

SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS SCHEME OF DELEGATION 2017-18

These Terms of Reference define the tasks and responsibilities of SWGS Governing Board. They describe the purpose and composition of the Governing Board, its delegated powers and define the structure for recording the business of school governance.

1. **ACCOUNTABILITY:** to the Secretary of State for Education for all matters of school governance.
2. **TASKS:**
 - Setting strategic direction, objectives, targets and policies.
 - Reviewing progress against the budget, plans and targets.
 - Approving the school budget.
 - Acting as a critical friend to the Headteacher by providing support and challenge.
 - Appointing the Headteacher.
 - Ensure that necessary educational, financial and company returns are completed.

Refer to Annex F for a full list of annually reviewed committee responsibilities.

Act as Academy Company Directors and Charity Trustees. Detailed guidance is shown in The Academies Financial Handbook <https://www.gov.uk/government/publications/academies-financial-handbook>, also in the Companies Act 2006 <http://www.legislation.gov.uk/ukpga/2006/46/contents> Sections 170 to 181 and in the Charity Commission's guidance <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

3. **MEETING PERIODICITY:** As required to conduct school business. The actual number is to be determined by the Governing Board but must not be less than three per year.
4. **COMPOSITION:**

The number of Governors shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum. Subject to Articles 47-49 and 64 in the Articles of Association, the Academy Trust shall comprise as detailed in paragraph 46 of the Articles of Association. The Secretary of State may also appoint such Further Governors as s/he thinks fit if a Special Measure Termination Event (as defined in the Funding Agreement) occurs in respect of the Academy) as stated in paragraph 63 of the Articles of Association.
5. **METHOD OF OPERATING:**
 - Meetings are to be run to an agenda prepared by the Clerk.
 - Reports from committees and others are to be discussed, and notes taken of decisions made and actions placed.
 - All Governing Board work will be published on the schools VLE. However, there will be cases where work must be kept confidential. Such cases will be the exception.

Further operating guidance is given in the Governing Board Operating Procedure attached

6. **REVIEW:**

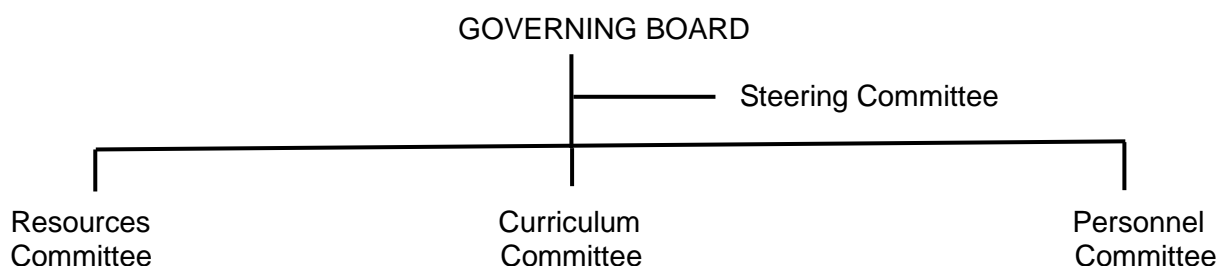
These TOR, with extant committee TOR, are to be endorsed annually by the Governing Board.

ATTACHED: Governing Board Operating Procedures

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1. Governing Board Operating Procedures

- 1.1 These procedures seek to define how the Governing Board and its committees operate to ensure compliance with legal requirements.
- 1.2 The Governing Board functions by delegating tasks, either, to the committee structure shown below or the Headteacher. The delegations are shown in each committees TOR (at Annexes A – D) and in the Delegated Task list (Annex E).



2. Delegation

- 2.1 Delegations cannot be exercised other than by the committee or Headteacher unless otherwise directed or agreed by the Governing Board.
- 2.2 In the absence or incapacity of the Headteacher, the delegations pass to the Deputy Headteacher, unless otherwise directed or agreed by the Governing Board.
- 2.3 Instead of exercising the delegated powers a committee or the Headteacher may refer the matter to the Governing Board.
- 2.4 The delegations will be reviewed at the first meeting in each academic year.

3. Procedures

- 3.1 Each committee will report its work to the Governing Board.
- 3.2 The Governing Board will elect a chairperson and vice chairperson(s) at the first meeting of each school year. Governors will be invited to nominate themselves two weeks before the date of the first Governing Board meeting. (Employees at the school are not eligible for election.) The term of office for each is one year.
- 3.3. All Governors will be invited to be a member of at least one committee.
- 3.4 All members of the School Leadership Team may attend full Governing Board or committee meetings as non-voting members.
- 3.5 Each committee will elect a chair person and vice chair person at the beginning of each school year. The term of office is one year.
- 3.6 The quorum for a meeting of a committee shall be any three Governors.
- 3.7 Seven days' notice should be given of any committee meetings.
- 3.8 All committees will be clerked by the Clerk to the Governing Board or nominated deputy.
- 3.9 Names of Governors and others present will be recorded.

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- 3.10 Committee minutes will be signed as approved by the chair of the committee.
- 3.11 Following approval of the minutes of the Governing Board by the Chair of Governors, they will be placed in the appropriate section of the school web site. Confidential items will be held back.
- 3.12 Copies of committee minutes will be circulated to all members of the Governing Board.
- 3.13 Any member of the Governing Board may attend the meeting of any Committee as a non-voting observer.
- 3.14 Only Governors have the right to vote at committee meetings. No vote may be taken unless the meeting is quorate.

ANNEXES

- A Resources Committee
- B Curriculum Committee
- C Personnel Committee
- D Steering Group
- E Delegated Task list
- F Cycle of Governor Review

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Annex A RESOURCES COMMITTEE TERMS OF REFERENCE

This committee has delegated powers of decision making on policy matters relating to the specific areas of school organisation. The committee is accountable to the full Governing Board and will report to them via formal minutes of meetings.

Composition and membership

Headteacher	Chris Child (Chair)	Robert MacDonald	Bob Hendicott
Greg Wilson	Howard Prince (Vice)		

Chair of Governors, Chairs of Curriculum and Personnel Committees attend in a non-voting capacity.

- Howard Prince is the Health and Safety Governor
- Chris Child is the FOSWG Link Governor

Quorum	Any three committee members
Chair	Chris Child
Vice Chair	Howard Prince
Frequency of meetings	Three times a year
Minuting and reporting	Clerk to the Governors

Areas of responsibility and delegated decision making powers

1. Planning

- a) To recommend a resources plan to deliver the school's one year objectives
- b) To recommend a strategic resourcing plan to support the school's long term strategic objectives

2. Finance

- a) To recommend to the Full Governing Board an annual budget to fund the one year objectives.
- b) To recommend to the Full Governing Board the End of Year Annual Report and Financial Statements.
- c) To monitor in-year spending against the approved budget, recommending interventions as required to ensure expenditure remains affordable.
- d) To monitor the balance sheet, recommending interventions to ensure cash flow is sufficient to cover expended expenditure.
- e) To monitor cash reserves, ensuring they remain sufficient to fund future plans and contingencies.
- f) To monitor investments, ensuring interest is maximised whilst risk remains within acceptable limits.
- g) To monitor Pupil Premium and Post 16 Bursary income and expenditure, recommending interventions to ensure available funds are spent in accordance with current policy.
- h) To monitor School Fund, Lettings, Canteen and other non-GAG income to ensure funding is maximised and expenditure appropriate.

3. Audit

- a) Agree and monitor the annual internal audit programme, overseeing implementation of recommendations.
- b) Review and endorse the End of Year Accounts and Audit Completion Reports prior to submission for approval by the Full Governing Board.

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4. Buildings and Maintenance

- a) To monitor the condition of the school infrastructure, approving plans for non-routine maintenance in order to ensure that it remains fit for purpose.
- b) Monitor implementation of capital building projects, implementing interventions as required in order to ensure delivery to required specification, time and cost.

5. Safety, Health, Environment and Fire (SHEF)

- a) Assure implementation of the Health and Safety Policy.
- b) Agree and monitor internal and external SHEF inspections, overseeing implementation of recommendations.
- c) Review SHEF incidents and oversee implementation of appropriate mitigation action.

6. Committee Policies – to be reviewed as shown

Statutory

Charging Policy (3 yearly)	Health and Safety Policy (3 yearly)
Disability Equality Scheme Policy incorporating the School Accessibility Plan (annual)	Risk Management Policy (annually)
Governors' Allowance Policy (3 yearly)	Secure Data Handling Policy (2 yearly)

Advisory

Anti-Bribery Policy (3 yearly)	Lettings Policy (annually)
Anti-Fraud Policy (3 yearly)	Green Procurement Policy (3 yearly)
Asset Management Policy (3 yearly)	Investment Policy (annually)
Debt Recovering Policy (3 yearly)	Minibus Policy (3 yearly)
E-Safety Policy (3 yearly)	Reserves Policy (annually)

AUDIT WORKING GROUP

Composition and membership

Headteacher	Robert MacDonald (Chair)	Chris Child
Hilary Angel	Lisa Ball	

Areas of responsibility

- Agree and monitor the annual internal audit programme, overseeing implementation of recommendations.
- Review the draft End of Year Accounts and Audit Completion Reports prior to submission for approval to the Resources Committee.

Frequency of meeting

- Twice an academic year. Once in the Autumn Term to review the draft End of Year Accounts and Audit Completion Report prior to submission to the Resources Committee, and once in the Summer Term for planning.

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Resources Committee and Headteacher Delegated Tasks

TASK	WHO?
Propose the annual budget plan each financial year	Resources Committee
To monitor monthly expenditure	Headteacher
Financial decisions in line with the Finance Manual	Headteacher
To enter into contract above £20,000	Resources Committee
To enter into contract below £20,000	Headteacher
To make payments	Headteacher
To approve and set up an expenses scheme for Governors	Resources Committee
To set a Charging Policy	Resources Committee
To draw up a charging and remissions policy for activities (non NC based)	Headteacher
Overview of residential visits	Resources Committee
Strategy (including budgeting for repairs etc) and Assessment Management Plans	Headteacher
Building insurance	Headteacher
To ensure Health & Safety issues are met	Headteacher
To act as the final Appeals Panel for staffing dismissals, redundancies, reduction in hours or disciplinary procedures.	Resources Committee
To act as the Complaints Panel	Resources Committee
To recommend the End of Year Annual report and Financial Accounts and other statutory financial returns	Resources Committee
Review and approve the Finance Manual	Resources Committee

APPEALS PANEL

Composition: Three members of the Resources Committee with delegated power to hear an appeal, operate the Staffing Policy procedure for Appeals and make decisions, following a Staffing Panel Meeting.

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Annex B CURRICULUM COMMITTEE TERMS OF REFERENCE

This committee has delegated powers of decision making on policy matters relating to the specific areas of school organisation. The committee is accountable to the full Governing Board and will report to them via formal minutes of meetings.

Composition and membership

Headteacher	Jacqui Goodall (Chair)	Julie King	Sarah Byerley
Nick Lay	Miranda Thomas	Greg Wilson	Steve Russell

Chair of Governors may attend in a non-voting capacity

- Jacqui Goodall is the Child Protection and SEN Governor
- Nick Lay is Sixth Form Link
- Miranda Thomas is the Disadvantaged Learners Lead Governor, Careers and PSHE Governor

Quorum	Any three members of the committee
Chair	Jacqui Goodall
Frequency of meetings	Three times a year
Minuting	Clerk to Governors

Areas of responsibility and delegated decision making powers

Curriculum

1. To oversee safeguarding and child protection provision ensuring that statutory requirements are met and that safeguarding children is given the highest priority, permeating all areas of the school's provision;
2. In accordance with the Curriculum Policy, to oversee the school curriculum, including both academic courses and the personal development of pupils, monitoring how well it prepares students for the next stages of their education and employment and equips them generally for their future lives;
3. To ensure that sixth form provision meets the needs of students and adheres to the nationally study programme recommendations in line with the funding formula, including provision of work experience;
4. To review and update the listed policies as appropriate, adhering to statutory guidance and upholding the school aims and ethos;
5. To ensure that all students are given equal opportunities and appropriate access to the curriculum regardless of age, disability, race, religion, belief, gender, sexual orientation, gender reassignment, marriage or civil partnership and pregnancy or maternity;
6. To monitor the academic achievement and progress of pupils, checking particularly how well the school supports and challenges its typically very able pupils to reach their full potential and prepares them for the next stage of their education and careers;
7. To monitor the academic achievement and progress of pupils in specific groups, especially those who are disadvantaged, looked-after or otherwise vulnerable, are disabled, have special educational needs or who may experience additional challenges to their education such as belonging to a minority ethnic group or for whom English is as an additional language;
8. Where pupil achievement is below that expected, monitor how successfully senior leaders hold middle leaders and teachers to account to improve levels of achievement;
9. To monitor the attendance of pupils throughout the school, ensuring that leaders promote the benefits of attendance and address cases of persistent absence effectively;

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10. To ensure that there are very high expectations of pupil behaviour and attitudes which are met as a norm and to act as the Discipline Committee for student exclusions, should this be necessary;
11. To collect and evaluate feedback from parents, pupils and staff regarding the school's provision.

3. Committee Policies - to be reviewed as shown

Statutory

Anti-Bullying Policy (3 yearly)	Freedom of Information Policy (3 yearly)
Appropriate Teaching Material Policy (3 yearly)	Home-School Agreement (3 yearly)
Child Protection Policy (annually)	Student Discipline Policy (3 yearly)
Collective Worship Policy (3 yearly)	Racial Equality Policy (3 yearly)
Complaints Procedure (3 yearly)	SEN Policy (annually)
Curriculum Policy (annually)	Sex Education Policy (3 yearly)
Equalities Act Objectives (4 yearly)	

Advisory

Alcohol and Drugs Policy (3 yearly)	Homework Policy (3 yearly)
Arts Policy (3 yearly)	Medical Needs for Students Policy (3 yearly)
Assessment, Marking and Recording Policy (3 yearly)	Public Exams Policy (3 yearly)
Attendance Policy (annually)	Rewards and Sanctions Policy (3 yearly)
Careers Policy (annually)	School Food Policy (3 yearly)
Citizenship Policy (3 yearly)	School Uniform Policy (3 yearly)
Equality Opportunities for Students Policy (3 yearly)	Work Related Learning Policy (annually)
Gifted, Talented and Exceptionally Able Students' Policy (3 yearly)	

Curriculum Committee and Headteacher Delegated Tasks

TASK	WHO?
To insure an appropriate curriculum is taught to all students and to consider any disapplication for student(s)	Headteacher
To draft Curriculum and other committee Policies	Headteacher
To implement Curriculum and other committee Policies	Headteacher
To review, agree and monitor the committee Policies	Curriculum Committee
To recommend which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	Headteacher
Provision of sex education – write and up-date policy	Curriculum Committee
Responsibility for ensuring provision of RE in line with school's basic curriculum	Headteacher
To make application to the advisory councils, SACRE, concerning the requirements for collective worship	Headteacher

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(schools without religious character) to disapply (after consulting GB)	
To prohibit indoctrination and ensuring the balanced treatment of political issues	Headteacher
To approve the recommended targets for student achievement	Curriculum Committee
Responsibility for standards of teaching	Headteacher
Responsibility for individual child's education	Headteacher
Responsibility for provision of accurate, timely and relevant academic, attendance and behaviour data for governor scrutiny;	Headteacher
To discharge duties in respect of students with special educational needs by appointing a "responsible person"	Curriculum Committee Jacqui Goodall - SEN Governor
Overview of Safeguarding and Child Protection	Designated Senior Person / CP Governor – Jacqui Goodall
Overview of Looked After Children	Deputy Head Pastoral
To produce a discipline policy	Curriculum Committee
To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the student is either excluded for more than 5 days in total in a fixed term or would lose the opportunity to sit a public examination. NB the GB must act through their student discipline committee	Curriculum Committee
To exclude a student for one or more fixed terms (not exceeding 45 days in total in a year) or permanently)	Headteacher
To propose reinstatement of excluded students	Exclusion panel
Adoption and review of home-school agreement	Curriculum Committee
To set the times of school sessions and the dates of school terms and holidays	Headteacher

STUDENT DISCIPLINE PANEL

Composition: Three Curriculum Committee members.

- Procedure:
- a. Where a student has been excluded from school or had a series of exclusions, any two Governors from the Panel to meet with the Headteacher and Parents to discuss a student's behaviour and issue a formal warning, according to school and LA policies.
 - b. Where a student has been excluded for 15 days or more in any one term, they and their parents should meet with three of the Panel. The Panel will receive information from the school about the exclusion and consider the views of the parents in deciding whether to uphold the exclusion.
 - c. When all other meetings, negotiations, sanctions and a formal warning have failed to improve a student's behaviour, any three or five members of the Panel meet to receive information, hear evidence and reach a decision concerning a student's future education or decide whether a permanent exclusion should be recommended.

NB: For further guidance, please refer to the following document or the latest document issued:

Exclusion from maintained schools, Academies and pupil referral units in England (Feb 2015)

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Annex C PERSONNEL COMMITTEE TERMS OF REFERENCE

This committee has delegated powers of decision making on policy matters relating to the specific areas of school organisation. The committee is accountable to the full Governing Board and will report to them via formal minutes of meetings

Composition and membership

Headteacher	Lisa Ball	Liz Ogilvie (Vice)	
Sharon Hackett	Nick Lay (Chair)	Vacancy	

The Chair of Governors may attend in a non-voting capacity.

Quorum	Any three members of the committee
Chair	Nick Lay
Vice Chair	Liz Ogilvie
Frequency of meetings	Three times a year
Minuting	Clerk to Governors
The Chair of the Personnel Committee is the Whistleblowing Governor.	

As an Academy the Governing Board is the employer of South Wilts Grammar School staff and as such has a responsibility under employment law. The Governing Board in general and the Personnel committee in particular have a duty of care for all school staff.

Areas of responsibility and delegated decision making powers

- Act as the Governing Board’s advisor on all personnel matters that may concern the school.
- Transact all SWGS staff personnel matters as briefed by the Headteacher or other Governor.
- Form Governor Staffing Panels to carry out the following tasks
 - Selection - of Headteacher, Deputy Headteacher and Business Manager
 - Dismissal of Headteacher and staff
 - Staffing – To oversee the Performance Management of Headteacher (nominated review governors to carry out the process are selected from a range of committees)
- Carry out the delegated tasks

Admissions

- To act as the admissions authority for the school and keep the admissions policy under review.
- To review arrangements for the Appeals Clerk and the Appeals Panel.
- The Committee will meet with Bishop Wordsworth’s Admissions Group if necessary to ensure common standards are maintained in admission arrangements.

Committee Policies

Unless otherwise directed by the Personnel Committee, reviewing is to be carried out by the SLT with an annual report to the committee on completion.

Statutory

Admissions Policy (annually)	Staff Grievance Procedure (3 yearly)
Appraisal for Teaching Staff Policy (annually)	Staff Recruitment Policy (3 yearly)
Pay Policy (annually)	Support Staff Capability Policy (3 yearly)
Redundancy Pay Policy and Redundancy Procedures (annually)	Teaching Staff Capability Policy (4 yearly)
Staff Discipline Policy (3 yearly)	

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Advisory

Acceptance of Gifts and Hospitality Policy (annually)	Staff Alcohol and Substance Misuse (3 yearly)
Appraisal for Support Staff Policy (annually)	Staff CPD Policy (3 yearly)
Equal Opportunities for Staff Policy (3 yearly)	Staff Code of Conduct (3 yearly)
Ill Health Capability Policy (3 yearly)	Staff Absence Management Policy (3 yearly)
Headteacher's Performance Management Policy (3 yearly)	Staff Wellbeing Policy (3 yearly)
Maternity / Paternity / Adoption Policy (3 yearly)	Whistleblowing Policy (3 yearly)

Personnel committee and Headteacher Delegated Tasks

TASK	WHO?
Headteacher appointments (selection panel)	Governing Board
Deputy Headteacher appointments (selection panel)	Governing Board
Appoint SLT or middle management posts	Governors will be invited to take part
Appoint main scale teaching staff	Headteacher
Appoint non- teaching staff	Headteacher
Pay discretions	Personnel Committee
Establish disciplinary/capability procedures	Personnel Committee
Dismissal of Headteacher (GB must act though Dismissal (Personnel) Committee	Governing Board
Dismissal of other staff	Personnel Committee
Suspending Headteacher	Governing Board
Suspending staff (except Head)	Headteacher
Ending suspension (Head)	Governing Board
Ending suspension (except Head)	Personnel Committee
Determining staff complement	Headteacher
Form a Redundancy Committee	Personnel Committee
Determining dismissal payments / early retirement	Personnel Committee
To ensure that all relevant policies are identified and reviewed.	Personnel Committee
To review annually the Teachers' and Support Staffs' Appraisal Policy	Personnel Committee
In accordance with the Pay Policy review annually the staffing structure and make recommendations to the Resources Committee	Personnel Committee

ADMISSIONS

TASK	WHO?
To consult annually before setting an admissions policy	Personnel Committee
To set an admissions policy	Personnel Committee
To set PAN	Personnel Committee
Admissions: application decisions (through the 11+)	Personnel Committee
To appeal against LA directions to admit student(s)	Personnel Committee
To approve appeals panel presenter	Personnel Committee
To approve Appeals Clerk	Personnel Committee

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STAFFING PANEL

Composition:

Three members of the Personnel Committee, excluding staff members in accordance with the Staffing and Pay Policy and Staffing Procedures for Grievance, Disciplinary and Termination of Employment, delegated power to make decisions relating to discipline and termination.

Responsible for overseeing a panel selected across a range of committees to carry out the Appraisal Review of the Headteacher and members of the Senior Leadership Team and to agree their pay.

APPEALS PANEL

Composition:

Three members of the Resources Committee with delegated power to hear an appeal, operate the Staffing Policy procedure for Appeals and make decisions, following a Staffing Panel Meeting.

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ANNEX D

STEERING COMMITTEE TERMS OF REFERENCE

ACCOUNTABILITY: to the Governing Board. The Agenda for each meeting is to be sent to all Governors and a report of each meeting is to be made at the next Governing Board meeting.

PERIODICITY: to be the first of the committees to meet at the start of the meeting cycle.

AUTHORITY: this committee has no delegated powers. Matters requiring decisions will be passed to either the Governing Board or to the relevant Resources, Curriculum or Personnel committee.

TASKS:

1. On an annual basis present to the GB
 - an assessment of school performance over the previous academic year and targets for the forthcoming period
 - a report on Academy trust compliance items achieved over the past year and a list of items for action during the forthcoming year
 - an assessment of GB governance over the past year and development recommendations for the forthcoming year. This item is to include a review of all committee TORs.
2. As required after each meeting
 - Forward agenda items applicable for action at the forthcoming Curriculum, Personnel and Resources committees.

SUB-COMMITTEE MEMBERSHIP

- Chair: Governing Board Chair
- Chairs of Curriculum, Personnel and Resources committees or delegated Governor
- Headteacher
- Vice Chair of Governing Board
- A N Other Governor – Vacancy

The agenda for the meeting will be sent to all Governors. Any other Governor who wishes to attend in a non-voting capacity is welcome. Please inform the Clerk to Governors prior to the meeting.

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Annex E DELEGATED TASK LIST

Key Function	No	Action Sheets Tasks	Decision Level			
			Governing Board	Committee	Head	
School Budgets	1	To approve the first formal budget plan each financial year	√			
	2	To monitor monthly expenditure.			√	
	3	Financial decisions in line with the Finance Manual			√	
	4	Review and approve the Finance Manual		√R		
	5	To recommend the End of Year Annual report and Financial Accounts and other statutory financial returns		√R		
	6	To enter into contracts (above set financial limit - £20,000)		√R		
	7	To enter into contracts (below set financial limit - £20,000)			√	
	8	To make payments			√	
	9	To approve and set up an expenses scheme for Governors		√R		
	10	To set a charging and remission policy		√R		
	11	To draw up a charging and remissions policy for activities (non NC based)			√	
	12	Overview of residential visits		√R		
	13	Strategy (including budgeting for repairs etc) and Assessment Management Plans			√	
	14	Building insurance			√	
	Staffing	15	To ensure health & Safety issues are met			√
16		Headteacher appointments (selection panel)	√			
17		Deputy appointments (selection panel)	√			
18		To act as the final Appeals Panel for staffing dismissals, redundancies, reduction in hours or disciplinary procedures		√R		
19		To act as the Complaints Panel		√R		
Head to appoint main scale post and Governors to be invited to Head of Department and SLT posts		20	Appoint other teachers			√
		21	Appoint non-teaching staff			√
		22	Pay discretions		√P	
		23	Establishing disciplinary/capability procedures		√P	
		24	Dismissal of Headteacher (GB must act through Dismissal Committee)	√		
	25	Dismissal of other staff (GB must act through Dismissal Committee but normally delegated to Head)		√P		
	26	Suspending Head	√			
	27	Suspending staff (except Head)			√	

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	28	Ending suspension (Head)	√		
	29	Ending suspension (except Head)		√P	
	30	Determining staff complement			√
	31	Determining dismissal payments/ early retirement		√P	
Curriculum	32	Ensure National Curriculum (NC) taught to all students and to consider any disapplication for student(s)			√
	33	To draft Curriculum Policy			√
	34	To implement Curriculum Policy			√
	35	To agree or reject and monitor Curriculum Policy		√C	
	36	Responsible for standards of teaching			√
	37	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)			√
	38	Responsibility for individual child's education			√
	39	Provision of sex education – make and keep up to date a written policy		√C	
	40	To prohibit political indoctrination and ensuring the balanced treatment of political issues			√
	41	To draw up a charging policy for activities (non NC based)			√
	42	Overview of Child Protection		√C	
	43	Overview of Trust activities		√C	
Performance Management	44	To establish a Performance Management Policy		√P	
	45	To implement the Performance Management Policy			√
	46	To review annually the Teachers' and Support Staffs' Appraisal Policy		√P	
	47	Performance Management of Headteacher		√P	
Target Setting	48	To set and publish targets for student achievement		√C	
Exclusions	49	To decide a Discipline Policy		√C	
	50	To exclude a student for one or more terms (not exceeding 45 days in total in a year) or permanently			√
	51	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the student is either excluded for more than 5 days in total in a term or would lose the opportunity to sit a public examination. NB the GB must act through their student discipline committee		√C	
	52	To direct reinstatement of excluded students		√C	
Admissions	53	To consult annually before setting an Admissions Policy.		√P	
	54	Admissions: application decisions		√P	
Religious Education	55	Decision to provide RE in line with locally agreed syllabus			√
Collective Worship	56	To make application to the advisory councils, SACRE, concerning the requirements for			√

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		collective worship (schools without a religious character) to disapply (after consulting GB)			
	57	Arrangements for collective worship (schools without religious character (after consulting GB)			√
School Organisation	58	To adhere to the Articles of Association and any amendments thereafter	√		
	59	To publish proposals to change category of school	√		
	60	To draft a school Action Plan following Ofsted inspection and distribute copies to parents	√		
	61	To set the times of school sessions and the dates of school terms and holidays		√C	
Information for parents	62	To provide information to be published by Governing Bodies	√		
	63	To ensure provision of free school meals to those students meeting the criteria		√C	
	64	Adoption and review of Home-school Agreements		√C	
GB procedures	65	To appoint (and remove) the chair and vice-chair of a permanent or a temporary Governing Board	√		
	66	To appoint and dismiss the clerk to the Governors	√		
	67	To hold a Governing Board meeting at least three times in a school year or a meeting of the temporary Governing Board as often may require	√		
	68	To appoint and remove co-opted, including temporary additional Governors.	√		
	69	To set up a Register of Governors' Business Interests	√		
	70	To approve and set up an Expenses Scheme		√R	
	71	To discharge duties in respect of students with special needs		√C	
	72	To consider whether or not to exercise delegation of functions to individuals or committees	√		
	73	To regulate the GB procedures (where not set out in law)	√		
	74	Appoint Auditors	√		
Academy	75	Appoint Company Secretary	√		
	76	Ensure compliant with Charities regulations	√	√R	
	77	To complete Annual Report	√	√R	
	78	To ensure maintenance of Company Books		√R	
	79	To write report for AGM	√		
	80	To ensure accounts are filed with EFA and Companies House	√	√R	
	81	Reports from FGME	√	√R	
	82	Reports from WGA	√		
Strategic	83	To review the School Evaluation Form		√S	

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	84	To lead the School development Plan		√S	
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ANNEX F - CYCLE OF GOVERNOR REVIEW

STEERING GROUP

Every meeting	<ul style="list-style-type: none"> • School Performance Indicators • School Development Plan (Autumn) or Executive summary of SDP • Academy Compliance • Headteacher’s Report including updates on safeguarding achievement and staffing. • Risk Register • Communication
Autumn Term	<ul style="list-style-type: none"> • Review and approval of TOR • Committee Membership • Review of examination results • Review of Disaster Plan for the new year • Review of the effectiveness of committee structure • Consideration of whether Performance Indicators are fit for purpose • Skills Audit takes place
Spring Term	<ul style="list-style-type: none"> • Review of staff appraisal • Review of Governor Election Procedures • Review of current student progress • Review of HT Appraisal
Summer Term	<ul style="list-style-type: none"> • Review of Governors’ CPD and attendance • Skills audit report • Recruitment/succession planning • Joint Sixth Form Minutes

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CURRICULUM COMMITTEE

Every meeting	<ul style="list-style-type: none"> • Full School Development Plan (Autumn) or Executive summary of SDP • Headteacher's Report including updates on safeguarding achievement and staffing. • Curriculum Update if applicable • Policy Review • Report from Department Learning Walks • Risk Register
Autumn Term	<ul style="list-style-type: none"> • Election of Chair of Committee • Review and approval of committee TOR • Review and approval of SEN, Safeguarding and Disadvantaged Learners Lead Governor TOR • Review of examination results • Department Development Plans • Safeguarding Report from the Spring Term (April) • Student Attendance Summary for previous year and target setting for new year • Priority Exam Review Meeting Action Plans • Department Review • Information and Guidance Report from the Careers Adviser • Sixth Form numbers and retention • Exam remark summary • Target setting – academic • Work Experience Report
Spring Term	<ul style="list-style-type: none"> • Safeguarding Report from the Autumn Term (October) • Curriculum offer for the forthcoming year • Mid-year exam review feedback • Exam remark update • Sixth Form Admissions • Sixth Form Link Governor Report
Summer Term	<ul style="list-style-type: none"> • LRC Report

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PERSONNEL COMMITTEE

Every meeting	<ul style="list-style-type: none"> • School Development Plan (Autumn) or Executive summary of SDP • Headteacher's Report including updates on safeguarding achievement and staffing • Staff Voice • Policy Review • Risk Register
Autumn Term (Governors meet new staff with tea prior to meeting)	<ul style="list-style-type: none"> • Election of Chair of Committee • Review and approval of committee TOR • Review and approval of Admissions Policy for the following academic year • Review of the teaching staff appraisal cycle • CPD Update • Projected Salary Expenditure/Staff Profiles • Admissions – 11+ and Sixth Form • Confidential Staffing Panel – Pay progression consideration and SLT appraisal
Spring Term	<ul style="list-style-type: none"> • Determination of Admission Policy (to be done before the 1st May) • Staff Questionnaires
Summer Term	<ul style="list-style-type: none"> • Support Staff Appraisal Cycle • Annual update of TLRs and UPS

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Resources Committee

Every meeting	<ul style="list-style-type: none"> • Financial Review <ul style="list-style-type: none"> ○ In Year Budget ○ Balance Sheet ○ Bank Balances ○ Cash Flow ○ School Fund ○ Investments & Reserves ○ Five Year Forecast • Review of Internal Audit Reports • School Development Plan (Autumn) or Executive Summary of SDP • Headteacher's Report including updates of safeguarding, achievement and staffing. • Health and Safety and Incident Report • Review of Buildings & Maintenance • Risk Register • Policy Review
Autumn Term	<ul style="list-style-type: none"> • Election of Chair of Committee • Review and endorsement of Year End Accounts and Audit Completion Report (External Auditors in attendance) for approval at FGB • Review and approval of Resources Committee TOR • Approval of Health & Safety Governor and TOR • EFA Accounting Officer Letter and Academies Financial Handbook • Internal Audit Report • Review appointment of Auditors for next academic year (for approval at FGB) • Review of Pupil Premium • Review of Post 16 Bursary
Spring Term	<ul style="list-style-type: none"> • Provisional budget figures for the next academic year • Review and approval of Audit Strategy, Fees and Auditors Engagement Letter • Review and endorsement of <i>Provisional</i> Budget for next academic year • Staff age, gender, costs profile • Projected Salary Expenditure • EFA Benchmarking Review
Summer Term	<ul style="list-style-type: none"> • Review Budget for next academic year (for approval at FGB) • Review & Approval of Audit Strategy for next academic year • Review of Resources risks for new academic year (for approval at FGB) • Approval of Canteen prices for new academic year • Approval of Lettings prices for new academic year • Minutes of the Joint 6th Form meeting

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FULL BOARD MEETING

Every meeting	<ul style="list-style-type: none"> • School Development Plan (Autumn) or Executive summary of SDP • Resignations and appointments if applicable • Reports from Chairs of Committees • Headteacher's written report including updates on safeguarding, achievement and staffing. • Parents' Evening Feedback • Risk Register • Governor Communication summary
Autumn Term	<ul style="list-style-type: none"> • Governor confidentiality and participation • Approval of the Scheme of Delegation • Approval of the Risk Register • Department Development Plans • HT's Performance Management – completed and approved • Register of Business Interest Disclosure – forms to be completed
Spring Term	<ul style="list-style-type: none"> • Safeguarding Report
Summer Term	<ul style="list-style-type: none"> • Minutes of the Joint 6th Form Meeting • Review of Risk Register for new academic year • Approval of the new academic year Budget • Review of the current SDP and approval of the new SDP • Parents' Evening attendance for previous academic year • Parent Questionnaires