

CAEDMON PRIMARY SCHOOL
DELEGATION OF FUNCTIONS

(as at September 2017)

As is the case for governing boards of all types of school, the Governing Body of Caedmon Primary School has three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure money is well spent

Governors have a responsibility for all policy matters and decisions concerning the management of the school. It is the governing body's intention to retain decision-making powers for all functions, except where indicated in this document, therefore the governing body will meet twice each term to monitor progress and effectiveness of provision.

The following decisions have been agreed with long term delegation arrangements, thereby eliminating the need for ad hoc approval and unnecessary delay:

- **Approval of Visits** – D Brede to authorise visits as and when required in accordance with the local authority's guidelines. Approved visits will be reported subsequently to the governing board for information and monitoring purposes
 - To consider any requests from the school for residential and non-residential education visits and journeys.
 - To oversee matters relating to the school's supervisory and travel arrangements for educational visits and journeys.
- **HR Policies** – All policies recommended by the chosen HR provider (presently Kier) to be adopted by the governing board and implemented by the Head Teacher, unless the Head Teacher is recommending any variation to the recommended policy in which case the proposed variation should be presented to the governing board for approval
- **Performance Management** (Head and Deputy) (min 2) **Chair/C Brown/J Gordon**
 - To receive the Head Teacher's annual report on the operation of the performance management cycle.
 - To receive a summary of the reviews carried out in the school.
 - To undertake the performance review of the Head Teacher and agree objectives for the year;
 - To monitor progress against objectives during the year;
 - To review objectives at the end of the year, producing a written statement on the Head Teacher's performance.
- **Pay Review** (Head, Deputy and all staff) **Chair to select 3 governors**
 - To implement the Governing Body's pay policy for all staff (teaching and non-teaching) including the annual review of salaries for teachers, the Head Teacher and the Deputy Head Teacher, as required by law
 - To address matters relating to progression onto the upper pay scale for teaching staff, as advised by the Head Teacher

- **Pupil Discipline** **Chair to select 3 governors**
 - To make recommendations to the full Governing Body about general principles on school discipline.
 - To determine matters relating to pupil exclusions
- **Complaints** (See appendix A) **Chair to select 3 governors**
- **Procedure for Staff Appointments and Dismissals** (See appendix A)

The governing body has also allocated governors with responsibilities for overseeing specific elements of provision, aligned closely with the five areas of the Ofsted Inspection Framework (Sept 16). Governors should challenge the quality of provision in their designated area and monitor any associated improvement priorities. Governors with these responsibilities are invited to visit school at least termly to meet with subject leaders, discuss subject policy documents and observe classroom practice, with a view to ascertaining progress and reporting back to the governing body at its next scheduled meeting. Governors will also be consulted when reviewing curriculum policies appropriate to their portfolio.

Personal Development, Behaviour and Welfare

V Wilberforce and D Middleton

Focus on pupil safety, health and well-being. This will include development of policy relating to behaviour management, inter-agency work, healthy schools, enterprise education, extended schools and the schools relationship with the community amongst other wide ranging issues. As such it will be responsible for monitoring and evaluating the care, support and guidance provided by the school, including provision for pupils with special educational needs. Behaviour analysis, health and safety annual report and action plan, single central record (termly checks), risk assessment (annual/termly checks), monitoring visits for behaviour in school linked to behaviour targets in SIP, consultation with parents re perceptions of safety, Think Safe curriculum developments (SMSC calendar), premises management documents.

Leadership and Management

Chair and J Gordon

Vision, annual aims, RAISEonline and SEF, appraisal, reports on professional development and impact, annual report to parents, quality of curriculum, website compliance.

Outcomes for Pupils

A Conlin

Target setting, EYFS progress and percentage attaining a good level of development (FSM, boys, girls, SEND), Year 1 phonics screening (FSM, boys, girls, SEND), Year group attainment and progress (FSM, boys, girls, SEND), end of Key Stage 1 attainment and progress (FSM, boys, girls, SEND), end of Key Stage 2 attainment and progress (FSM, boys, girls, SEND), pupil premium

Quality of Teaching, Learning and Assessment

C Brown and D Brede

Book scrutiny, consultation with pupil re reading, consultation with pupils re learning, monitoring visits linked to SIP priority for teaching, SMSC monitoring, consultation with pupils and parent re homework

Effectiveness of the Early Years Provision**V Wilberforce**

Each of the above groups should include in their discussions EYFS provision but the name governor will meet with the member of staff with responsibility for EYFS to evaluate the overall effectiveness of provision.

In addition to the above the following governors have additional responsibilities for oversight of specific matters:

Safeguarding J Gordon

Website Compliance J Gordon

Pupil Premium C Brown

Safer Recruitment Qualified:

	Complete
Steve McLean	21.3.14
David Brede	13.3.15
Pete Wiley (DHT)	9.10.15

Local Governors' Association Representative: – Chair

PROCEDURE FOR STAFF APPOINTMENTS AND DISMISSALS

The Governing Board delegates the power to appoint and dismiss staff outside of the Leadership Group to the Head Teacher and a Nominated Governor (Chair). The Governing Body also delegates power to take appropriate action under disciplinary and capability procedures to the Head Teacher and the Nominated Governor.

STAFF HEARING COMMITTEE

This committee will comprise at least three governors, to be selected from the membership of the governing body by the Chair of Governors (excluding any governors paid to work at the school).

Quorum: 3

Remit:

- To hear cases under disciplinary and capability procedures where the member of staff in question is the Head Teacher or another member of the Leadership Group and to determine an appropriate course of action, which may include dismissal.
- To hear cases under disciplinary or capability procedures for members of staff outside the Leadership Group in cases where the Head Teacher has prior involvement in the investigation and cannot, therefore, lead the hearing stage.
- To make decisions in relation to redundancy and early retirement where the member of staff in question is the Head Teacher or a member of the Senior Leadership Team.
- To hear any grievance against the Head Teacher at Stage 2 of the grievance procedure (The Chair of Governors would deal with such a grievance at Stage 1 of the process).

APPEALS COMMITTEE

This committee will comprise at least three governors, to be selected from the membership of the governing body by the Chair of Governors (excluding any governors paid to work at the school and any governors who served on the Hearing Committee for the case in question).

Quorum: 3

Remit:

To hear any staffing appeals, including:

- Appeals under disciplinary, capability, redundancy, early retirement or grievance procedures.
- Appeals against pay decisions, in accordance with the school's Pay Policy.
- Appeals under performance management procedures, including any appeal from the Head Teacher (Performance management appeals are dealt with under the grievance procedure).
- To consider any appeals arising from the FOIA requests.
- To consider any appeals arising from formal complaints.