**SHROPSHIRE GATEWAY EDUCATIONAL TRUST**

**SCHEMES OF DELEGATION**

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| **KEY:**  **Level 1: Decision to be taken by SGET Directors**  **Level 2: Decision to be delegated to Executive Headteacher/Headteacher’s Board**  **Level 3: Decision to be delegated to SGET Business Management**  **Level 4: Decision to be delegated to LGBs**  **Level 5: SGET Headteachers day-to-day management** |

**Key Function: Curriculum**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum) |  |  |  |  | **√** |  |
| To consider any disapplication from NC for pupil(s) |  |  |  |  | **√** |  |
| To implement, monitor and review implementation of the curriculum policy |  |  |  |  | **√** |  |
| To ensure that the schools meets for 380 sessions in a school year |  |  |  |  | **√** |  |
| To ensure NC is taught to all pupils (monitoring curriculum) |  |  |  |  | **√** |  |
| To set the times of school sessions and the dates of school terms and holidays |  | **√** |  |  |  |  |
| To ensure that the curriculum reflects and contributes to the community. |  |  |  |  | **√** |  |
| To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day) |  |  |  |  | **√** |  |
| To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age |  |  |  |  | **√** |  |
| To monitor and develop standards of teaching |  |  |  |  | **√** |  |
| To prohibit political indoctrination and ensuring the balanced treatment of political issues |  |  |  |  | **√** |  |
| To ensure that the school appoints a Special Education Needs Coordinator (SENDCo) |  |  |  |  | **√** |  |
| To review (amend) and monitor the school’s SEN Policy |  |  |  |  | **√** |  |
| To discharge other duties in respect of pupils with special educational needs |  |  |  |  | **√** |  |
| To monitor pupil achievement against set targets |  |  |  | **√** |  |  |
| To review and approve off-site visits and activities. |  |  |  |  | **√** |  |

**Key Function: Religious Education / Collective Worship**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| To provide RE in line with school’s basic curriculum (Implementation and Monitoring) |  |  |  |  | **√** |  |
| To ensure that all pupils take part in a daily act of collective worship in school with CofE status |  |  |  |  | **√** |  |
| To make application to the Standing Advisory Council for Religious Education (SACRE) to disapply the Christian requirements for collective worship (after consulting GB) |  |  |  |  | **√** |  |
| To make arrangements for collective worship in schools without religious character (after consulting GB) |  |  |  |  | **√** |  |

**Key Function: Behaviour**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| Headteachers have 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) |  |  |  |  | **√** |  |
| To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary) |  |  |  | **√** |  |  |
| To direct reinstatement of excluded pupils |  |  |  | **√** |  |  |
| To review overall pattern and use of exclusion within the school |  |  |  |  | **√** |  |
| To monitor and review pupil attendance |  |  |  |  | **√** |  |
| To set attendance targets |  |  |  |  | **√** |  |

**Key Function: Pupil Welfare**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| 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 maintained by LA) |  |  | **√** |  |  |  |
| To ensure school lunch nutritional standards are met |  |  | **√** |  |  |  |
| To implement school policy and procedure for Looked After Children |  |  |  |  | **√** |  |
| To appoint a designated governor for Safeguarding Children or to retain as a LGB task |  |  |  | **√** |  |  |
| To carry out annual review of Safeguarding Children and Child Protection policy and procedures and report to the Local Authority as requested |  |  |  |  | **√** |  |

**Key Function: Community**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| To consider day-to-day matters relating to the role of the school in the community, including public relations in the first instance subject to the issue arising. It is up to Academy Heads to escalate to Executive Head/Directors |  |  |  |  | **√** |  |

**Key Function: Extended Schools**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| To research and review the opportunities/challenges arising from extended school provision (from a pupil learning perspective) |  |  |  |  | **√** |  |
| To research and review the opportunities/challenges arising from extended school provision (from a premises and resources perspective) |  |  | **√** |  |  |  |
| To decide to offer additional activities under extended schools provision – or to cease provision |  |  |  |  | **√** |  |

**Key Function: Finance**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| To prepare the first formal budget plan for each individual school |  |  | **√** |  | **√** |  |
| To approve the first formal budget plan each financial year at individual school level |  |  |  | **√** |  |  |
| To approve the first formal budget plan each financial year at Trust level | **√** |  |  |  |  |  |
| To monitor monthly expenditure |  |  | **√** |  |  |  |
| To receive and consider monitoring reports at least 3 times per year at individual school level |  |  |  | **√** |  |  |
| To receive and consider monthly monitoring reports at Trust level (Chair of Directors) | **√** |  |  |  |  |  |
| To approve the writing off of irrecoverable debts up to (£500) and the disposal of surplus and damaged equipment |  |  |  | **√** |  |  |
| To receive and, where appropriate, respond to reports from auditors | **√** |  |  |  |  |  |

**NOTE**: Procurement limits are details within Appendix 1 and 2 of the SGET Finance Policy

**Key Function: Planning**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| To ensure that recommendations following OFSTED inspection are incorporated into the School Development Plan | **√** | **√** |  |  | **√** |  |
| To agree priorities for the School Development Plan |  |  |  |  | **√** |  |
| To approve and monitor the School Development Plan |  |  |  | **√** |  |  |
| To agree, approve and monitor priorities for the SGET Development Plan | **√** |  |  |  |  |  |

**Key Function: Staffing**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| To appoint Headteacher (on recommendation of selection panel) |  | **√** |  | **√** |  |  |
| To appoint Executive Headteacher | **√** |  |  |  |  |  |
| To appoint Deputy Head (on recommendation of selection panel) |  | **√** |  |  |  |  |
| To appoint Trust Business Manager | **√** | **√** |  |  |  |  |
| To appoint Trust-wide staff |  | **√** |  |  |  |  |
| To appoint teaching and non-teaching staff outside the leadership group |  |  |  |  | **√** |  |
| To decide on recommendations relating to the pay of all members of staff |  |  |  | **√** |  |  |
| To decide on recommendations relating to the pay of the Headteacher |  | **√** |  | **√** |  |  |
| To decide on recommendations relating to the pay of the Executive Headteacher | **√** |  |  | **√** |  |  |
| To agree disciplinary/capability procedures | **√** |  |  |  |  |  |
| To implement disciplinary procedures | **√** |  |  |  |  |  |
| To recommend dismissal of Headteacher |  |  |  | **√** |  |  |
| To dismiss headteacher (LGB must act through Dismissal Committee) | **√** |  |  |  |  |  |
| To dismiss other staff (LGB must act through Dismissal Committee but normally delegated to head) |  |  |  | **√** |  |  |
| To suspend head |  | **√** |  | **√** |  |  |
| To suspend staff (except head) |  |  |  | **√** | **√** |  |
| To end suspension (head) |  | **√**  Exec Head |  | **√** |  |  |
| To end suspension (except head) |  |  |  | **√** | **√** |  |
| To determine staff complement |  |  |  |  | **√** |  |
| To approve applications for early retirement, flexible working,secondment, and leave of absence not covered by local agreements |  |  |  | **√** |  |  |
| 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 |  |  |  |  | **√** |  |
| To implement recommendation from LBGs on redundancy |  | **√** |  |  |  |  |

**Key Function: Premises**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| To obtain buildings insurance – LGB to seek advice from LA, diocese or trustees where appropriate |  |  | **√** |  |  |  |
| 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 |  |  | **√** |  |  |  |
| To review security of school premises and equipment |  |  | **√** |  |  |  |
| 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 |  |  |  |  | **√** |  |
| To approve leasing part of the school premises |  |  | **√** |  |  |  |

**Key Function: Health and Safety**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| To ensure Health + Safety Policy and practice are in place |  |  | **√** |  |  |  |
| To implement health and safety arrangements |  |  | **√** |  | **√** |  |
| To monitor health and safety arrangements |  |  | **√** |  | **√** |  |
| To ensure that suitable risk assessments are prepared and action taken to minimise risk |  |  | **√** |  | **√** |  |
| To monitor accident book and agree appropriate action |  |  |  |  | **√** |  |

**Key Function: Admissions**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| To consult annually before setting an Admissions Policy |  |  |  | **√** |  |  |
| To implement Admissions Policy |  |  |  |  | **√** |  |
| To appeal against LA directions to admit pupil(s) |  |  |  |  | **√** |  |

**Key Function: Organisation**

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|  | **Decision Level** | | | | | |
| **Tasks** | **1** | **2** | **3** | **4** | **5** | **Clerk** |
| **SGET Directors** | **Exec Head / Heads Board BoardManagement** | **SGET Business Management** | **Delegate to LGB** | **Academy Heads Day-to-Day** |  |
| To draw up the Articles of Association and any amendments thereafter | **√** |  |  |  |  |  |
| To agree proposals to change category of school | **√** |  |  |  |  |  |
| To appoint and dismiss the clerk to the governors |  |  |  | **√** |  |  |
| To appoint and dismiss the clerk of the Trust | **√** |  |  |  |  |  |
| To appoint and remove governors | **√** |  |  |  |  |  |
| To set up a Register of Governors’ Business Interests |  |  |  |  |  | **√** |
| To approve and set up an Expenses Scheme |  |  |  |  | **√** |  |
| To consider whether or not to exercise delegation of functions to individuals or committees |  |  |  | **√** |  |  |
| To establish and review committees annually |  |  |  | **√** |  |  |
| Implement the policy and protocol for governor visits to the school |  |  |  | **√** |  |  |
| Approval of SGET-wide policies including reviews | **√** |  |  | **√** |  |  |
| Agree Terms of Reference for LGB Committees | **√** | **√** |  |  |  |  |
| Agree Terms of Reference for Academy Headteacher’s Board | **√** |  |  |  |  |  |
| Agree Scheme of Delegation | **√** |  |  |  |  |  |