FOUNDATION FOR GROWTH

WOOTTON PARK

'Ipsum quod faciendum est diutius'

DELEGATION OF DECISIONS AND PROCESSES BY

THE NORTHAMPTON FREE SCHOOL TRUST GOVERNING BODY 2017/18

A CHECK SHEET showing the level at which decisions <u>should</u> be taken as agreed by the NFST Board

Decision Level		
1.	Decisions made by the Trust	**1**
2.	Decisions made by the Board of Directors (otherwise known as the Local Governing Body)	**2**
3.	Decisions that can be delegated to a Committee	**3**
4.	Decisions delegated to the Principal within a framework set by the Trust Board	**4**

Nb. Due to the newness of Wootton Park School and the need to ensure all Directors are familiar with the running of the School, for 2017/18 the Governing Body will also resume the role of the Sub Committees. Sub Committee that will continue are: Pay Committee, Complaints Committee & Audit Committee

point 17, there should be a tick in box 2 as well as box 3.

point 18, we discussed in the meeting and it is in the minutes to change the wording to add 18b, governing body will comply with data protection.

point 69, from the meeting again, it should be 3/4.

MAIN DECISIONS AND PROCESSES			***Trust (1)***	***LGB / Committee (2/3)***		***Principal (4)***
School Budgets						
1.	To approve the first formal budget each financial year	1 / 2	✓	✓		
2.	To prepare and seek approval of the first formal budget plan each financial year	3			Finance	
3.	To review termly/half-termly/monthly budget monitoring reports	3			Finance	
4.	To determine financial reporting arrangements	3			Finance	
5.	To prepare budget monitoring reports and to ensure that financial information is circulated in advance of the termly governors meeting	4				✓
6.	To review a termly budget position statement - Including a statement of any budget virement decisions made by the Principal or others under delegated powers	2		✓		
7.	To report to Audit Committee on actions taken in response to any audits undertaken	3			Finance	
8.	To report to EFA on the intended use of surplus balances	3			Finance	
9.	To agree annually the appointment of a school/private fund auditor and to receive annually the audited accounts of the fund within 4 months of the financial year end.	2		✓		
10.	To investigate financial irregularities *N.B. The Trust strongly recommends that where schools have any suspicion of financial irregularities, Internal Audit are informed and asked to carry out an investigation on behalf of the school.*	3			Finance	
11.	To authorize opening of any bank account	3			Finance	
12.	To incur financial commitments and spend in accordance with the budget plan and school's FSDs - please refer to the school's FSD document.	4				✓
13.	To set budget vehement limits above which governing body approval is required.	2		✓		

MAIN DECISIONS AND PROCESSES			*Trust (1)*	*LGB / Committee (2/3)*		*Principal (4)*
14.	To exercise budget virement decisions	*4*				✓
15.	To receive, open and accept tenders for contracts above a value set by the Trust as per the EFA financial regulations and procurement standards.	*3*			Finance	
16.	To write off debts above £100	*3*			Finance	
17.	To ensure conformity with The Finance Scheme and to finance regulations	2/3			Finance	
18.	To oversee the requirements of the Data Protection Act	*4*				✓
19.	To comply with the requirements of the Data Protection Act	*2*		✓		
20.	Decide whether or not to request any optional delegations, if not already delegated	*3*			Finance	
21.	Insurance, if delegated - approve any insurance arrangements	*3*			Finance	
22.	To ensure compliance with EFA financial regulations on seeking competitive quotations and tenders and that adequate and appropriate insurance cover is provided.	*4*				✓
23.	Enter into contract (between £10.00 and OJEU threshold)	*4*				✓
24.	To set a charging and remissions policy	*3*			Finance	
	Enter into contracts above OJEU threshold	*2*		✓		
Staffing						
25.	To agree a policy for exercising the discretions available within the teachers' pay and conditions document and within the conditions of service of other staff and to ensure such action does not breach budget limits and as per school's equal opps. Policy	3			Finance	
26.	To determine the salary and benefits of the Principal	1	✓			
27.	To determine the salaries of the Vice Principal(s) and other staff on the leadership spine	2 / 4		✓		✓
28.	To ratify or not the a pay progression recommendations of all teachers under new pay policy	3		Pay Committee		
29.	To grant an extension of sick pay for up to three months	4				✓
30.	To authorise additional hours or overtime for non-teaching staff	4				✓
31.	To establish appointments panel including a panel for the selection of a Principal	1	✓			
32.	To establish appointments panel including a panel for the selection of a Head of Primary, Vice Principal and Assistant Principals when a vacancy arises.	4				✓
33.	To determine the staff complement for the school	3			Finance	
34.	To agree a policy for appointments panels in exercising the discretions contained in the teachers' pay and conditions document	3			Finance	

MAIN DECISIONS AND PROCESSES			*Trust (1)*	*LGB / Committee (2/3)*		*Principal (4)*
35.	To recommend to the Governing Body, for appointment as Principal, Vice Principal a candidate selected after interview.	3			Recruitment Panel	
36.	To approve, for appointment as Principal the person recommended by the selection panel	1	✓			
37.	To engage temporary and/or supply staff to cover vacancies, and absences within the available budget	4				✓
38.	To select teachers for appointment	4				✓
39.	To agree a policy for appointments / recruitment	3			T&L	
40.	To select senior non-teaching staff for appointment (Board of Directors to identify senior posts)	3			T&L	
41.	To select other non-teaching staff for appointment	4				✓
42.	To establish a policy for special leave of absence	3			T&L	
43.	To approve requests for special leave of absence with or without pay within the governing body's policy	4				✓
44.	To authorize release for training, conferences or other school business - including the Head of Primary	4				✓
45.	To approve timing of annual leave for certain non-teaching staff	4				✓
46.	To authorize time off for public and trade union duties	4				✓
47.	To establish and adopt discipline, capability and grievance procedures	*3*			T&L	
48.	To initiate formal disciplinary proceedings against an employee	4				✓
49.	To conduct a first or second stage disciplinary hearing	*4*				✓
50.	To hear any grievances brought by an employee at the first stage	*4*				✓
51.	To suspend an employee from work subject to informing the chair of governors	*4*				✓
52.	To lift a disciplinary suspension imposed on an employee	*3*			Disciplinary	
53.	To determine that an employee shall cease to work at the school *(Must act through Staff Dismissal Committee)*	*3*			Disciplinary	
54.	To hear an appeal against dismissal *(Must act through dismissal appeal committee)*	*3*			Disciplinary	
55.	To grant early retirement within the scope of regulations	*3*			T&L	
56.	To agree the level of premature retirement and/or redundancy compensation **over and above** that set out in the LA's guidance	*3*			Finance	
57.	To determine the existence of a redundancy situation	*3*			Finance	

MAIN DECISIONS AND PROCESSES			*Trust (1)*	*LGB / Committee (2/3)*		*Principal (4)*
58.	To extend service beyond normal retiring age	*4*				✓
59.	Recognition of trade unions	*3*			T&L	
60.	To undertake local consultation with school representatives of all recognised trade unions	*4*				✓
Curriculum						
61.	Ensure broad, balanced, inclusive and robust Curriculum taught to all pupils and to consider any disapplication for pupil(s)	*3*			T&L	
62.	To draft curriculum policy	*4*				✓
63.	To implement curriculum policy	*4*				✓
64.	To agree or reject and review curriculum policy	*3*			T&L	
65.	To be responsible for standards of teaching	*4*				✓
66.	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)	*4*				✓
67.	Responsibility for individual child's education	*4*				✓
68.	Provision of sex education - make and keep up to date a written policy	*3*			T&L	
69.	To prohibit political indoctrination and ensuring the balanced treatment of political issues	*3 / 4*			T&L	✓
70.	To draw up a charging and remissions policy for activities (non National Curriculum based) in consultation with the Trust	*3*			Finance	
Performance Management						
71.	To establish a Performance Management Policy	*3*			T&L	
72.	To implement the Performance Management Policy	*4*				✓
73.	To review annually the Performance Management Policy	*3*			T&L	
Target Setting						
74.	To set and publish targets for learner achievement – to be approved by the GB	*4*				✓
75.	To provide Governors with in year progress data	*4*				✓
76.	To provide Governors with reports on quality of teaching and learning	*4*				✓
77.	To provide stakeholders with reports on pupil premium spend and progress towards closing the gap.	4				✓
Exclusions						

MAIN DECISIONS AND PROCESSES			*Trust (1)*	*LGB / Committee (2/3)*		*Principal (4)*
78.	To decide on a discipline policy	2		✓		
79.	To exclude a learner for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	4				✓
80.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)	2		✓		
81.	To direct reinstatement of excluded learner	2		✓		
Admissions						
82.	To set an admissions policy in accordance with statutory regulations and EFA criteria	2		✓		
83.	To appeal against directions to admit learner(s)	4				✓
Religious Education						
84.	Responsibility for ensuring provision of RE in line with school's basic curriculum *(all schools)*	3			T&L	
85.	Decision to provide RE in line with locally agreed syllabus	3			T&L	
Collective Worship						
86.	Principal shall ensure that all learners take part in a daily act of collective worship. The Governing Body also has similar duties.	4				✓
87.	To make application to the advisory councils, SACRE, concerning the requirements for collective worship *(schools without a religious character)* Principal must consult governing body	4				✓
88.	Arrangements for collective worship	4				✓
Premises						
89.	Buildings insurance and personal liability	3			Finance	
90.	Develop Academy Buildings Strategy - *(including budgeting for repairs etc.)* and Asset Management Plans	3			Finance	
91.	To approve procurement, adaptions and additions to school premises	*3*			Finance	
Health and Safety						
92.	To institute health and safety policy	3			Finance	
93.	To ensure health and safety issues are met	3			Finance	
94.	To consider health and safety and environmental health matters - including those relating to school meals (if delegated)	4				✓

MAIN DECISIONS AND PROCESSES			*Trust (1)*	*LGB / Committee (2/3)*		*Principal (4)*
School Organization						
95.	To draw up the school's instrument of government and any amendments thereafter	*1*	✓			
96.	To publish proposals to change category of school	*2*		✓		
97.	To take decisions within their remit affecting the future status of the school	*1*	✓			
98.	To draft School (post-Ofsted) Action Plan and distribute to parents	*4*				✓
99.	To decide any changes in school session times	*2*		✓		
100.	To review and monitor all statutory school policies	2		✓		
101.	To write statutory policies to present to Governing Body	*4*				✓
102.	To ensure provision of free school meals to those learners meeting criteria	*4*				✓
103.	To ensure pupil premium grant spent appropriately	*4*				✓
104.	To monitor use and impact of PP grant	*3*			Finance	
Information for parents						
105.	To prepare and publish school prospectus	4				✓
106.	To prepare and publish school website in accordance to Ofsted criteria	4				✓
107.	To provide information to be published by Governing Body *(It would be appropriate when considering this information on an annual basis for governing bodies to: monitor and review the aims and objectives of the school; to agree suitable policies, targets and priorities; and to evaluate whether the policies, targets and priorities are being achieved.)*	3			T&L	
Governing Body Procedures						
108.	To adopt and review home-school agreements	3			T&L	
109.	To publicise school's complaints procedure	3			T&L	
110.	To appoint and remove the Chair and Vice-Chair of Governors	1	✓			
111.	To appoint and dismiss the Clerk to the Governors	2		✓		
112.	To hold a Governing Body meeting termly	2		✓		
113.	To establish and maintain a register of Governor's Business interests	2		✓		

MAIN DECISIONS AND PROCESSES			*Trust (1)*	*LGB / Committee (2/3)*		*Principal (4)*
114.	To discharge duties in respect of pupils with special needs by appointing a "responsible person"	2		✓		
115.	To establish committees, working groups and delegation to individuals	2		✓		
116.	To regulate the Governing Body's procedures (where not set out in law)	1	✓			
117.	To review at least once a year the establishment, terms of reference and membership of committees, including selection panels	2		✓		
Planning						
117.	To prepare the school development plan including the school aims, budget forecasts, and medium term financial plan	4				✓
118.	To approve the school development plan including the school aims, budget forecasts, and medium term financial plan	2		✓		
119.	To plan the school's staffing establishment, structure and salary policy	3			Finance	
120.	To approve the school's staffing establishment, structure and salary policy	2		✓		
Extended Schools						
121.	To decide to offer additional activities and to what form these should take	4				✓
122.	To put in place additional services provided	4				✓
123.	To cease providing extended school provision	3			T&L	