



St Richard's CE Primary School

Scheme of Delegation

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| This policy was last reviewed: | Aut 2023 |
| This policy will be reviewed again: | Aut 2024 |
| This policy will be reviewed by: | Governing Body |
| Statutory policy?: | No |
| Source: | Governing Body |



St Richard's CE Primary School

Scheme of Delegation and Committee Structure with Terms of Reference for Committees

The following document takes account of (1) the advice in the Southwark Diocesan Board of Education booklet "Establishing an Effective Committee Structure", (2) SDBE's advice to Governing Bodies of the New School Government Regs. Sept. 1999 and (3) SDBE's Effective Working Practices for Governing Bodies 3rd Edition.

All decisions taken by the Committees are reported to the next full Governing Body meeting.

1 RESOURCES This committee meets half-termly.

Chair: Heather Clabon – SDBE

Richard Simpson - Foundation
Jo Wilson – Associate (SBM)

Head: Siân Murphy

Quorum is 3 governors comprising of Headteacher, 1 non staff member and either associate or another non staff member.

The Schools' Financial Regulations and Scheme for Financing Schools issued by Richmond upon Thames Council are adhered to by those responsible for the management of the school's financial resources, procedures are followed as described by the guidelines except as modified by this document.

The school budget proposal for a financial year is prepared by the Head and School Business Manager, submitted to the Resources Committee for consideration and thereafter to the next meeting of the full Governing Body for them to consider, amend and approve as necessary. Thereafter the Headteacher is required to monitor the budget and report to the full Governing Body at each meeting on the current position and any changes in the budget since the last meeting. Each Autumn Term the Resources Committee, together with the Head, carry out a mid-year review and if necessary, revise the budget in response to the first six months' expenditure.

Expenditure and virement limits are in accordance with the school's Virement and Spending Policy.

The committee is responsible for agreeing all finance related policies including but not limited to; Breakfast Club Charging Policy, Charging and Remissions Policy, Finance Procurement Card Procedures, Income Accounting Procedures, Lettings Policy, Petty Cash Policy, Finance Cover Procedures, Scheme of Delegation, Finance Terms of Reference, Governors Expenses Policy, Best Value Statement and Policy, Schools Financial Value Standards, GDPR Documentation, Virement Policy, Recovery and Spending Plan, Governors Fund Policy, Asset Management Policy, Information Security Policy and Financial Risk Assessment, Anti-Bribery and Corruption Policy.

Pay Policy. The Resources Committee Chair alongside School Community Committee Chair and Headteacher make up the Pay Committee who are responsible for determining, on behalf of the Governing Body, policy covering pay and conditions for all staff. When the pay and conditions of the Headteacher are amended the Headteacher does not sit as a member of the committee. A Pay Subcommittee is formed from the Chairs of the School Community Committee and the Resources Committee to consider matters of pay and conditions of service.

The Resources Committee and School Community Committee work together on any financial implications on the school budget relating to staffing this includes agreeing the Pay Policy, agreeing Headteacher recommendations for pay reviews and staffing structural changes including potential changes to staffing numbers. These decisions will be taken by the Pay Committee on behalf of the governing body.

2 QUALITY OF EDUCATION This committee meets termly and as needed.

Chair: Nick Daymond – SDBE

Angie King – Local Authority
Catherine Trimby – Staff governor
Helen Zandbergs – Foundation (St R's)

Head: Siân Murphy

Quorum is 3 governors including the Head Teacher.

The Committee will ensure that the statutory requirements of the curriculum are being met, monitor the impact of curriculum provision and keep pupil performance under review. This committee is responsible for ensuring that Ofsted criteria are being reviewed and updated regularly.

The Committee has delegated responsibility to review and amend all pupil and curriculum related policies. The committee is responsible for agreeing all quality of education related policies including but not limited to: Phonics, Handwriting, Assessment, Teaching, Learning and Curriculum, SEND, Feedback and Marking, RE, PSHE/Citizenship, Home Learning. These will be circulated to the whole Governing Body for comment or challenge. The Headteacher has been delegated responsibility for the implementation of Pupil and Curriculum Policy.

A report on the monitoring of the implementation of policies, the School Development Plan, standards of achievement of pupils and the provision for pupils with Special Educational Needs and gifted and talented pupils is given to the full Governing Body once a term in the Headteacher's Report.

Complaints – Responsibility for determining complaints concerning the curriculum as described below is heard by the Headteacher and this committee.

(i) Complaints made by parents under S23 of the 1988 Education Act on curriculum matters including the National Curriculum, provision of information, unapproved external qualification/syllabuses and the operation of a charging policy in relation to the curriculum, where such complaints have been referred to the Governing Body and the LA complaints procedure.

(ii) Any appeal made by parents for a pupil's temporary withdrawal from part of the National Curriculum.

Pupil Discipline

The Committee is mandated on behalf of the Governing Body to consider matters relating to pupil discipline (including exclusion) referred to the committee by the Headteacher in accordance with the relevant Education Act and DfES guidance.

In the event of an appeal in grievance, disciplinary and dismissal cases, a panel will be appointed from the main Governing Body.

3 SCHOOL COMMUNITY COMMITTEE This committee meets termly and as needed

Chair: Simon Coupland – Foundation (Incumbent St R's)

Helen Zandbergs – Foundation (St R's)

Angie King – Local Authority

Holly Christie – Parent

Head: Siân Murphy

Quorum is 3 governors including the Head Teacher.

The Committee is responsible for determining and reviewing all policies relating to pupil and staff health and wellbeing, including Safeguarding, Absence and Complaints procedures. The committee is responsible for agreeing all School Community related policies including but not limited to: Esafety, Behaviour, Anti- Bullying, Collective Worship, Admissions, Home/School Agreement, Children's Absence, Physical Intervention, Drugs, Infection Control, British Values Statement, British Values in EYFS, Intimate Care, Policy for Filming, Photographing etc, School Food, Equality, Home Visiting, Non-Sickness Absence, Complaints Procedure, Allegations against Staff and Governors, Whistleblowing, Managing Health and Attendance, Disciplinary Policy and Procedures, Managing Performance, Managing Grievance, Redundancy Policy, Managing Organisational Change, Staff Appraisal, Probationary Procedure, CPD, Staff Induction, Lone Working, Mental Health and Emotional Wellbeing.

It is responsible for determining and reviewing all policies and initiatives relating to parental and community engagement.

The Committee will approve the staff structure (both teaching and non-teaching) in consultation with the Head. The maintenance of the staffing complement is delegated to the Head who must report on any changes to in the first instance the School Community Committee and then the Governing Body once a term.

It will keep under review personnel policies relating to grievance, discipline, redundancy, capability, sickness absence, pay and conditions of employment, performance management and refer any changes to policies to the Governing Body for approval.

Pay and Conditions of Service Policy – The Committee is responsible for determining, on behalf of the Governing Body, policy covering pay and conditions of all staff. When the pay and conditions of the Head are amended the Head does not sit as a member of the committee. A **Pay Sub-committee** is formed from the Chairs of the School Community Committee and the Resources Committee to consider matters of pay and conditions of service.

The School Community Committee and Resources Committee work together on any financial implications on the school budget relating to staffing this includes agreeing the Pay Policy, agreeing Headteacher recommendations for pay reviews and staffing structural changes including potential

changes to staffing numbers. These decisions will be taken by the Pay Committee on behalf of the governing body.

Appointments – The Committee is responsible for the appointment on behalf of the Governing Body of all permanent teaching staff and any other significant appointments (to be agreed by the Committee), in particular the Leadership Team (Head, Deputy Head, School Business Manager).

Senior Appointments – When the post of Head or Deputy Head becomes vacant, an Appointment Panel is set up. This panel is responsible for drawing up the advert, job-description, person specification and in conjunction with the LA and SDBE agree the short-listing and hold interviews for these posts (the Head or Deputy Headteacher has no part in appointing his/her successor).

Other teaching and non-teaching appointments – The Head has delegated powers to interview and to appoint other teaching staff and support staff. The head makes these appointments sitting with a member of the Leadership Team and reports on the appointments to in the first instance the Community Committee and then the full Governing Body.

Performance Management – The Committee (minus the Head) will appoint on behalf of the Governing Body the three governors (two of which must be foundation governors) who will work with the appropriate professional to appraise the Head. The performance management policy for all staff is made by the School Community Committee on behalf of the full Governing Body – implementation of this policy is delegated to the School Community Committee.

Discipline, Grievance, Dismissal, Capability, Long-term Absence, Redundancy

The Committee (minus the Head) will meet as needed and determine on behalf of the Governing Body any matters referred to it regarding dismissals, discipline, grievance, capability, long-term absence and redundancy in accordance with the SDBE model procedures adopted by the governing body in 1994/95 and revised in 1997 and 2000.

Committees relating to dismissal/appeals will be minuted by the Clerk for this committee and the Governing Body.

The Committee will report on its activities termly to the full Governing Body.

4 FAITH GROUP This group meets termly and as needed

Chair: Simon Coupland – Foundation (Incumbent St R's)
Nick Daymond
Sharon Webber – Staff at St Richard's
Vanessa Germond

Head: Siân Murphy

Quorum is 3 governors including the Head Teacher.

The Faith Group is responsible for reviewing the Collective Worship and RE policies, and preparing for SIAMS inspections.

It reports to the full Governing Board.

THE CONDUCT OF COMMITTEE MEETINGS

The Chair or in his/her absence, another member of the committee will chair all committee meetings.

Quorum of Committees – Every effort will be made to ensure that reserves are alerted in time for them to attend when a member of a committee is unable to attend.

Regulations for Committees

1. The Education Regulations 1999 which apply to Governing Body Meetings apply equally to committee meetings and must be complied with. Categories for disqualification itemised in the Education Regulations 1999 are complied with in full.
2. In brief the Regulations mean that:
 - a) No one who is bankrupt or who has a criminal conviction can be a member of a committee.
 - b) Staff employed at the school are not allowed to be Chair or Vice Chair of a committee.
 - c) The Head is entitled to attend any committee except as described above.
 - d) Decisions are made by majority vote.
 - e) Members must withdraw from meetings if they have a personal interest and under certain circumstances.
 - f) Minutes must be written, agreed and signed by the Chair of the committee at the next meeting and sent, if requested, to the Diocesan Director.
 - g) Members must receive seven clear days written notice of the meeting and an agenda.
 - h) The names of those present at the meeting must be recorded.
 - i) The agenda, draft minutes (approved by the Chair), signed minutes (agreed at subsequent meeting) and accompanying papers must be published.
 - j) The Chair of the meeting must be taken by the Chair/Vice Chair but where he/she is absent members must elect a chair for that meeting.
 - k) Any action or decisions taken must be reported to the next meeting of the Governing Body.
 - l) The normal quorum for a meeting of the Governing Body is one-third of the members of the Governing Body when complete, and vacancies are included in this calculation. When powers are being delegated to a committee, the quorum of the Governing Body of a voluntary aided school must be two-thirds of those entitled to vote. Any vacancies which may exist do not have to be included when calculating the two-thirds quorum.

Conflict of Interests

Where there is (i) a potential conflict of interest, (ii) prior involvement in a case to be heard or (iii) the possibility of a pecuniary gain the Chair or Vice Chair will seek the advice of the relevant officer of the SDBE or the Governors' legal adviser for an opinion. If the opinion requires that a nominated Governor should not participate in a committee on a particular occasion/matter the Chair or Vice Chair will notify the Governor in writing and alert the reserve. If the reserve is not able to act as a substitute for some reason then the Chair or Vice Chair will appoint another Governor if the matter has to be decided before the next full Governors meeting. If insufficient Governors are eligible for service on a committee the Chair/Vice Chair will ask the Director of the SDBE to nominate persons of appropriate standing for nomination by the Governors at a Full Meeting or by the Chair/Vice Chair if there is urgency.

Register of Business Interests

A Register of Governor Business Interests is maintained by the Clerk.