

MARTIN HIGH SCHOOL

GOVERNING BODY

Scheme of Delegated Authority

Key:

Level 1: Full Governing Body

Level 2: A committee of the Governing Body as delegated by the finance committee

Level 3: Head Teacher

COLUMN TICKED: Action to be undertaken at this level

Key Function	No	Task	1	2	3
Budgets	1	Approve budget plan for financial year	✓		
	2	Monitor monthly expenditure			✓
	3	Establish charging and remissions policy		✓	
	4	Miscellaneous financial decisions (up to £5,000 value - refer Finance Handbook)			✓
	5	Enter into contracts up to £5000			✓
	6	Enter into contracts over £5000		✓	
Staffing	7	Head Teacher appointment	✓		
	8	Deputy Head Teacher appointments			✓
	9	Teaching staff appointments			✓
	10	Non teaching staff appointments			✓
	11	Pay policy (including discretions)		✓	
	12	Establish disciplinary / capability procedures			✓
	13	Dismissal of Head Teacher	✓		
	14	Dismissal of other staff			✓
	15	Suspension of Head Teacher		✓	
	16	Suspension of other staff (Chair of governors to be informed)			✓
	17	Ending suspension of Head Teacher		✓	
	18	Ending suspension of other staff		✓	
	19	Determining staffing requirements			✓
	20	Dismissal payments / early retirement		✓	
Curriculum	21	Establish and implement Curriculum Policy			✓
	22	Approval of Curriculum Policy	✓		
	23	Responsibility for standards of teaching			✓
	24	Decide which subject options will be taught, including activities outside the school day			✓
	25	Responsibility for individual child's education			✓
	26	Provision of sex education – includes establishing and maintaining an up to date policy			✓
	27	To prohibit political indoctrination and ensuring a balances treatment of political issues			✓
Performance Management	28	Establish performance management policy and review annually		✓	
	29	Implement performance management policy			✓
Target Setting	30	Set and publish targets for student achievement			✓
Discipline / Exclusions	31	Establish discipline policy		✓	

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Key Function	No	Task	1	2	3
	32	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination		✓	
	33	Direct reinstatement of excluded students		✓	
Admissions	34	Consult annually before setting an Admissions Policy		✓	
	35	Admissions: application decisions.		✓	
Collective Worship	36	Arrangements for collective worship			✓
Premises & Insurance	37	Buildings insurance and personal liability			✓
	38	Develop Academy buildings strategy		✓	
	39	Procure and maintain buildings, including properly funded maintenance plan		✓	
Health & Safety	40	Institute a Health & Safety Policy		✓	
	41	Ensure that health & safety regulations are followed			✓
School Organisation	42	Set times of Academy day and dates of Academy terms and holidays	✓		
	43	Ensure that Academy meets 380 sessions in a school year		✓	
	44	Ensure that Academy lunch nutritional standards are met			✓
Information for parents	45	Prepare and publish the Academy prospectus			✓
	46	Ensure provision of free school meals to those students meeting the criteria			✓
	47	Adopt and review home school agreements			✓
GB Procedures	48	Appoint (and remove) the chair and vice chair of GB	✓		
	49	Appoint (and dismiss) the clerk to the governors	✓		
	50	Hold a full GB meeting at least 3 times in an Academy year	✓		
	51	Appoint (and remove) community or co-opted governors	✓		
	52	Set up Register of Governors' Business Interests	✓		
	53	Approve and set up Governors Expenses Scheme	✓		
	54	Discharge duties in respect of students with special needs by appointing a "responsible person"		✓	
	55	Consider whether or not to delegate functions to individuals or committees	✓		
	56	Regulate the GB procedures	✓		
Federations	57	Consider forming a federation or joining and existing federation	✓		
	58	Leave a federation	✓		

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Key Function	No	Task	1	2	3
Extended Schools	59	Decide to offer additional activities and what form these should take			✓
	60	Put in place and ensure delivery of services to be provided			✓
	61	Cease providing extended school provision	✓		