



TOLWORTH GIRLS' SCHOOL & SIXTH FORM SCHEME OF INTERNAL DELEGATION

THIS SHOWS TO WHICH LEVEL THE ACADEMY TRUST AND GOVERNING BODY DELEGATE FUNCTIONS KEY

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher

Level 5: Other individual

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made at Levels 2-5

Area	No	Function	Decision Level					
			1	2	3	4	5	
Finance	1	To approve the formal budget plan each financial year after consideration and approval by the F, A & A and Headteacher	✓					
	2	To keep funding, budgets, expenditure and financial procedures under review in accordance with its terms of reference		FA&A				

A	No	Function	Decision Level				
			1	2	3	4	5
Finance cont.	3a	To establish bank accounts after recommendation of F, A & A	✓				
	3b	To authorise changes to existing bank accounts (i.e. change of signatories)		FA&A			
	4	Approval of investment procedures after recommendation by F, A & A	✓				
	5	To establish a charging and remissions policy (subject to the Secretary of State's approval)		FA&A			
	6	Miscellaneous financial decisions	<i>According to the agreed TGS finance regulations manual</i>				
	7	To enter into contracts	According to the agreed TGS finance regulations manual				
	8	To make payments	According to the agreed TGS finance regulations manual				
	9	To investigate any activity deemed relevant to enquiries. Headteacher not to participate if enquiry relates to Headteacher activities		<i>Each Committee</i>			
	10	Preparation of Academy Report		FA&A			
	11	Approval of audited accounts annually	✓				
	12	To appoint Auditors and agree actions in light of Auditor's reports	Members FGB				

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Finance cont.	13a	To appoint a Responsible Officer (RO) or change the existing RO following a F, A & A recommendation	✓					
	13b	To extend the existing RO contract		FA&A				
Staffing	14	Headteacher appointments (on recommendation of selection panel)	✓					
	15	Establish and maintain process for appointment of Headteacher		HRC				
	16	Recommendations for appointment of Headteacher and appointment of deputy heads, other members of the SLT and Finance Manager		Selection Panel				
	17	Appoint other teachers (with support where necessary from HR Committee)				✓		
	18	Appoint other support staff (with support where necessary from HR Committee)				✓	Senior Staff	(other staff)
	19	Agree a pay policy (on recommendation of FA&A and HR Committees)	✓					
	20	Monitor implementation and review annually the pay policy		HRC				

Area	No	Function	Decision Level				
			1	2	3	4	5
Staffing cont'd	21	To make pay decisions in line with pay policy and legal requirements		Pay Committee on recommendation of HT, FA&A and HRC			
	22	Agree and review annually policies on CPD, Grievance and Staff Code of Conduct		HRC			
	23	Monitor and review whether all necessary HR policies and practices are in place and are appropriately implemented		HRC			
	24	Implement, monitor and review the Single Equality Policy					SLT
	25	Dismissal of Headteacher		Special Purposes			
	26	Suspending Head		Special Purposes			
	27	Suspending staff (except head)				✓	
	28	Ending suspension (head) on recommendation of Special Purposes panel	✓				
	29	Ending suspension (except head)		Special Purposes			

Staffing cont'd	30	Determining and keeping under review staff complement and changes to overall structure in consultation with the Headteacher		FA&A and HRC			
	31	Determining dismissal payments/early retirement		FA&A and HRC			
	32	Monitoring and ensuring appropriate appointment processes are in place, including safer recruitment practices, a formal induction process for new members of staff , appropriate job descriptions and staff contracts, compliance with DBS requirements and central records		HRC			HR Manager
	33	To produce and maintain a central record of recruitment and vetting checks		HRC to monitor			HR Manager
	34	To agree and monitor a training strategy for teachers, support staff and governors				✓	
	35	To monitor the Headteacher's consultations with teacher and other staff representatives and professional associations		HRC			
	36	To manage all other staffing and performance management matters which are not otherwise expressly reserved or delegated				✓	

Area	No	Function	Decision Level				
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Staffing cont'd	37	To provide oversight and recommendations on such matters		HRC			
Performance Management	38	To agree and review annually policies on Staff Appraisal, Capability Procedure, Disciplinary and Health & Attendance		HRC			
	39	To implement the Staff Appraisal, Capability Procedure, Disciplinary and Sickness/Absence policies and performance management policy (except for Headteacher and subject to the role of Special Purposes Committees in hearing appeals and hearings)				✓	
	40	To implement the appraisal and performance management of the Headteacher		Headteacher Performance Review Group			
	41	To hear staff capability, disciplinary, grievance and sickness absence appeals and hearings		Special Purposes			

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Curriculum	42	To establish and implement in consultation with the SW&B Committee a curriculum policy				✓	
	43	Responsibility for standards of teaching and individual student's education				✓	
	44	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)				✓	
	45	Responsibility for individual child's education				✓	
	46	To approve, monitor and review the Academy policy on sex and relationship education		SW&B			
	47	To prohibit political indoctrination and ensuring the balanced treatment of political issues				✓	

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Curriculum cont'd	48	To ensure that the school appoints a Special Educational Needs Coordinator (SENCO)		SW&B		✓	
	49	To discharge other duties in respect of students with special educational needs		SW&B		✓	
	50	To approve, monitor and review the Academy's SEN policy		SW&B		✓	
	51	To monitor student achievement against set targets		Q of E		✓	
	52	To approve off-site visits and activities of up to 1 day				✓	
	53	To approve on recommendation of headteacher +off site visits and activities of more than 24 hours or which involves hazardous pursuit or journey by air or sea			Chair/ Vice Chair		
	54	To set and publish targets for student achievement		Q of E - on the basis of a report from HT and SLT			

Key Function	No	Tasks	Decision Level				
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Behaviour/Discipline/ Exclusions	55	To approve, monitor and review policy on Student Behaviour		SW&B			
	56	Headteacher has powers to search, with or without consent a student whom they reasonably suspect is carrying a knife or other weapon				✓	
	57	To exclude a student for one or more fixed terms (not exceeding 45 days in total in a year) or permanently				✓	
	58	To review the use of exclusion and to decide whether or not to confirm permanent exclusions and fixed term exclusions where the student is either excluded for more than 15 days in total in a term would lose the opportunity to sit a public examination. (can be delegated to Chair/Vice Chair in cases of emergency)		Special Purposes			
	59	To direct reinstatement of excluded students		Special Purposes	Chair or Vice Chair in case of emergency		
	60	To review the overall pattern and use of exclusions within the school		SW&B			

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Behaviour/ Discipline/ Exclusions contd.	61	To monitor and review student behaviour attendance				✓	
	62	To set attendance targets		SW&B			
Religious Education	63	Responsibility for ensuring provision of RE in line with school's basic curriculum and statutory requirements				✓	
Collective worship	64	To ensure that all students take part in a daily act of collective worship (after consulting GB)				✓	
	65	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without religious character				✓	
	66	Arrangements for collective worship (schools without religious character (after consulting GB)				✓	

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Premises & Insurance	67	Building insurance and personal liability (F, A, A committee) (it is suggested that the GB as a whole should be involved in this decision)		F, A & A			
	68	Developing and implementing school building strategy or master plan	✓				
	69	To agree school buildings strategy or master plan	✓				
	70	Procuring and maintaining buildings, including developing properly funded maintenance plan		F, A & A			
	71	To recommend a hiring policy to Governors and to oversee its implementation				✓	Resource Director
	72	To approve hiring policy and charges		F, A & A			
	73	To research and be involved in drawing up an Accessibility Plan for the school		SW&B		✓	SENCO and Resource Director
	74	To monitor and review a health and safety policy	✓	H&S/F, A & A			
	75	To ensure that health and safety policy and regulations are followed	✓			✓	

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School Organisation/Student Welfare	76	To ensure that suitable risk assessments are prepared and action taken to minimise risk a) School trips b) Premises/building work c) Financial		F, A, & A F, A, & A	✓	✓ ✓	Resources Director
	77	To publish proposals to change category of school	✓				
	78	To set the times of school sessions and the dates of school terms and holidays	✓				
	79	To ensure that school lunch nutritional standards are met where provided by the governing body				✓	
	80	To ensure that school policy and procedure for Looked After Children are consistent with measures set out in the statutory guidance	✓	SW&B			

Key Function	No	Tasks	Decision Level				
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School Organisation/Student Welfare contd	81	Special responsibility for safeguarding children - currently designated to SM	✓				
	82	To carry out annual review of Safeguarding Children/Child Protection policy and procedures	✓	SW&B			
Information for Parents	83	To prepare and publish the school prospectus				✓	
	84	To establish, publish and review a complaints procedure				✓	
	85	To establish, publish and review a Freedom of Information scheme and ensure the Academy complies with it				✓	Data Protection Manager
	86	To ensure provision of free school meals to those students meeting the criteria				✓	
	87	Adoption and review of home-school agreements on recommendation of headteacher and Student Welfare & Behaviour Committee	✓	SW&B			
Community	88	To consider matters relating to the role of the school in the community, including public relations				✓	
	89	To ensure that the school contributes to community cohesion				✓	

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Planning	90	To agree priorities for the School Development (SDP) Plan	✓			✓ + SLT To draft and agree priorities for	
	91	To approve the SDP	✓				
	92	To monitor the SDP	✓				
GB Procedures	93	To amend Articles of Association	✓ + Members				
	94	To appoint (and remove) the chair and vice-chair	✓				
	95	To appoint and remove co-opted and community governors	✓				
	96	To appoint, subject to election, and remove parent and staff governors	✓				
	97	To appoint and dismiss the clerk to governors	✓				
	98	To hold a full governing body meeting at least once a term or as often as may require	✓				

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GB Procedures contd.	99	To send out agendas and minute all meetings of the Governing Body and committees in consultation with the relevant chairs					Clerk
	100	To maintain a Register of Governors' Business Interests (Pecuniary Interests)					Clerk
	101	To approve, monitor and review a Governors' expenses policy		F, A & A			
	102	To discharge duties in respect of students with special needs by appointing a 'responsible' person			SEND Link Governor		
	103	Delegation of functions to committees or individuals, including establishing terms of reference, and, in the case of committees, establishing their constitution and membership and the review of any such scheme of delegation not less than once a year	✓				
	104	Appointment of members to Special Purposes Committees and Selection Panels			Chair		

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GB Procedures contd.	105	To regulate GB procedures (where not set out in law)	✓					
	106	Chair's Action	✓		Chair			
Federations/MATs	107	To agree on recommendation of the Chair and Headteacher a policy and protocol for Governors visits to the school	✓					
	108	To consider forming a federation/MAT or joining an existing MAT/federation	✓ + Members					
	109	To consider requests from other schools to join the MAT/federation	✓ + Members					
	110	To leave a MAT/federation	✓ + Members					
Academy	111	Annual report to EFA after year end	✓					
	112	Annual report to Companies House by 9 months from year end	✓					Auditors