



# SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

## GOVERNING BOARD SCHEME OF DELEGATION 2023/24 (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             SEND 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
<b>Policies</b>	1	To delegate approval of policies	<b>GB</b>			

<b>Financial Oversight</b>	2	To act in accordance with the Academies Trust Handbook and Shirley High School Financial Procedures Manual	<b>GB</b>			
	3	To approve an in year balanced budget for the financial year	<b>GB</b>			
	4	Share management accounts with the trustees monthly	<b>GB</b>			
	5	Miscellaneous financial decisions				<b>P</b>
	6	Principals Pay Award: agree and ensure a transparent, proportionate and justifiable, robust process reflecting the Principals role and responsibilities		<b>FA</b>		
	7	Staff appraisal procedure and pay progression: review and agree		<b>FA</b>		
	8	To enter into contracts (GB agree financial limits as per the Academy's financial procedures manual)				<b>P</b>
	9	To make payments				<b>P</b>
	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.	<b>GB</b>			
	11	To review the external auditor's & internal scrutiny plan each year		<b>FA</b>		
	12	To review the annual report and accounts		<b>FA</b>		
	13	To review the auditor's findings, take appropriate actions and ensure an appropriate, reasonable and timely response		<b>FA</b>		
	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.		<b>FA</b>		
	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.		<b>FA</b>		
<b>Staffing</b>	16	Principal appointments (selection panel)	<b>GB</b>			
	17	Deputy/Assistant appointments (selection panel)	<b>GB</b>			
	18	Appoint other teachers				<b>P</b>
	19	Appoint non-teaching staff				<b>P</b>
	20	Dismissal of Principal	<b>GB</b>			
	21	Dismissal of other staff		<b>C</b>		
	22	Suspending Principal		<b>C</b>		

	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
<b>Curriculum</b>	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
<b>Performance Management</b>	35	To formulate a performance management policy				P
	36	To implement the performance management policy				P
	37	To review the performance management policy		FA		
<b>Target Setting</b>	38	To set and publish targets for pupil achievement				P
<b>Discipline</b>	39	To establish a written statement of behaviour principles		FA		
<b>Exclusions</b>	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		
<b>Admissions</b>	42	Admissions: application decisions		A		
	43	To appeal against Local Authority directions to admit pupil(s)		A		
<b>Religious Education</b>	44	Responsibility for ensuring provision of RE is taught in line with national expectations				P
	45	Decision to revert to previous RE syllabus				P
	46	Decision to provide RE in line with locally agreed syllabus				P
<b>Collective Worship</b>	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
<b>Premises &amp; Insurance</b>	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		
<b>Health &amp; Safety</b>	53	To ensure that health and safety regulations are followed				P
<b>School Organisation</b>	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	
<b>Business</b>	59	To monitor & review the Risk Register		FA		
<b>Information For Parents</b>	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	
<b>GB Procedures</b>	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)	<b>GB</b>			
<b>Federations</b>	73	To consider forming a federation or joining an existing federation	<b>GB</b>			
	74	To consider requests from other schools to join the federation	<b>GB</b>			
	75	To leave a federation	<b>GB</b>			
<b>Extended Schools</b>	76	To decide to offer additional activities and to what form these should take	<b>GB</b>			
	77	To put into place the additional services provided				<b>P</b>
	78	To ensure delivery of services provided				<b>P</b>
	79	To cease providing extended school provision	<b>GB</b>			