



SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

GOVERNING BOARD SCHEME OF DELEGATION 2022/23 (INCLUDING FINANCIAL POWERS)

THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BOARD MAY LEGALLY DELEGATE FUNCTIONS

KEY

Level 1:	Full Governing Board
Level 2:	A committee of the Governing Board
Level 3:	An Individual Governor
Level 4:	Principal

DELEGATED FUNCTIONS

A	Governors Admissions Panel
AC	Achievement
C	Governors Committee (established as required)
CG	Chair of Governors (or vice-chair if unavailable) action
D	Discipline Panel
GB	Full Governing Board
P	Principal
FA	Finance and Audit
PD	Personal Development Governor
SN	Special Needs Governor

***Although decisions may be delegated, the Governing Board as a whole remains responsible for any decision made under delegation**

Key Function	No	Tasks	Decision Level			
			1	2	3	4
Policies	1	To delegate approval of policies	GB			
Financial Oversight	2	To act in accordance with the Academies Trust Handbook and Shirley High School Financial Procedures Manual	GB			
	3	To approve an in year balanced budget for the financial year	GB			
	4	Share management accounts with the trustees monthly	GB			
	5	Miscellaneous financial decisions				P
	6	Principals Pay Award: agree and ensure a transparent, proportionate and justifiable, robust process reflecting the Principals role and responsibilities		FA		
	7	Staff appraisal procedure and pay progression: review and agree		FA		
	8	To enter into contracts (GB agree financial limits as per the Academy's financial procedures manual)				P
	9	To make payments				P
	10	To establish a Finance & Audit Committee that meets at least 3 times a year and to which the Board delegates financial scrutiny and oversight to support the Board in maintaining the trust as a going concern.	GB			
	11	To review the external auditor's & internal scrutiny plan each year		FA		
	12	To review the annual report and accounts		FA		
	13	To review the auditor's findings, take appropriate actions and ensure an appropriate, reasonable and timely response		FA		
	14	To assess the effectiveness and resources of the external auditor to provide a basis for decisions by the trust's members about the auditor's reappointment or dismissal or retendering.		FA		
	15	To produce an annual report of the committee's conclusions to advise the board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.		FA		
Staffing	16	Principal appointments (selection panel)	GB			
	17	Senior Vice/Vice Principal appointments (selection panel)	GB			
	18	Appoint other teachers				P

	19	Appoint non-teaching staff				P
	20	Dismissal of Principal	GB			
	21	Dismissal of other staff		C		
	22	Suspending Principal		C		
	23	Suspending staff (except Principal)				P
	24	Ending suspension (Principal)		C		
	25	Ending suspension (except Principal)			CG	
	26	Staff Grievance Procedure				P
	27	Determining staff complement		FA		
	28	Determining dismissal payments/ early retirement		FA		
	29	To maintain a Single Central Register				P
Curriculum	30	To implement a curriculum policy				P
	31	Responsible for standards of teaching				P
	32	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school)				P
	33	Responsibility for individual child's education				P
	34	To prohibit political indoctrination and ensuring the balanced treatment of political issues				P
Performance Management	35	To formulate a performance management policy				P
	36	To implement the performance management policy				P
	37	To review annually the performance management policy		FA		
Target Setting	38	To set and publish targets for pupil achievement				P
Discipline	39	To establish a written statement of behaviour principles		FA		
Exclusions	40	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil 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 cases of urgency)		D		
	41	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		D		
Admissions	42	Admissions: application decisions		A		
	43	To appeal against Local Authority directions to admit pupil(s)		A		
Religious Education	44	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus				P
	45	Decision to revert to previous RE syllabus				P

	46	Decision to provide RE in line with locally agreed syllabus				P
Collective Worship	47	To ensure that all pupils take part in a daily act of collective worship (after consulting GB)				P
	48	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				P
	49	Arrangements for collective worship (after consulting GB)				P
Premises & Insurance	50	Buildings insurance and personal liability– GB to seek advice from ESFA, LA or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)		FA		
	51	Developing school buildings strategy or master plan.		FA		
	52	Procuring and maintaining buildings, including developing an asset management plan.		FA		
Health & Safety	53	To ensure that health and safety regulations are followed				P
School Organisation	54	To publish proposals to change category of school	GB			
	55	Proposal to alter or discontinue academy	GB			
	56	To set the times of school sessions and the dates of school terms and holidays			CG	
	57	To ensure that the school meets for required sessions in a school year				P
	58	To ensure that school lunch nutritional standards are met where provided by the Governing Board.			PD	
Business	59	To monitor & review the Risk Register		FA		
Information For Parents	60	To prepare and publish the school prospectus				P
	61	To ensure provision of free school meals to those pupils meeting the criteria				P
	62	Adoption and review of home-school agreements			CG	
GB Procedures	63	To draw up instrument of government and any amendments thereafter	GB			
	64	To appoint (and remove) the chair and vice-chair of a permanent or a temporary Governing Board	GB			
	65	To appoint and dismiss the governance professional	GB			
	66	To hold a full Governing Board meeting or equivalent at least three times in a school year or a meeting of the temporary Governing Board as often may require	GB			
	67	To appoint and remove governors.	GB			
	68	To set up a Register of Governors' Business Interests	GB			

	69	To approve and set up a Governors Expenses Scheme			CG	
	70	To discharge duties in respect of pupils with special needs by appointing a “responsible person”.			SN	
	71	To consider whether or not to exercise delegation of functions to individuals or committees	GB			
	72	To regulate the GB procedures (where not set out in law)	GB			
Federations	73	To consider forming a federation or joining an existing federation	GB			
	74	To consider requests from other schools to join the federation	GB			
	75	To leave a federation	GB			
Extended Schools	76	To decide to offer additional activities and to what form these should take	GB			
	77	To put into place the additional services provided				P
	78	To ensure delivery of services provided				P
	79	To cease providing extended school provision	GB			