chair of Governors