

## Church Hill C of E Junior School Scheme of Delegation

Area	Function	Level				In our school this responsibility is delegated to:
		1 Full governing body	2 A committee of the governing body	3 An individual governor	4 Headteacher	
<b>Budgets</b>	To approve the budget plan each financial year	✓	✓			
	Monitor monthly expenditure	✓	✓		✓	
	To establish a charging & remissions policy	✓	✓		✓	
	To enter into contracts				✓	
<b>Staffing</b>	Appoint Headteacher	✓				
	Appoint Deputy Headteacher	✓				
	Appoint teachers				✓	
	Appoint non-teaching staff				✓	
	Approve a pay policy	✓	✓			
	To make pay decisions in line with the pay policy & legal requirements.	✓	✓		✓	
	Dismissal/suspending of Headteacher		✓			
	Initial dismissal/suspending of other staff				✓	
	Establish & review procedures for	✓			✓	

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	addressing staff discipline, conduct & grievance					
	To agree whether the CEO/diocesan authority have advisory rights	✓				
	Setting the overall staffing structure				✓	
	Determining dismissal payments/early retirement	✓	✓			
	To produce & maintain a central record of recruitment & vetting checks				✓	
<b>Curriculum Policy</b>	Compliance with statutory compliance	✓				
	Develop & establish policy				✓	
	Implement the policy				✓	
	Monitor the effectiveness of the policy		✓			
<b>Religious Education</b>	Responsibility for ensuring the provision meets statutory requirements.				✓	
<b>Collective Worship</b>	To ensure that all pupils take part in a daily act of collective worship in line with				✓	

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	statutory requirements.					
<b>Extra-Curricular provision</b>	To decide whether to offer additional activities and what they should be.				✓	
	To put into place the additional provision				✓	
<b>Performance Management</b>	To appoint the panel to carry out appraisal of Headteacher	✓				
	To carry out appraisal of other teachers				✓	
	To carry out appraisal of other staff				✓	
<b>Discipline &amp; Exclusions</b>	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation.				✓	
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.	✓			✓	
<b>Admissions</b>	Compliance with regulations	✓				
	Maintain the admissions policy	✓			✓	

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<b>Premises &amp; Insurance</b>	Buildings insurance and personal liability to seek advice from LA, diocese or trustees where appropriate.				✓	
<b>Health &amp; Safety</b>	To ensure a health and safety policy is in place.	✓	✓		✓	
	To ensure that health and safety regulations are followed.				✓	
<b>School organisation</b>	To ensure provision of free meals to pupils who meet the criteria.				✓	
<b>Information for parents</b>	To establish, publish and review a complaints procedure.	✓	✓			
	To establish, publish and review a privacy policy.	✓			✓	
<b>Governing Board procedures</b>	To appoint and remove the chair and vice chair of a permanent or a temporary governing body.	✓				
	To appoint and dismiss the clerk				✓	
	To appoint and remove community governors	✓				

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	To set up a register for pecuniary interests				✓	
<b>Inclusion &amp; Equality</b>	To establish and review a SEND policy and comply with statutory requirements	✓			✓	
	Ensure compliance with Equalities legislation	✓	✓		✓	
	To designate a 'responsible' person for looked after children in the school.				✓	
	To establish and review annually a child protection policy and relevant procedures.	✓			✓	