

ST KATHARINE'S CE (VC) PRIMARY SCHOOL, SAVERNAKE

SCHEME OF DELEGATION 2010

This scheme of delegation has been approved by the Governing Body at its meeting on 13th October 2010.

The scheme has been developed to clarify the responsibilities and powers of Governors and members of staff employed at the School in respect of key aspects of the management of the School and to ensure compliance with legal requirements and, where appropriate, Local Authority policies. The delegations set out in this scheme are delegated to the specified committees of the Governing Body and/or the headteacher and/or individual Governors. The headteacher may be assisted by the School Finance & Administration Officer, though the headteacher will remain responsible for the fulfilment of the function.

Delegations cannot be exercised by anyone other than the designated person or committee unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of the headteacher, the delegations stand delegated to the deputy headteacher (if appointed) unless otherwise directed or agreed by the Governing Body.

Instead of exercising her/his delegated powers the committee, headteacher or other individual may refer the matter back up to the Governing Body or appropriate committee. The scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the Governing Body and its committees.

The following committees have been established. Their terms of reference and standing orders for procedure are set out in the appendices to this document. The extent to which the Governing Body has delegated powers is shown in the Decision Planner below. The Governing Body shall decide who are to be the members of each Committee. The Committees are:

1. Curriculum & Assessment Committee ("C&A");
2. Finance & Premises Committee ("F&P");
3. Human Resources Committee ("HR");
4. Public Relations Committee ("PR");
5. Pupil Discipline Committee ("PDisc");
6. Staff Dismissal Committee ("SDism").

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THIS PLANNER SHOWS THE LEVEL TO WHICH THE GOVERNING BODY HAS DELEGATED FUNCTIONS UNDER ITS SCHEME OF DELEGATION 2010.

KEY

- Level 1: Decision to be taken by full governing body
- Level 2: Decision to be delegated to a committee of the governing body
- Level 3: Decision to be delegated to an individual governor
- Level 4: Decision to be delegated to head.
- Level 5: Headteacher day-to-day management

Column blank: Action could be undertaken at this level.

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

Column with lighter shading - not recommended at this level.

For Clerk	Key Function	Tasks	Decision Level				
			1 Full Gov Body	2 Committee	3 Individual Governor	4 Delegate to Headteacher	5 Headteacher Day-to-day
1 (45)	Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)				✓	
2 (45)	Curriculum	To consider any disapplication from National Curriculum for pupil(s)				✓	
3 (46)	Curriculum	To draft curriculum policy				✓	
4 (48)	Curriculum	To agree or reject curriculum policy		C&A			
5 (47)	Curriculum	To implement curriculum policy					✓
6 (46)	Curriculum	To monitor and review implementation of the curriculum policy		C&A			
7 (83)	Curriculum	To ensure that the School meets for 380 sessions in a school year.				✓	
N/A	Curriculum	To set the times of school sessions and the dates of school terms and holidays (Foundation and VA schools only)					
8 new	Curriculum	To ensure that the curriculum contributes to community cohesion				✓	

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				Decision Level				
For Clerk		Key Function	Tasks	1	2	3	4	5
				Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	9 (55)	Curriculum	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)			C&A/HT		
	10 new	Curriculum	To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age.				✓	
	11 (50)	Curriculum	To monitor standards of teaching					✓
	12 (57)	Curriculum	To take responsibility for individual child's education					✓
	13 (58)	Curriculum	To make and keep up to date a written policy on Sex Education	✓	C&A recom			
	14 (59)	Curriculum	To prohibit political indoctrination and ensuring the balanced treatment of political issues			C&A/HT		
	15 (65)	Curriculum	To set and publish targets for pupil achievement	✓				
	16 (49)	Curriculum	To review and amend curriculum policies			C&A/HT		
	17 new	Curriculum	To ensure that the School appoints a Special Educational Needs Coordinator (SENCO)				✓	
	18 (60)	Curriculum	To ensure that one Governor has responsibility for special needs	✓				
	19 new	Curriculum	To review (amend) and monitor the School's SEN policy.		C&A			
	20 new	Curriculum	To discharge other duties in respect of pupils with special educational needs.				✓	
	21 new	Curriculum	To review (amend) and monitor the governing body's other policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination).	✓				

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		Key Function	Tasks	Decision Level				
				1	2	3	4	5
<i>For Clerk</i>				Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	<i>22 new</i>	Curriculum	To ensure that the School has appointed a designated teacher to support achievement of Looked After Children.				✓	
	<i>23 new</i>	Curriculum	To ensure that the headteacher sends the Foundation Stage Profile assessments and Key Stage 1 teacher assessments results to the LA.			Chair C&A		
	<i>24 (51)</i>	Curriculum	To monitor pupil achievement against set targets.		C&A			
	<i>25 new</i>	Curriculum	To approve off-site visits and activities of up to 1 day				✓	
	<i>26 new</i>	Curriculum	To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea.		C&A			
	<i>27 (70)</i>	Religious Education	To provide RE in line with School's basic curriculum. (Implementation)					✓
	<i>28 (70)</i>	Religious Education	To ensure provision of RE in line with School's basic curriculum. (Monitoring)		C&A			
	<i>29 (72)</i>	Religious Education	To decide RE syllabus (in Foundation, VA, VC schools ONLY)				✓	
	<i>30 (73)</i>	Collective Worship	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)					✓
	<i>31 (74)</i>	Collective Worship	To make application to the Standing Advisory Council for Religious Education (SACRE) to disapply the Christian requirements for collective worship (after consulting GB)				✓	
	<i>N/A</i>	Collective Worship	To make arrangements for collective worship in schools without religious character (after consulting GB)					

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		Key Function	Tasks	Decision Level				
				1	2	3	4	5
<i>For Clerk</i>				Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	32 (76)	Collective Worship	To make arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)	✓				
	33 (66)	Behaviour	To decide a discipline policy	✓				
	34 new	Behaviour	Headteachers have powers to search, with or without consent, a pupil whom they reasonably suspect is carrying a knife or other weapon.					✓
	35 new	Behaviour	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently					✓
	36 (67)	Behaviour	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)		PDisc			
	37 (68)	Behaviour	To direct reinstatement of excluded pupils		PDisc			
	38 new	Behaviour	To review the overall pattern and use of exclusions within the School.	✓				
	39 new	Behaviour	To monitor and review pupil attendance				✓	
	40 new	Behaviour	To set attendance targets	✓				
	41 new	Behaviour	To decide whether parenting contracts should form part of the School's attendance policy	✓				
	42 new	Behaviour	To implement parent contracts				✓	
	43 (84/87)	Pupil Welfare	To decide the content, presentation, and cost of school food, and where there is a cash cafeteria system, set the standard meals allowance for those entitled to free meals. (unless responsibility retained by LA)				✓	

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				Decision Level				
For Clerk		Key Function	Tasks	1	2	3	4	5
				Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	44 new	Pupil Welfare	To ensure that School policy and procedure for Looked After Children are consistent with measures set out in the statutory guidance.				✓	
	45 new	Pupil Welfare	To decide whether to appoint a designated governor for Safeguarding Children or to retain as a full governing body task	✓				
	46 new	Pupil Welfare	To carry out annual review of Safeguarding Children and Child Protection policy and procedures and report to the Local Authority			Nom'd CP Gov		
	47 new	Pupil voice	To plan and co-ordinate strategies to collect and consider pupil views		PR com/ HT			
	48 (85)	Parents	To prepare the School Prospectus		PR com			
	49 (85)	Parents	To publish the School Prospectus	✓				
	50 new	Parents	To draft text in School Profile				✓	
	51 (86)	Parents	To approve and publish the School Profile annually		PR com			
	52 new	Parents	To plan and coordinate strategies by which the governing body can demonstrate its accountability and consult parents and community	✓	PR com recom			
	53 (88)	Parents	To adopt and review home-school agreements	✓				
	54 (87)	Parents	To ensure that school lunch nutritional standards are met.					✓
	55 new	Parents	To ensure that the School has an effective complaints policy.	✓				
	56 new	Parents	To hear complaints		Panel			

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57 <i>new</i>	Parents	To provide parents with Privacy Notice, explaining how info provided by parents will be used - see DCSF model.					✓
58 <i>new</i>	Community	To consider matters relating to the role of the School in the community, including public relations.		PR com			
59 <i>new</i>	Community	To ensure that the School contributes to community cohesion	✓				
60 <i>new</i>	Extended Schools	To research and review the opportunities/challenges arising from extended school provision (from a pupil learning perspective)			C&A/ HT		
61 <i>new</i>	Extended Schools	To research and review the opportunities/challenges arising from extended school provision (from a premises and resources perspective)			F&P/H T		
62 (102/ 105)	Extended Schools	To decide to offer additional activities under extended schools provision - or to cease provision.	✓				
63 (103)	Extended Schools	To put into place additional services provided.				✓	
64 (104)	Extended Schools	To ensure delivery of services provided.		C&A/ F&P			
65 <i>new</i>	Finance	To prepare the first formal budget plan each financial year				✓	
66 (1)	Finance	To recommend the first formal budget		F&P			
67 (2)	Finance	To approve the first formal budget plan each financial year	✓				
68 (5)	Finance	To monitor monthly expenditure.			Chair F&P	✓	
69 (6)	Finance	To receive & consider monitoring reports at least 3 times per year	✓	F&P			
70 <i>new</i>	Finance	To approve the writing off of irrecoverable debts up to (£1,000) and the disposal of surplus and damaged equipment.		F&P			
71 (10)	Finance	To enter into contracts (£3k or above)		F&P			
72 (11)	Finance	To enter into contracts or other expenditure approved by HT but not included in approved budget	✓ £3k or over	F&P under £3k			
73 <i>new</i>	Finance	To enter into contracts (below £3k, included in approved budget and compliant with Best Value Statement)					✓

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				1	2	3	4	5
<i>For Clerk</i>				Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	74 (12)	Finance	To approve expenditure of Formula Capital (with HT's approval) where budget did not allocate expenditure to specified item	✓ £3k or over	F&P under £3k			
	75 (13)	Finance	To approve/make payments according to approved system					✓
	76 (15)	Finance	To establish and review ordering and payment systems or need for competitive quotes etc		F&P			
	77 (8)	Finance	To set a charging and remissions policy		F&P			
	78 (87)	Finance	To ensure provision of free school meals to those pupils meeting the criteria (where delegated by LA to GB)				✓	
	79 (14)	Finance	To approve transfer of budgeted amounts between cost centres (virement)		F&P			
	80 (3)	Finance	Recommend use of rollover balances		F&P			
	81 (4)	Finance	Decide on intended use of rollover balances	✓				
	82 new	Finance	To receive, and where appropriate respond to, reports from the Local Authority's auditors		F&P as approp	Chair, F&P/HT		
	83 new	Finance	To ensure that school fund is properly audited for presentation to the GB				✓	
	84 new	Finance	To ensure that School meets Financial Management Standards			F&P/HT		
	85 (18)	Finance	To open or close bank account	✓				
	86 (19)	Finance	To designate/change signatories for bank account	✓				
	87 (7)	Finance	To review School's performance against benchmarks yearly	✓	F&P			
	88 new	Planning	To ensure that recommendations following OFSTED/LA inspections are incorporated into the School Plan	✓				

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				Decision Level				
For Clerk		Key Function	Tasks	1	2	3	4	5
				Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	89 new	Planning	To agree schedule for School self-evaluation.	✓				
	90 new	Planning	To collect, analyse and present data to inform School self-evaluation.				✓	
	91 new	Planning	To consider evidence and agree judgements for School self-evaluation			Chairs GB, CA		
	92 new	Planning	To prepare and review a strategy for School improvement on the following outcomes: <ul style="list-style-type: none"> • Stay safe • Be healthy • Enjoy and achieve • Achieve economic well-being • Make a positive contribution 			Chair GB	✓	
	93 (16)	Planning	To recommend priorities for the School Plan		C&A F&P		✓	
	94 (17)	Planning	To agree priorities for the School Plan	✓				
	95 new	Planning	To approve School Plan	✓				
	96 new	Planning	To monitor School Plan overall	✓	C&A F&P			
	97 new	Staffing	To develop, review and oversee implementation of the governing body's personnel policies (with reference to Local Authority policies and guidance)		HR			
	98 (22)	Staffing	To recommend staff numbers (subject to budget) and structure		HR			
	99 (23)	Staffing	To decide on staff numbers and structure	✓				
	100 (33)	Staffing	To agree a policy on use of supply staff		HR			
	101 (20)	Staffing	To appoint Headteacher (on recommendation of selection panel)	✓				
	102 (21)	Staffing	To appoint Deputy Head (on recommendation of selection panel)	✓				

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For Clerk		Key Function	Tasks	1	2	3	4	5
				Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	N/A	Staffing	In VA and Foundation schools only to agree whether or not the Director of Children's Services/diocesan authority should have advisory rights					
	103 (26)	Staffing	To appoint other teachers			HR/HT		
	104 new	Staffing	To appoint teachers to leadership group (as defined by governors)			HR/HT		
	105 (27)	Staffing	To appoint non teaching staff outside the leadership group			HR/HT		
	106 new	Staffing	To ensure that at least one person on selection panel for head or other teacher has Safer Recruitment Training			Chair GB		
	107 new	Staffing	To ensure that at least one person on selection panel for other posts has Safer Recruitment Training			Chair HR		
	108 new	Staffing	To ensure all staff and volunteers (inc Govs) have necessary checks and Single Central Register is complete				√	
	109 new	Staffing	To monitor staff and volunteers' checks are complete and recorded			Nom'd CPGov		
	110 (30)	Staffing	To draft/amend and review whole school pay policy		HR			
	111 (32)	Staffing	To decide on recommendations relating to the pay of all members of staff.		HR			
	112 (34)	Staffing	To agree disciplinary/capability procedures (based on LA models)		HR			
	113 (35)	Staffing	To implement disciplinary procedures					√
	114 (36)	Staffing	To dismiss headteacher (GB must act through Dismissal Committee)		S Dism			
	115 (37)	Staffing	To dismiss other staff (GB must act through Dismissal Committee but normally delegated to head)		S Dism			

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				1	2	3	4	5
<i>For Clerk</i>				Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	116 (38)	Staffing	To suspend head			Chair GB		
	117 (39)	Staffing	To suspend staff (except head)		S Dism			
	118 (40)	Staffing	To end suspension (head)		S Dism			
	119 (41)	Staffing	To end suspension (except head)		S Dism			
	120 (43, 44)	Staffing	To approve applications for early retirement, secondment and leave of absence not covered by local agreements	✓				
	121 (31/62)	Staffing	To agree a performance management policy		HR			
	122 (61/64)	Staffing	To formulate performance management policy and review annually for recommending changes		HR			
	123 (63)	Staffing	To implement the performance management of staff					✓
	124 <i>new</i>	Staffing	To implement the performance management of head (on advice of SIP)		Nom'd Govs			
	125 <i>new</i>	Staffing	To draft and review a policy on staff absence management.				✓	
	126 (25)	Staffing	To agree and monitor a training strategy for teachers, support staff and governors.			HR/HT		
	127 (24)	Staffing	To decide on induction programme for staff				✓	
	128 (77)	Premises	To obtain buildings insurance - GB to seek advice from Local Authority, diocese or trustees where appropriate		F&P			
	129 (78)	Premises	To develop a School buildings strategy (including budgeting for repairs etc.) and contributing to Asset Management Planning arrangements	✓	F&P recom		✓ recom	

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				1	2	3	4	5
<i>For Clerk</i>				Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	130 (79)	Premises	To procure maintenance for buildings including developing a properly funded maintenance plan		F&P			
	131 new	Premises	To review security of school premises and equipment.				√	
	132 new	Premises	To agree level of maintenance service the School will buy from service providers.		F&P			
	134 new	Premises	To research and be involved in drawing up an Accessibility Plan for the School			F&P/HT		
	135 new	Premises	To recommend a hiring policy to the governing body and to oversee its implementation.				√	
	136 new	Premises	To approve hiring policy and charges		F&P			
	N/A	H & S	To establish a health & safety policy in VA and Foundation schools (in community and VC schools this would be the Local Authority.					
	137 new	H & S	To implement health and safety arrangements					√
	138 (80)	H & S	To monitor health & safety arrangements		F&P			
	139 new	H & S	To ensure that suitable risk assessments are prepared and action taken to minimise risk.				√	
	140 new	H & S	To monitor accident book and agree appropriate action			H&S Gov		
	N/A	Admissions Foundation and VA	To consult annually before setting an admissions policy					
	N/A	Admissions Foundation and VA	To implement Admissions Policy					

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		Key Function	Tasks	Decision Level				
				1	2	3	4	5
<i>For Clerk</i>				Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	<i>N/A</i>	Admissions Community and VC	To consult annually before setting an admissions policy					
	<i>141 new</i>	Admissions Community and VC	To implement Admissions Policy				✓	
	<i>N/A</i>	Admissions Special Schools	To establish an admissions policy (where pupils do not have a statement) acting with the Local Authority.					
	<i>N/A</i>	Admissions Special Schools	To establish an admissions policy (where pupils have statements) - for Local Authority after consultation with the governing body.					
	<i>142 (69)</i>	Admissions All schools	To appeal against Local Authority directions to admit pupil(s)	✓				
	<i>143 (89)</i>	Organisation	To draw up instrument of government and any amendments thereafter	✓				
	<i>144 (81)</i>	Organisation	To agree proposals to change category of school	✓				
	<i>145 (82)</i>	Organisation	Proposal to alter or discontinue voluntary foundation or foundation special school	✓				
	<i>146 (99/100)</i>	Organisation	To consider forming, joining or leaving a federation	✓				
	<i>147 (90)</i>	Organisation	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				
	<i>148 (91)</i>	Organisation	To appoint and dismiss the clerk to the governors	✓				
	<i>149 (93)</i>	Organisation	To appoint and remove community governors.	✓				

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				1	2	3	4	5
<i>For Clerk</i>				Full Gov Body	Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
	150 <i>new</i>	Organisation	To appoint and remove associate members	✓				
	151 (94)	Organisation	To set up a Register of Governors' Business Interests	✓				
	152 (95)	Organisation	To approve and set up an Expenses Scheme	✓	F&P recom			
	153 (97)	Organisation	To consider whether or not to exercise delegation of functions to individuals or committees	✓				
	154 (98)	Organisation	To regulate the GB procedures (where not set out in law) e.g. Standing Orders	✓				
	155 <i>new</i>	Organisation	To establish and review Committees annually	✓				
	156 (54)	Organisation	Agree a policy and protocol for governor visits to the School		C&A			

END

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Terms of Reference and Standing Orders

Curriculum and Assessment Committee

Role:

- Ensure that the School delivers a suitable breadth of education, the highest level of teaching and learning and complies with all national requirements.

Primary objectives:

- Monitoring of those areas of School Development Plan delegated to the committee on the Plan (incl post-Ofsted issues)
- Reviewing assessment data including RaiseOnline, Fischer Family Trust report and teacher-generated assessments.
- To agree or reject, and review, curriculum policy
- Review home-school agreement and make recommendations
- Publishing of targets for pupil achievement at KS2
- Recommending the terms of Sex education policy
- Recommending changes in arrangements for collective worship
- Recommending Discipline policy for pupils
- Policy for Educational visits
- Recommending Policy for Equality and Diversity and monitoring compliance

With the Headteacher, the committee will be responsible for

- Reviewing and agreeing curriculum policy
- Ensuring requirements of the National Curriculum are met
- Reviewing those policies designated by Governing Body in the delegated policy review table

Delegated areas:

The committee will have functions delegated to it as specified in Scheme of Delegation.

Composition:

The committee may comprise up to half of the Governing Body (including vacancies and rounded down where the Governing Body is an odd number). Membership shall be approved by the Governing Body. The Headteacher shall be a member. The Chair of Governing Body may also attend, if not a member.

Quorum and voting:

3 Governors of whom at least 2 must be non-staff. Voting in absentia or by proxy is not permitted.

Committee Officers:

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A Chair and Clerk will be elected annually from the committee members at the first meeting of the school year and at the first meeting after any vacancy occurs.

Frequency of meetings:

The committee will meet as required but usually once per term (6), and ideally in the fortnight preceding a Full Governors' meeting.

Minuting and reporting

The Chair will issue an agenda at least 7 days before the meeting. Minutes will be circulated to all Governors prior to the subsequent Full Governors' meeting. Confidential issues or those which could subsequently lead to disciplinary action (whether of staff or pupil) will be omitted from the minutes circulated to all but the members of the committee.

Finance & Premises Committee

Role:

- Ensure that the School makes best use of its financial and physical resources for the purposes of the education of its pupils (present and future) and complies with the Financial Management Standard in Schools and all statutory requirements.

Primary objectives:

- To recommend to GB annual budgets and four year projections and recommend related financial planning;
- To monitor income and expenditure, consider proposals for major expenditure and, as appropriate, make recommendations;
- To ensure that necessary financial controls are in place;
- To recommend School building strategy, consider proposals and oversee implementation;
- To monitor premises maintenance and H&S practices;
- To monitor insurance.

Delegated areas:

The committee will have functions delegated to it as specified in Scheme of Delegation.

Composition:

The committee may comprise up to six Governors. Membership shall be approved by the Governing Body. The Headteacher and Chair of Governing Body may also attend, if not members.

Quorum and voting:

3 Governors of whom at least 2 must be non-staff. Voting in absentia or by proxy is not permitted.

Committee Officers:

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A Chair and Clerk will be elected annually from the committee members at the first meeting of the school year and at the first meeting after any vacancy occurs.

Frequency of meetings:

The committee will meet as required but usually once per term (6), and ideally in the fortnight preceding a Full Governors' meeting.

Minuting and reporting:

The Chair will issue an agenda at least 7 days before the meeting. Minutes will be circulated to all Governors prior to the subsequent Full Governors' meeting. Confidential issues will be omitted from the minutes circulated to all but the members of the committee.

Human Resources Committee

Role:

- Ensure that the School makes best use of its human resources for the purposes of the education of its pupils (present and future) and complies with the best practice, as well as legal obligations, in respect of the employment and management of staff.

Primary objectives:

- To appoint the headteacher and, with the headteacher, to appoint other members of staff;
- To decide on the staff structure;
- To recommend a pay policy and performance management policy for staff;
- To recommend a staff disciplinary policy;
- To participate in staffing procedures as appropriate and monitor the same;
- To decide on the exercise of pay discretions.

Delegated areas:

The committee will have functions delegated to it as specified in Scheme of Delegation.

Composition:

The committee may comprise up to four members of the Governing Body. Membership shall be approved by the Governing Body. The Headteacher shall be a member. The Chair of Governing Body may also attend, if not a member.

Quorum and voting:

3 Governors of whom at least 2 must be non-staff. Voting in absentia or by proxy is not permitted.

Committee Officers:

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A Chair (who shall be non-staff) and Clerk will be elected annually from the committee members at the first meeting of the school year and at the first meeting after any vacancy occurs.

Frequency of meetings:

The committee will meet as required but at least 3 times a year, and ideally in the fortnight preceding a Full Governors' meeting.

Minuting and reporting:

The Chair will issue an agenda at least 7 days before the meeting. Minutes will not be circulated to other Governors but an oral report will be made at the subsequent Full Governors' meeting.

Public Relations Committee

Role: To monitor and advise on the School's external activities and communications, including its relations with parents/carers and potential parents/carers and with the wider community.

Primary objectives:

- To ensure that parents/carers, potential parents/carers and the wider community are properly made aware of the extent and quality of the services provided by the School;
- To ensure that the School is fully aware of its reputation amongst parents/carers, potential parents/carers and the wider community and of the views, wishes and aspirations of such persons regarding the School;
- To make recommendations on interaction between the School and such persons, primarily to assist the School in fulfilling its functions towards its pupils, including the achievement of the five outcomes under "Every Child Matters", particularly to ensure that every child makes a positive contribution and achieves economic well-being.

Matters to which the Committee is likely to focus include:

- The website;
- The prospectus;
- The School profile;
- Questionnaires from the School;
- Arrangements for Open days, events involving the PTA and other external groups;
- Awards and recognitions for the School;
- Press and media activity.

Delegated areas:

The committee will have functions delegated to it as specified in Scheme of Delegation.

Composition:

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The committee may comprise up to half of the *Governing Body*, (including vacancies and rounded down where the *Governing Body* is an odd number). Membership shall be approved by the *Governing Body*. The *Headteacher* and *Chair of Governing Body* may also attend, if not members.

Quorum and voting:

3 *Governors* of whom at least 2 must be non-staff. Voting in absentia or by proxy is not permitted.

Committee Officers:

A *Chair* and *Clerk* will be elected annually from the committee members at the first meeting of the school year and at the first meeting after any vacancy occurs.

Frequency of meetings:

The committee will meet as required but usually once per term (6), and ideally in the fortnight preceding a *Full Governors' meeting*.

Minuting and reporting:

The *Chair* will issue an agenda at least 7 days before the meeting. Minutes will be circulated to all *Governors* prior to the subsequent *Full Governors' meeting*.

Pupil Dismissal Committee

Delegated areas:

The committee will have functions delegated to it as specified in *Scheme of Delegation*.

Composition:

The committee shall comprise three *Governors*. Membership shall be approved by the *Governing Body*. The *Headteacher* shall not be a member.

Quorum and voting:

All members of the *Committee* must be present. Voting in absentia or by proxy is not permitted.

Committee Officers:

A *Chair* and *Clerk* will be selected at each meeting of the committee.

Frequency of meetings:

The committee will meet as required.

Minuting and reporting

To be decided on a case by case basis.

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Staff Dismissal Committee

Delegated areas:

The committee will have functions delegated to it as specified in Scheme of Delegation.

Composition:

The committee shall comprise three *Governors*. Membership shall be approved by the *Governing Body*. The *Headteacher* shall not be a member.

Quorum and voting:

All members of the *Committee* must be present. Voting in *absentia* or by proxy is not permitted.

Committee Officers:

A *Chair* and *Clerk* will be selected at each meeting of the committee.

Frequency of meetings:

The committee will meet as required.

Minuting and reporting

To be decided on a case by case basis.

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Appendix 2 **Committee Membership and Nominated Governors**

CURRICULUM & ASSESSMENT COMMITTEE	Julianne Smith (Chair) Vanya Body Gill de Berry Colin Langdon Sharon Cross Kevin Sandall
FINANCE & PREMISES COMMITTEE	Peter Holland (Chair) Vanya Body [temporary only] Jason Lewis Peter Sewell Sharon Cross Kevin Sandall
HUMAN RESOURCES COMMITTEE	Vanya Body (Chair) Peter Holland Jason Lewis Sharon Cross
PUBLIC RELATIONS COMMITTEE	Vanya Body (Chair) Peter Holland Sharon Cross Peter Sewell Sara Clemence
PUPIL DISCIPLINE COMMITTEE	The Rev R Harrison Others to be appointed as needed
STAFF DISMISSAL COMMITTEE	The Rev R Harrison Others to be appointed as needed
FOUNDATION STAGE CURRICULUM GOVERNOR	Julianne Smith

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SPECIAL EDUCATIONAL NEEDS GOVERNOR	Gill de Berry
SEX/DRUGS EDUCATION GOVERNOR	Gill de Berry
NOMINATED CHILD PROTECTION GOVERNOR	Peter Holland
NOMINATED WHISTLE-BLOWING GOVERNOR	Gill de Berry
HEALTH & SAFETY GOVERNOR	Jason Lewis

8 September 2010 PH