



## Gartree High School Scheme of Delegation 2021-22

### Committee Structure:

|   |                        |
|---|------------------------|
| A | Finance                |
| B | Pay & Personnel        |
| C | Standards & Curriculum |
| D | Student Welfare        |
| E | Audit                  |

| Key Function                              | Tasks   | Full | Committee |
|---|---|------|-----------|
| <b>Budgets</b>                            | To approve the formal budget plan each financial year   | ✓    |           |
|   | To approve the three year budget forecast   | ✓    |           |
|   | To monitor monthly expenditure (overseen by Chief Financial Officer).   |      | A         |
|   | To establish charging and remissions levels   |      | A         |
|   | Miscellaneous financial decisions as per academy structure of financial delegations   |      | A         |
|   | To enter into contracts as per academy scheme of financial delegation   |      | A         |
|   | Staff Pensions  |      | A         |
| <b>Staffing</b>                           | Appointment of Principal  | ✓    |           |
|   | Agree a pay policy  |      | B         |
|   | Pay decisions for Principal   |      | B         |
|   | Pay decisions for other staff   |      | B         |
|   | Establishing disciplinary/capability procedures   |      | B         |
|   | Dismissal of Principal  | ✓    |           |
|   | Dismissal of other staff  |      | B         |
|   | Suspending Principal  | ✓    |           |
|   | Ending suspension (Principal)   | ✓    |           |
|   | Determining staff structure   |      | B         |
| <b>Performance Management (appraisal)</b> | To establish a performance management policy  |      | B         |
|   | To review annually the performance management policy  |      | B         |
| <b>Curriculum</b>                         | To establish a curriculum policy  |      | C         |
|   | To implement curriculum policy  |      | C         |
|   | To monitor implementation of curriculum policy  |      | C         |
|   | Responsible for standards of teaching   |      | C         |
|   | 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)  |      | C         |
| <b>Pupil Progress and Attainment</b>      | To set and publish targets for pupil achievement  |      | C         |
|   | To monitor pupil progress throughout the year   |      | C         |
|   | Overall responsibility for pupil progress and attainment  | ✓    | C         |
| <b>Behaviour and Safety</b>               | To establish a pupil discipline policy  |      | D         |
|   | 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 |      | D         |

|                                 |   |   |   |
|---------------------------------|---|---|---|
|                                 | examination. (Can be delegated to chair/vice-chair in cases of urgency)<br>Establish equality objectives – reviewed every 4 years |   | D |
|                                 | To ensure that all staff have appropriate clearances for employment – DBS, CPD  |   | B |
|                                 | Appropriate safeguarding processes and procedures are implemented   |   | D |
|                                 | To direct reinstatement of excluded pupils  |   | D |
| <b>Admissions</b>               | Setting an admissions policy (can then be made specific to different contexts)  | ✓ |   |
| <b>Collective Worship</b>       | Arrangements for collective (worship) gatherings (SMSC)   |   | C |
| <b>Premises &amp; Insurance</b> | Buildings insurance and personal liability  |   | A |
|                                 | Developing school buildings strategy  |   | A |
|                                 | Procuring and maintaining buildings, including developing properly funded maintenance plan  |   | A |
|                                 | ICT Strategic Plan  |   | C |
| <b>Health and Safety</b>        | To institute a health and safety policy   |   | E |
|                                 | To ensure that health and safety regulations are followed   |   | E |
| <b>School Organisation</b>      | To set the times of school sessions and the dates of school terms and holidays  | ✓ |   |
|                                 | To ensure that school lunch nutritional standards are met where provided  | ✓ |   |
| <b>Information for Parents</b>  | To prepare and publish a school prospectus  |   | C |
|                                 | To ensure provision of free school meals to those pupils meeting the criteria   |   | A |
|                                 | Adoption and review of home-school agreements   |   | D |
|                                 | To update the academy website / compliance  |   | C |
| <b>Governance</b>               | To advise the Board on adequacy of the Trust's internal control framework   |   | E |
|                                 | To direct a programme of internal scrutiny and consider results and quality of external audit                                     |   | E |
|                                 | To have overall responsibility for risk management  |   | E |