



St Joseph's Catholic Primary School

Scheme of Delegation

October 2020

The Department of Education's Governance Handbook October 2020 states:

'In the interests of transparency, the board must publish on its website up-to-date details of the overall governance arrangements they have put in place. This must be in a readily accessible form. This scheme of delegation must set out the structure and remit of the board and any committees, as well as the full names of the chair of each.'

It also states that 'As the accountable body, the board is the key decision maker. It may delegate operational matters to executive leaders and governance functions to committees or in some cases to individuals, but the board as a corporate entity remains accountable and responsible for all decisions made and executive leaders operate within the autonomy, powers and functions delegated to them by the board. All boards should have an individual to take leadership responsibility for the organisation's safeguarding arrangements, which include the Prevent duty. There should also be a member of the board or a committee with specific oversight of the school's arrangements for SEND.'

The framework below shows St Joseph's Scheme of Delegation, it indicates whether the Full Governing Body, a committee, an individual governor or the head teacher has responsibility for certain tasks. This document is to read in conjunction with the Governor Code of Practice which is available from the School Office. More details on governors and their roles can also be obtained from the Department of Education website (www.gov.uk/government/organisations/department-for-education).

Committees		Chair
Full Governing Body (FGB)	The Full Governing Body is the key decision-making body. It comprises 7 Foundation governors, 2 elected parent governors, a local authority governor, an elected staff member, 2 associate members and the headteacher. It meets at least once a term and receives regular reports from the other committees and from governor visits on agreed areas/topics across the school. It receives the headteacher's report, which has an agreed format and includes feedback on all aspects of the school, including attendance, parents' views and Catholic ethos.	Mr C Park, Ms M Griffiths
Resources	Meets at least once a term, reviews the use of resources across the school, and monitors the budget, premises <u>matters</u> and health and safety issues.	Mrs M Griffiths
Learning and teaching/ Curriculum	Meets at least once a term, reviews learning and teaching across the school, monitors the school improvement plan, pupils' progress, examines data and receives curriculum reports from staff. Looks at how the catholic ethos is developed.	Mrs M Griffiths
Performance Management	Meets twice a year to review staff's performance and agree recommendations to the FGB.	Mrs M Griffiths
Admissions	Meets if required, to monitor admission issues.	Mr C Park
Staffing	Meets if required to discuss staff issues	Mrs M Griffiths
Staff Appeal	Meets if required to arbitrate on staff issues.	Mr C Park
Pay	Meets to discuss staff pay and ensure that increased pay is merited by increased level of performance. Linked with the Performance Management Committee.	Mrs M Griffiths
Pupil Discipline	Meets if required for matters of pupil discipline.	Mr C Park
Safeguarding Governor	Lead responsible for St Joseph's Catholic Primary School's safeguarding arrangements, which include the Prevent duty.	Mrs S van Ling
SEND Governor		Mrs F Tutton liaising with Headteacher Mrs Langford and Mrs Wilford as SENCOs