



**Outwoods Edge  
Primary School**

**Every Child. Every Day. Every Future.**

**Scheme  
Of  
Delegation**

Approved by: Full Governors

Date Approved: 13<sup>th</sup> February 2023



## SCHEME OF DELEGATION DECISION PLANNER

**THIS PLANNER IS FOR THE GOVERNING BODY TO COMPLETE**

### KEY

Using ticks show

Level 1: Decisions made by full governing body.

Level 2: Decisions delegated to a committee of the governing body.

Level 3: Decisions delegated to head (within framework set by GB).

Level 4: Decisions made by head as the professional.

Asterisk \*: Functions which the whole governing body must consider.

Blank: Action could be carried out at any level by governing body or head.

Column blocked off: Function cannot legally be carried out at this level.

**FG = Full Governors**

**F = Finance and General Purposes committee (includes S=Staffing);**

**A = Appeals Committee;**

**P = Pay committee**

**H = Head teacher**

**S = School**

Action Sheet			Decision Level			
Key Function	No	Tasks	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
School	1	To approve the first formal budget plan each financial year*	FG	X	X	X
Budgets	2	To monitor monthly expenditure				H
	3	Miscellaneous financial decisions (e.g. write-offs)		F		
	4	To investigate financial irregularities (head suspected)		F	X	X
	5	To investigate financial irregularities (other suspected)		F		
	6	To enter into contracts (above set financial limit)		F		
	7	To enter into contracts (below set financial limit)				H
	8	To make payments				H
	9	To draw up a charging and remissions policy for activities		F		
Staffing	10	Head teacher appointments (selection panel)*	FG	X	X	X
	11	Leadership Team appointments (selection panel)* governor representation on all selection panel activities	FG	X	X	X
	12	Appoint other teachers and non-teaching staff to put forward a governor to be on the selection panel if desired or requested		S		X
	13	Pay discretions (the head should not advise on his/her own pay but will advise on other staff)		P		X
	14	Establishing disciplinary /capability procedures		S		X
	15	Dismissal (headteacher) NB: GB must act through Dismissal Committee*	FG	X	X	X
	16	Dismissal (other staff) NB: GB must act through Dismissal Committee	X	S	X	X
	17	Suspending head*	FG	X	X	X
	18	Suspending staff (except head)		S		

	19	Ending suspension (head)*	FG	X	X	X
	20	Ending a suspension (except head)		S	X	X
	21	Determining dismissal payments / early retirement		F		
	22	Determining staff complement			H	
<b>Performance Management</b>	23	To establish and review a performance management policy		S	X	X
	24	To implement the performance management policy				H
<b>Curriculum</b>	25	Ensure broad and balanced curriculum taught to all pupils and to consider any disapplication for pupil(s)			H	
	26	To agree or reject and review curriculum policy*	FG		X	X
	27	Responsible for standards of teaching				H
	28	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				H
	29	Responsibility for individual child's education				H
	30	Provision of sex education - make and keep up to date a written policy*	FG		X	X
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues*	FG			
Religious Education	32	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)			X	H
	33	Decision to provide RE in line with locally agreed syllabus			H	H
Collective Worship	34	To ensure that all pupils take part in a daily act of collective worship (statutory responsibility of both head and governing body)	FG		X	H
	35	To make application to the advisory councils, SACRE, concerning the requirements for collective worship to disapply. Head must consult GB before doing so.	X	X	X	H
	36	Arrangements for collective worship in consultation with GB.	X	X	X	H
<b>Pupil Discipline</b>	37	To establish, implement and review a behavior policy				H

	38	To establish and review an exclusions policy*	FG			
	39	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	X	X	X	H
	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. NB: The GB must act through their pupil discipline committee		A	X	X
	41	To direct reinstatement of excluded pupils		A	X	X
<b>Admissions</b>	42	To establish an admissions policy, review it annually and consult on any changes*	FG		X	X
	43	Admissions: application decisions			H	
	44	To appeal against LA directions to admit pupil(s) with EHCP if school is unable to meet child's needs or if it is detrimental to the education of existing pupils*	FG (del Chair		X	X
<b>Premises</b>	45	Buildings insurance - GB to seek advice from DfE and accountants where appropriate		F		
	46	Strategy (including budgeting for repairs etc.) and Asset Management Plans		F		
	47	To ensure health and safety issues are met		F		
<b>School Organisation</b>	48	To draw up instrument of government and any amendments thereafter*	FG		X	X
	49	To publish proposals to change category of school*	FG		X	X
	50	To draft a school Action Plan following OFSTED inspection and school to distribute copies to parents*	FG			
	51	To set the times of school sessions and the dates of school terms and holidays	FG		X	X
<b>Information for parents</b>	52	To provide statutory information on the school website			H	
	53	To ensure provision of free school meals to those pupils meeting criteria			H	X

<b>GB procedures</b>	54	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body*	FG	X	X	X
	55	To appoint and dismiss the clerk to the governors*	FG	X	X	X
	56	To hold a governing body meeting once a term, or a meeting of the temporary governing body as often as occasion may require*	FG		X	X
	57	To appoint and remove co-opted, including temporary additional co-opted, governors*	FG		X	X
	58	To set up a Register of Governors' Business Interests*	FG		X	X
	59	To approve and set up a Governors Expenses scheme	FG		X	X
	60	To discharge duties in respect of pupils with special needs by appointing a "responsible person" *	FG		X	X
	61	To consider whether or not to exercise delegation of functions to individuals or committees*	FG		X	X
	62	To regulate the GB's procedures (where not set out in law)*	FG		X	X
	63	To review at least once a year the establishment, terms of reference and membership of committees*	FG		X	X

## Financial limits of delegated authority

The budget is divided into cost centres (e.g. energy, maths, teaching salaries) which are put into cost centre groups (e.g. salaries, curriculum, premises costs).

The annual budget is agreed at a meeting of the full governing body.

The finance committee has delegated authority from the governing body to vire between cost centre groups, including contingency.

The headteacher has delegated authority to vire between cost centres within a group.

The governing body is responsible for setting levels of expenditure:

- a) above which their approval is needed;
- b) above which 3 quotes must be obtained; and
- c) above which tenders must be sought.

They are also responsible for establishing the procedures for obtaining quotes and tenders.

The current levels set are as follows:

- a) The headteacher may, without the specific authorisation of the finance committee, spend any amount which does not cause expenditure to exceed the cost centre limit, subject to points b) and c) below.
- b) Where the value of the purchase exceeds £6,000, a minimum of three quotes must be obtained. The headteacher will decide which of these quotes should be accepted, and will notify the Chair of the Finance Committee before the purchase is made if the lowest quotation is not accepted. This will then be recorded in the next minutes.
- c) All purchases estimated to exceed £50,000 must be put out to competitive tender. The specific details of the procedure will be determined by the finance committee when the occasion arises.
- d) If the lowest quotation for a tender is not accepted, the reason must be reported to the finance committee and recorded in the minutes.