SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

GOVERNING BOARD SCHEME OF DELEGATION 2026/27 (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
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

			Decision Level			
Key Function	No	Tasks	**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 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 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**
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**			