



### **I.E.B Scheme of Delegation**

The I.E.B has agreed 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. The Scheme of Delegation includes the financial limits.

To be read in conjunction with:

1. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
2. Financial Regulations for Schools
3. Scheme for the Financing of Schools

1. The Scheme has been developed in order to clarify the responsibilities and powers of Governors and members of staff employed at the school in respect of key aspects of the management of the school, and to ensure compliance with legal requirements and, where appropriate, LA policies.

2. The Scheme sets out the delegations for the specified committees of the I.E.B and post holders employed in the school. Tasks may be delegated 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 I.E.B.

4. In the absence or incapacity of the Head teacher, the delegations stand delegated to the Assistant Head teacher unless otherwise directed or agreed by the I.E.B. In the absence or incapacity of a post-holder other than the Head teacher, the delegations remain delegated to the Head teacher unless otherwise directed or agreed by the I.E.B.

5. Instead of exercising his/her delegated powers a post-holder or committee may refer a matter to the appropriate committee or I.E.B.

6. Powers to be exercised only by the Full I.E.B:

- co-opt or appoint persons to the I.E.B or committee
- elect the Chairman and Vice-chairman of the I.E.B
- appointment/dismissal of Clerk to the Governors
- ratify School Policies
- approve the school budget

7. The Chair of the I.E.B 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, parent or member of staff.

8. The Full I.E.B also has a Duty to:

- hold a meeting at least once a half term
- ensure that the National Curriculum is implemented

9. None of the responsibilities under Points 6 and 8 may be delegated.

10. This scheme of delegation is reviewed annually by the I.E.B.

Key

P	Action can be taken at this level
	Not recommended for action to be taken at this level
	Action cannot be carried out at this level

Full I.E.B	Chair Mr J Painter
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Function	Task	I.E.B	Individual governor	Head teacher	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	P			I.E.B
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	P			I.E.B
	Establish an independent appeals panel when there are admissions appeals	P			I.E.B
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of			P	Head Teacher

	more than five school days				
	Convene <a href="#">a meeting to consider reinstating an excluded pupil</a> and consider parents' representations about an exclusion in some circumstances	P	P		This task can be delegated to the chair or another member in cases of urgency.
	Arrange an independent review panel to consider permanent exclusions, where requested by parents	P			This task can be delegated to the chair or another member in cases of urgency.
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 11			P	Head Teacher
Finance and budgets	Make day-to-day spending decisions under the amount of £5000			P	Head Teacher
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	P			I.E.B
	Appoint a registered statutory auditor and prepare annual financial statement	P			I.E.B

	Make sure that the school has adequate insurance cover (RPA)	P			I.E.B
	Approve a balanced budget each financial year	P			I.E.B
	Maintain a published register of interests, including the business and pecuniary interests of members and local governors	P			I.E.B
	Monitor impact of pupil premium funding	P		P	Head to report back to governors
	Monitor impact of PE and sport premium funding	P		P	Head to report back to governors
I.E.B procedures	Hold full I.E.B meetings at least 6 times a year	P			I.E.B - Clerk
	Elect a chair	P			I.E.B
	Appoint a clerk	P			I.E.B
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually.	P			I.E.B
	Check that all statutory policies and documents are in place	P			I.E.B – supported by Head

	Delegate functions to committees and/or individuals	P			I.E.B
Health & Safety	Monitor the implementation of the health and safety policy	P			I.E.B
	Make sure there is an appointed person in charge of first aid	P		P	Head Teacher
Parents and the community	Make sure the required information is published on the school website	P		P	Head Teacher
	Approve a complaints procedure	P			I.E.B
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	P			I.E.B
	Make sure the school complies with the Freedom of Information Act 2000	P			Head Teacher
Pupil wellbeing	Make sure the provision of free school meals to those pupils meeting the criteria	P		P	Head Teacher
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training	P		P	Head Teacher

	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	P			I.E.B
	Make arrangements for supporting pupils with medical conditions	P		P	Head Teacher
Safeguarding	Check that the school complies with statutory guidance on safeguarding	P			I.E.B – Safeguarding governor to monitor
	Make sure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Authority	P		P	Head Teacher
	Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the head teacher	P			This task can be delegated to the chair or vice-chair in cases of urgency.
	Monitor the implementation of the child protection policy	P			I.E.B
	Appoint a member of staff to be the designated safeguarding lead			P	Head Teacher

	Make sure that effective support is provided for any employee facing an allegation	P		P	Head Teacher
Special Educational Needs and Disabilities (SEND)	Designate a member of the I.E.B or a committee to have oversight of the school's arrangements for SEND	P			I.E.B
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		P	P	Head Teacher
	Make sure that parents are notified by the school when special educational provision is being made for their child			P	Head Teacher
	Make sure the school produces and publishes online its school SEN information report	P		P	Head Teacher
	Co-operate with the local authority in developing the local offer			P	Head Teacher
	Make sure the school follows the statutory SEND Code of Practice	P		P	Head Teacher
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	P		P	Head Teacher



	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching			P	Head Teacher
Staffing matters	Appoint a headteacher	P			I.E.B
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	P			I.E.B
	Make sure employment law and guidance is being followed	P			I.E.B
	Approve staffing structure changes	P			I.E.B
	Dismiss the headteacher	P			I.E.B