

# LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

## SCHEME OF DELEGATION

***This should be read in conjunction with the Articles of Association and Standing Orders***

The Scheme has been developed to clarify the responsibilities and powers of the 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 and DfE policies.

The delegations set out in this Scheme are delegated to the specified committees of the governing body and postholders employed at the school.

Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the governing body.

In the absence or incapacity of the Head, the delegations stand delegated to the Deputy Head, unless otherwise directed or agreed by the governing body. In the absence or incapacity of a postholder, other than the Head, the delegations stand delegated to the Head, unless otherwise directed or agreed by the governing body.

Instead of exercising her/his delegated powers, a postholder or committee may refer the matter to the appropriate committee or governing body.

The Scheme will be reviewed at the final meeting in each academic year and is made without prejudice to the powers and duties of the governing body and its committees.

### **THE FULL GOVERNING BODY COMPOSITION**

*(as laid out in the Articles of Association, summarised below)*

8 Appointed Community Governors  
6 Elected Parent Governors  
4 Elected Staff Governors  
Principal/Head

## **GENERAL STRUCTURE**

- ❖ The governing body will elect a chairperson and vice chairperson at the first meeting of each school year. Governors will be invited to nominate themselves 2 weeks before the date of this governing body meeting. (Employees at the school are not eligible for election.) The term of office for each is one year.
- ❖ The Finance and Staffing committee should consist of at least 3 Community Governors, 2 Parent Governors, 2 Staff Governors and the Headteacher
- ❖ The Finance and Staffing committee should elect a chairperson at their first meeting of each school year. The term of office is one year. A vice-chair may also be elected.
- ❖ The quorum for a committee meeting shall be 50% of its members, which must be at least three member governors.
- ❖ Seven days notice should be given of any committee meetings.
- ❖ The governing body should appoint clerks to all committees. All committees must be clerked by one of their members or by an appointed clerk (not the Head).
- ❖ Names of governors and others present should be recorded.
- ❖ Committee minutes must be signed as approved by the chair of the committee.
- ❖ Copies of committee minutes should be circulated to all members of the governing body.
- ❖ Any member of the governing body may attend the meeting of any committee in a non-voting capacity.
- ❖ Only governors have the right to vote at committee meetings.
- ❖ No vote may be taken unless the majority of members present are members of the governing body.
- ❖ The governing body and/or its committees may set up a working party to deal with specific matters. The working party has no delegated decision-making power and must report its findings back to the relevant committee or the full governing body as appropriate.

## **COMMITTEE'S TERMS OF REFERENCE**

The F+S committee has delegated powers of decision making on policy matters relating to the specific areas of school organisation. Each committee is accountable to the full governing body and should report to them via formal minutes of meetings.

<i>Title of committee:</i>	<b><u>FINANCE &amp; STAFFING COMMITTEE</u></b>
<i>Composition and membership:</i>	Seven Governors (minimum) Head <i>School Business Manager (non voting)</i>
<i>Quorum:</i>	50% or at least three members of the committee
<i>Chair:</i>	Elected non-staff Governor
<i>Frequency of meetings:</i>	Four times a year
<i>Minutes:</i>	Appointed Clerk
<i>Areas of responsibility and delegated decision making powers:</i>	To receive and monitor regular financial reports, make any necessary virements and exercise internal financial control.  To recommend a strategic premises plan identifying the school's long term aims and one year objectives in order to achieve them.  To prioritise, initiate and evaluate programmes of improvement and development, including specific premises projects, all in accordance with the school's Health & Safety Policy.  In accordance with the Staffing and Pay Policy, make decisions concerning the Deployment, Recruitment, Appointment and Staff Development for all staff and to review the appraisal policy.
<i>Tasks:</i>	For details of the specific tasks and the responsibility for each action please see the Annual Planner

### **STAFFING PANEL**

<i>Composition:</i>	Three non-staff Governors from Finance + Staffing committee  In accordance with the Staffing and Pay Policy and Staffing Procedures for Grievance, Disciplinary and Termination of Employment, delegated power to make decisions relating to discipline and termination.
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### **APPEALS PANEL**

<i>Composition:</i>	Three OTHER non-staff Governors (NOT members of the Staffing Panel)  With delegated power to hear appeal, operate the Staffing Policy procedure for Appeals and make decisions, following a Staffing Panel Meeting.
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## **PERFORMANCE MANAGEMENT PANEL (3 non-staff governors)**

*Composition:*

Chair of Finance & Staffing, Chair of Governors plus one other governor – must include at least one governor from previous year's panel

In accordance with delegated powers to carry out the Head Teachers appraisal

***Reviewed July 2017  
To be reviewed July 2018***