

Governors' Scheme of Delegation

The Governing Body has agreed to this Scheme of Delegation, established as a formal schedule that distinguishes between matters reserved exclusively for Governors' approval or decision and matters delegated to committees and individuals.

1. The Scheme has been developed in order to clarify the responsibilities and powers of Governors and members of staff employed at the school with respect to key aspects of the management of the school and to ensure compliance with legal requirements and, where appropriate, Local Authorities policies.
2. The Scheme sets out the delegations for the specified committees of the Governing Body and postholders employed in the school. A committee may delegate tasks to an individual member, but responsibility and accountability may not be delegated.
3. Delegations may not be exercised other than by the designated person or committee unless otherwise directed or agreed by the Governing Body.
4. In the absence or incapacity of the Headteacher, the delegations stand delegated to the Deputy Headteacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a postholder other than the Headteacher, the delegations remain delegated to the Headteacher unless otherwise directed or agreed by the Governing Body.
5. Instead of exercising their delegated powers, a postholder or committee may refer a matter to the appropriate committee or Governing Body.
6. Powers to be Exercised Only by the Full Governing Body:
 - Co-opt or appoint persons to the Governing Body or committee
 - elect the Chairman and Vice-chairman of the Governing Body
 - appointment/dismissal of Clerk to the Governors
 - ratify School Policies
 - approve the school budget
7. The Chair of Governors is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil, a parent or a member of staff.
8. The Full Governing Body also has a Duty to hold a meeting at least once a term.
9. None of the responsibilities under Points 6 and 8 may be delegated.

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Full Governing Body	General	Children	Policy/Standards	HR/Pay	Finance	Buildings / Health & Safety
	<ol style="list-style-type: none"> 1. Hold meetings once per term. 2. Continuing liaison with the school and School Development Plan. 3. Draft a School Action plan post-Ofsted and distribute copies to parents. 4. Provide statutory information to be published, e.g. on the website. 5. Appoint or remove the Chair, Vice-Chair or Clerk of the GB and Co-opted Governors. 6. Set up and monitor a Register of Pecuniary Interests for Governors. 	<ol style="list-style-type: none"> 1. Annually appoint a Governor with responsibility for overseeing Safeguarding and Child Protection. 2. The second stage of Complaints Procedure 3. Set & publish Targets for pupil achievement 4. Review/confirm (or not) all exclusions over 5 days and all permanent exclusions (through the Discipline Panel). Direct the reinstatement of excluded pupils. 	<ol style="list-style-type: none"> 1. Formulating and reviewing policies as required and approval of policy Changes. 2. Monitor that all statutory guidelines are met. Responsibility for Special Educational Needs by all Governors, with one named Governor given specific responsibility. 3. Prohibit political indoctrination and ensure a balanced treatment of views. 4. Take action as required or permitted by law on matters relating to school admissions. 5. Carry out Prevent Duties in order to 	<ol style="list-style-type: none"> 1. Deciding Staffing levels. 2. Deciding on Pay Policy for all staff. 3. Establish and review annually the Performance Management Policy. 4. Adopt the LA Recruitment of staff procedures. 5. Setting up various panels for grievance, discipline, termination of employment, appeals and alleged incompetence. 6. Suspension/reinst 	<ol style="list-style-type: none"> 1. Approval of the School Budget. 2. Monitoring budget termly. 3. Investigation of financial irregularities where the HT is suspected. 	<ol style="list-style-type: none"> 1. Approve major improvement and/or maintenance works. 2. Annually appoint a Governor with responsibility for overseeing Health and Safety.

	<p>7. Review annually the terms of reference of committees.</p> <p>8. Decide any changes in the times of school sessions.</p>		<p>prevent people from being drawn into terrorism.</p>	<p>atement of Headteacher.</p> <p>7. Ending the suspension of a staff member.</p>		
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	General	Children	Policy/Standards	HR/Pay	Finance	Buildings/Health & Safety
Headteacher	<ol style="list-style-type: none"> Leadership and management of the school. 	<ol style="list-style-type: none"> Child Protection and Safeguarding named person. All aspects of the discipline. Ensure individual equality of opportunity and entitlement for all pupils. Exclusion of pupils - temporary (up to 45 days per year) and permanent. Emergency school closure. Ensure free school meals are provided where appropriate. All day-to-day issues. 	Management and implementation of: <ol style="list-style-type: none"> The School Strategic Development Plan. Policies. Standards of teaching. Ensure all statutory guidelines are met. 	<ol style="list-style-type: none"> Management of Appointments & identification of needs. Planning overall strategy for staff Professional Development. Implement a performance management policy. 	<ol style="list-style-type: none"> Identify priorities according to the School Development Plan. Ensure that timely reports are provided. 	<ol style="list-style-type: none"> Ensure that Health and Safety issues are met. Ensure that insurance coverage is satisfactory. Authorise emergency repairs.