



**Achieve Believe Celebrate**

## BROADLEA PRIMARY SCHOOL

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### Scheme Of Management Delegation 2016

**This planner shows to which level the governing body may legally delegate functions:**

**KEY**

- Level 1: Full governing body
- Level 2: A committee of the governing body
- Level 3: An individual governor
- Level 4: Headteacher.

Column blank: Action could be undertaken by this level.

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

**Governors must remember that although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.**

Key Function	No	Tasks	Decision Level			
			1	2	3	4
<b>Budgets</b>	1.	To approve the formal budget plan each financial year (agree at Resources for next FGB)	✓	✓		
	2.	To monitor monthly expenditure.		✓		
	3.	To establish a charging and remissions policy	✓	✓		
	4.	Miscellaneous financial decisions		✓		✓
	5.	To enter into contracts (GB may wish to agree financial limits)	✓	✓		
	6.	To make payments				✓
<b>Staffing</b>	7.	Headteacher appointments (selection panel)	✓			
	8.	Deputy appointments (selection panel)	✓			
	9.	Appoint other teachers				✓
	10.	Appoint non teaching staff				✓
	11.	Agree a pay policy		✓		
	12.	Pay discretions (inc HT)		✓		
	13.	Establishing disciplinary/capability procedures		✓		

	14.	Dismissal of headteacher	✓			
	15.	Dismissal of other staff		✓		
	16.	Suspending head	✓			
	17.	Suspending staff (except head)				✓
	18.	Ending suspension (head)	✓			
	19.	Ending suspension (except head)		✓		
	20.	Determining staff complement	✓	✓		
	21.	Determining dismissal payments/ early retirement	✓			
<b>Curriculum</b>	22.	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)				✓
	23.	To establish a curriculum policy				✓
	24.	To implement curriculum policy				✓
	25.	To agree or reject and monitor curriculum policy		✓		
	26.	Responsible for standards of teaching				✓
	27.	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)				✓
	28.	Responsibility for individual child's education				✓
	29.	Provision of sex education – to establish and keep up to date a written policy				✓
	30.	To prohibit political indoctrination and ensuring the balanced treatment of political issues				✓
	31.	To establish a charging and remissions policy for activities (non NC based)		✓		
<b>Performance Management</b>	32.	To formulate a performance management policy		✓		
	33.	To establish a performance management policy		✓		
	34.	To implement the performance management policy		✓		
	35.	To review annually the performance management policy		✓		
<b>Target Setting</b>	36.	To set and publish targets for pupil achievement				✓

<b>Discipline/Exclusions</b>	37.	To establish a discipline policy		✓		
	38.	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)		✓		
	39.	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		✓		
<b>Admissions</b>	40.	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)	n/a			
	41.	Consult on PAN if necessary		✓		
	42.	To establish an admissions policy (special schools where pupils do not have a statement) acting with LA	n/a			
<b>Collective Worship</b>	43.	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				✓
	44.	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				N/A
	45.	Arrangements for collective worship (schools without religious character) (after consulting GB)				N/A
<b>Premises &amp; Insurance</b>	46.	Buildings insurance and personal liability– GB to seek advice from LA, (it is suggested that the GB as a whole should be involved in this decision)	✓			
	47.	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	✓			
	48.	Procuring and maintaining buildings, including developing properly funded maintenance plan		✓		

<b>Health &amp; Safety</b>	49.	To institute a health and safety policy	✓			
	50.	To ensure that health and safety regulations are followed		✓		
<b>School Organisation</b>	51.	To publish proposals to change category of school	✓			
	52.	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA	✓			
	53.	To ensure that the school meets for 380 sessions in a school year				✓
	54.	To ensure that school lunch nutritional standards are met where provided by the governing body.				✓
<b>Information For Parents</b>	55.	To ensure provision of free school meals to those pupils meeting the criteria				✓
	56.	To prepare & publish school prospectus information on the website				✓
<b>GB Procedures</b>	57.	To draw up instrument of government and any amendments thereafter	✓			
	58.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓			
	59.	To appoint and dismiss the clerk to the governors	✓			
	60.	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require.	✓			
	61.	To appoint and remove community or sponsor governors.	✓			
	62.	To set up a Register of Governors' Business Interests	✓			
	63.	To approve and set up a Governors Expenses Scheme	✓			
	64.	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools		✓		
	65.	To consider whether or not to exercise delegation of functions to individuals or committees	✓			
	66.	To regulate the GB procedures (where not set out in law)	✓			
<b>Federations</b>	67.	To consider forming a federation or joining an existing federation	✓			
	68.	To consider requests from other schools to join the federation	✓			
	69.	To leave a federation	✓			

<b>Extended Schools</b>	70.	To decide to offer additional activities and to what form these should take	✓			
	71.	To put into place the additional services provided				✓
	72.	To ensure delivery of services provided				✓
	73.	To cease providing extended school provision.	✓			

\*Although these tasks are open to delegation under the Education (School Government)(Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.

Date of Review	11 December 2015
Next Review Date	Autumn Term 2016
Responsibility FGB/Committee	FGB
Signed by Chair of Governors	