



## SUMMARY OF DELEGATED POWERS

Alderman Jacobs Primary School (Academy Trust) Governing Body

### KEY

Level 1: Decision to be taken by Trust

Level 2: Decision to be delegated to Governing Body

Level 3: Decision to be delegated to Sub-committee of Governing Body

(A = Achievement, R = Resources and F = Finance)

Level 4: Decision to be delegated to Headteacher

✓ = current delegation level

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## Curriculum

For Clerk	Tasks	1	2	3	4
		Trust	Governing Body	Sub-committee	Headteacher
	To ensure provision of a broad and balanced curriculum including English, Maths and Science	✓			
	To draft curriculum policy				✓
	To agree or reject curriculum policy			✓ A	
	To implement curriculum policy				✓
	To monitor and review implementation of the curriculum policy		✓		
	To ensure that the school meets for 380 sessions in a school year				✓
	To set the times of school sessions and the dates of school terms and holidays				✓
	To monitor standards of teaching				✓
	To take responsibility for individual child's education				✓
	To make and keep up to date a written policy on Sex Education		✓		
	To review and amend curriculum policies				✓
	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)		✓		
	To ensure compliance with guidance issued by the Secretary of State to take part in assessment of pupil's performance in line with maintained schools	✓			
	To submit pupil assessment results in the EYFS, KS1 and KS2 as required by the LA and DfE				✓
	To report on the school's latest assessments and ensure KS2 results are published as required by the Secretary of State				✓
	To ensure submission to any monitoring or moderation arrangements put in place by the Local Authority (LA)				✓
	To monitor pupil achievement against national standards		✓		
	To approve off-site visits and activities of up to 1 day				✓
	To ensure off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea are submitted to the LA for approval.(as agreed			✓ A	

through SLA)				
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### Special Educational Needs

For Clerk	Tasks	1	2	3	4
		Trust	Governing Body	Sub-committee	Headteacher
	To ensure that the academy complies with Funding agreements and provides education for all pupils of all abilities and that the school meets obligations placed on governors of maintained schools by the 1996 Education Act.	✓			
	To ensure that the school has a Special Educational Needs Coordinator (SENCO)				✓
	To review (amend) and monitor the academy's SEN policy.			✓ A	
	To discharge other duties in respect of pupils with special educational needs.				✓

### Religious Education & Worship

For Clerk	Tasks	1	2	3	4
		Trust	Governing Body	Sub-committee	Headteacher
	To ensure provision of RE in the academy in line with the locally agreed syllabus.			✓ A	
	To implement the policy and curriculum for RE				✓
	To ensure that all pupils take part in a daily act of collective worship				✓

## Behaviour

For Clerk	Tasks	1	2	3	4
		Trust	Gov Body	Sub- committee	Headteacher
	To decide a discipline policy		✓		
	Headteacher has powers to search, with or without consent; a pupil whom they reasonably suspect is carrying a knife or other weapon.				✓
	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently				✓
Panel	To review the use of the exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)		✓		
Panel	To direct reinstatement of excluded pupils		✓		
	To review the overall pattern and use of exclusions within the school		✓		
	To monitor, review and report pupil attendance				✓
	To decide if fixed penalty fines will be implemented as part of the academy attendance policy	✓			

## Pupil Welfare

For Clerk	Tasks	1	2	3	4
		Trust	Gov Body	Sub- committee	Headteacher
	To ensure the academy provides lunch for pupils, including those who are entitled to a free school meal. (This will be all reception and KS1 pupils from September 2014)	✓			
	To ensure that school nutritional standards are met (unless responsibility retained by LA)			✓ A	

	To ensure that the academy's policy and procedures for Looked After Children (LAC) are consistent with measures set out in the statutory guidance, including having a designated member of staff for LAC.			✓ <b>A</b>	
	To decide whether to appoint a designated governor for Safeguarding Children or to retain as a full governing body task		✓		
	To carry out annual review of Safeguarding Children and Child Protection policy and procedures and report to the Local Authority		✓		

## Parents

<i>For Clerk</i>	Tasks	1	2	3	4
		Trust	Body Governing	committee Sub-	Headteacher
	To ensure that the academy publishes information in relation to the content and approaches used in its current curriculum provision, including any phonics and reading schemes			✓ <b>A</b>	
	To publish the School Prospectus		✓		
	To plan and coordinate strategies by which the governing body can demonstrate its accountability and consult parents and community		✓		
	To adopt and review home-school agreements			✓ <b>A</b>	
	Approve procedure for parents complaints	✓			

## Community

For Clerk	Tasks	1	2	3	4
		Trust	Gov Body	Sub- committee	Headteacher
	To consider matters relating to the role of the school in the community, including public relations		✓		
	To ensure that the school contributes to community cohesion		✓		

## Out of School Care

For Clerk	Tasks	1	2	3	4
		Trust	Gov Body	Sub- committee	Headteacher
	To research and review the opportunities/challenges arising from out of school provision (from a pupil learning perspective)			✓ A	
	To research and review the opportunities/challenges arising from out of school provision (from a premises and resources perspective)			✓ F/R	
	To decide to offer additional activities under <b>Out of School</b> provision - or to cease provision			✓ F/R	
	To put into place additional services provided				✓
	To ensure delivery of services provided			✓ R	

## Finance

For Clerk	Tasks	1	2	3	4
		Trust	Body Governing	Sub-committee	Headteacher
	To ensure compliance with the provisions of the Funding Agreements	✓			
	To agree the academy's annual funding in consultation with the Local Governing Body:	✓			
	To ensure compliance with the Academies Financial Handbook including determination of procurement policies for the Trust	✓			
	To ensure compliance with the financial and accounting requirements detailed within the Funding Agreements	✓			
	To determine, after consultation with the Governing Body, the extent of the services provided to the Academy by the Trust and how the costs should be allocated	✓			
	To determine financial policies for the Trust, including the Business continuity plan, investment policies, gifts and hospitality, anti-fraud and corruption	✓			
	To approve financial regulations and schemes of delegation for the academy	✓			
	To monitor implementation of the financial regulations and schemes of delegation			✓ F	
	To appoint a responsible officer or ensure the service is commissioned for the academy	✓			
	To maintain a fixed asset register			✓ F	
	To ensure implementation of actions required to comply with statutory regulations and the Funding Agreements and the policies put in place by the Trust			✓ F	
	To prepare the budget plan within the agreed funding limits			✓ F	
	To approve the overall budget plan for the academy	✓			
	To ensure proper accounting procedures and monitoring of expenditure				✓
	To receive and consider monitoring reports at least once each term			✓ F	

	To set a charging and remissions policy			✓ F	
	To ensure that the academy reports on the amount of pupil premium received, plans for expenditure and impact of expenditure✓		✓		
	To ensure that the Trust submits the completed Financial Management and Governance Self-Assessment	✓			

## Planning

For Clerk	Tasks	1	2	3	4
		Trust	Gov Body	Sub- committee	Headteacher
	To ensure that recommendations following OFSTED inspections are incorporated into the academy's improvement plan	✓			
	To ensure that recommendations following OFSTED inspections are incorporated into the academy's improvement plan		✓		
	To approve the academy's development plan	✓			
	To monitor the academy's improvement plan, including the Raising Achievement Plan (RAP)		✓	✓ A	

## Staffing

For Clerk	Tasks	1	2	3	4
		Trust	Gov Body	Sub- committee	Headteacher
	As the legal employer of all staff, to have responsibility for all human resource policies and procedures and terms and conditions of service	✓			
	To ensure that employees have access to the Teacher's and Local Government Pension schemes.	✓			



	To appoint Headteacher (on recommendation of selection panel)	✓			
	To appoint Head of School (on recommendation of selection panel)	✓			
	To appoint other teachers				✓
	To appoint teachers to leadership group (as defined by governors)				✓
	To appoint non-teaching staff outside the leadership group				✓
	To approve, update, review and implement whole school pay policy	✓			
	To decide on recommendations relating to the pay of the Headteacher.	✓			
	To decide on recommendations relating to the pay of all other members of staff		✓		
	To implement disciplinary procedures				✓
	To agree disciplinary/capability procedures	✓			
	To dismiss Headteacher	✓			
	To dismiss other staff				✓
	To suspend or to end the suspension of the Headteacher	✓			
	To suspend staff (except head)				✓
	To end suspension (except head)		✓		
	To recommend staff complement for each school			✓ R	
	To approve applications for secondment and leave of absence not covered by local agreements			✓ R	
	To approve applications for early retirement	✓			
	To establish and maintain a performance management policy	✓			
	To implement the performance management of staff				✓
	To implement the performance management of head	✓			
	To agree and monitor a training strategy for teachers, support staff and governors			✓ R	

## Premises

For	Tasks	1	2	3	4
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<i>Clerk</i>		Trust	Governing Body	Sub-committee	Headteacher
	To ensure the academy obtains appropriate insurance				✓
	To develop a school buildings strategy (including budgeting for repairs etc) and contributing to Asset Management Planning arrangements				✓
	To procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan			✓ R	
	To review security of school premises and equipment			✓ R	
	To agree level of maintenance service the school will buy from service providers				✓
	To research and be involved in drawing up an Accessibility Plan for the school			✓ R	
	To approve a hiring policy on behalf of the governing body and to oversee its implementation			✓ R	
	To approve hiring policy and charges			✓ R	
	Approve minor Capital works within annual agreed budget limits			✓ R	
	To approve major Capital works following consultation with Local Governing Bodies	✓			

## Health & Safety

<i>For Clerk</i>	Tasks	1	2	3	4
		Trust	Governing Body	Sub-committee	Headteacher
	To determine and approve Health and Safety Policy and Fire Safety Policy			✓ R	
	To implement health and safety arrangements				✓

	To monitor health and safety arrangements			✓ R	
	To ensure that suitable risk assessments are prepared and action taken to minimise risk				✓
	To monitor accident book and agree appropriate action			✓ R	

## Admissions

For Clerk	Tasks	1	2	3	4
		Trust	Gov- Body	Sub- committee	Headteacher
	Determine the academy's admissions policy following consultation with the Governing Body	✓			
	Ensure Admissions Policy is fairly implemented			✓ A	
	To appeal against Local Authority directions to admit pupil(s)			✓ A	

## Organisation

For Clerk	Tasks	1	2	3	4
		Trust	Gov- Body	Sub- committee	Headteacher
	To draw up the constitution and any amendments thereafter	✓			
	To agree proposals to change category of school	✓			
	To consider forming, joining or leaving a partnership with another school	✓			
	To appoint (and remove) the chair and vice-chair of the Trust	✓			

To appoint (and remove) the chair and vice-chair of the Governing Body		✓		
To appoint and dismiss the clerk to the Trust	✓			
To appoint and dismiss the clerk to the Governing Body		✓		
To appoint and remove co-opted Governors	✓			
To appoint and remove non-governor committee members		✓		
To set up a Register of Trustees' Business Interests	✓			
To set up a Register of Governor's Business Interests		✓		
To approve and set up an Expenses Policy	✓			
To delegate functions to the Head of School, individual governors or Sub-committees	✓			
To delegate functions to the Head of School, individual governors or committees		✓		
To regulate the GB procedures as set out in the Articles of Association (where not set out in law) e.g. Terms of Reference	✓			
To establish and review Sub-committees annually	✓			
Agree a policy and protocol for governor visits to the school		✓		
Agree a schedule for governor visits		✓		