

**Bramley Grange Primary School
Scheme Of Delegation
2022-2023**



Delegated Duties

Strategic Direction		
<u>Delegated Duty</u>	<u>Delegation</u>	<u>Comment</u>
Agree and regularly review the vision, aims and values of the Trust	HEADTEACHER Directors	Annually- Fitness for purpose.

Agree and regularly review The Trust's improvement plan	HEADTEACHER Directors	Common areas for improvement across schools will feed into Trust improvement plan containing annual actions and a three-year improvement plan.
Establish and Agree Developing Excellence Plan for the school	HEADTEACHER Directors	Supported by HEADTEACHER at school level. Will involve SLT and staff.
Regularly Review the schools developing Excellence Plan	HEADTEACHER Directors	Reviewed Termly - Impact and next steps in conjunction with data and monitoring evidence. Will involve SLT.
Monitor the performance of the trust and provide support and challenge for improvement.	Directors	Termly report provided by HEADTEACHER, drawing together information from all schools. Scrutinised by Directors.
Monitor the performance of the school's and provide support and challenge for improvement	HEADTEACHER Directors	Termly Reports provided by Head Teacher Termly reports to Head teacher- subject leads
Provide resources and support for school improvement	HEADTEACHER	resources and support allocated where needed.

Teaching Learning And Assessment		
<u>Delegated Duty</u>	<u>Delegation</u>	<u>Comment</u>
Implement a curriculum that meets national curriculum requirements and local needs	Head Teachers	Curriculum regularly reviewed to ensure fitness for purpose and adapted to meet local needs.
Ensure statutory requirements are met in relation to National Curriculum and National Assessment requirements with individual schools and across the Trust	HEADTEACHER Directors	
Ensure statutory requirements are met in relation to those with special educational needs and provision for those eligible for pupil premium	HEADTEACHER Directors	
Ensure school priorities link to improving teaching and learning	HEADTEACHER Directors	Termly. This will mainly be completed by the head teacher and subject leaders for their individual subjects Support and advice as well as quality assurance will be provided by the HEADTEACHER as required. Directors will ensure school priorities link to improving teaching and learning
Monitor the quality of teaching across the whole school	Head Teacher	Head teacher will monitor the quality of teaching and learning termly and produce a school profile.

Review the teaching and learning profile across the school	Head Teachers	Profile to be reviewed termly and areas for improvement identified.
Hold the leadership team to account for the quality of teaching and learning in the school.	HEADTEACHER Directors	Head Teachers will ensure teaching and learning is linked to appraisal and pay progression through appraisal policy and pay policy. Reviewed Termly - Impact and next steps in conjunction with data and monitoring evidence. Will involve SLT.
Monitor the performance of the trust and provide support and challenge for improvement	Directors	Termly report provided by HEADTEACHER,
Implement and monitor assessment systems with the school to ensure consistency in approach and judgements	Head Teachers/	
Implement and monitor teaching and learning systems that meet the needs of learners in school	Head Teachers	Head Teachers will devise whole school approaches to teaching and learning including key policies that exemplifies best practise and accelerates progress.
Provide coaching/CPD opportunities to develop teaching and learning including sharing good practise.	HEADTEACHER	Head teachers will discuss with staff coaching programmes and CPD outlining impact. The Trust will provide its own coaching programme delivered by high quality practitioners designed to support teachers to be the best they can be HEADTEACHER will identify opportunities for joint CPD as well as where practise can be shared across the Trust. Support and advice will be provided to head teachers around opportunities. Coaching and CPD opportunities will be provided to all staff including head teachers to move to the next step in their career.

Outcomes for Learners

<u>Delegated Duty</u>	<u>Delegation</u>	<u>Comment</u>
Scrutinise a range of pupil performance data to evaluate the school's performance	HEADTEACHER	The HEADTEACHER will monitor performance on a
Agree challenging targets for pupil attainment, ensuring they are based on outcomes of robust data analysis and demonstrate continuous improvement	HEADTEACHER	
Evaluate attainment and progress of cohorts and groups of learners and establish actions to address underperformance.	HEADTEACHER SLT	The HEADTEACHER will ensure actions address improvements needed. Head teachers will establish and implement actions.
Hold the school to account for the attainment and progress of cohorts and groups of learners ensuring there are key actions to address underperformance	Directors	Directors will hold the Head Teacher to account for attainment and progress
Implement assessment and tracking policy and procedures	HEADTEACHER	
Ensure Schools comply with statutory requirements in meeting the needs of SEN children and vulnerable learners (i.e., LAC, Pupil Premium)	HEADTEACHER Directors SEN Co	

Behaviour and Welfare

<u>Delegated Duty</u>	<u>Delegation</u>	<u>Comment</u>
Establish a discipline/behaviour policy and publicise to parents and carers	HEADTEACHER	
Agree permanent/Fixed Term Exclusions	Head Teachers	For fixed term exclusions, the head teacher will have the power to exclude and individual learner. For permanent exclusions this will be carried out by the head teacher and a panel of governors
Seek to secure alternative provision for excluded learners	HEADTEACHER SEND Co	
Ensure legal requirements are met and processes are followed in relation to exclusions.	HEADTEACHER Directors	
Provide appropriate support to remove barriers to learning, ensuring all children are well cared for and have their personal needs met	Head Teacher SLT	Implement actions in school through a planned approach.

Ensure the school meets statutory requirements are met in relation to safeguarding learners including prevent duty	HEADTEACHER DSL	
Implement SMSC across the curriculum	Head Teacher	
Promote equality and inclusion	HEADTEACHER Send Co	
Set and agree targets for attendance	Head Teachers	
Monitor school attendance and ensure action is taken where there are identified patterns of absence and where there is persistent absence	Head Teacher	

Leadership and Management		
<u>Delegated Duty</u>	<u>Delegation</u>	<u>Comment</u>
Develop and implement the school's developing excellence plan securing high quality teaching and learning as well as an improvement in outcomes for learners.	Head Teachers SLT	
Agree the schools developing excellence plan ensuring the plans secure high-quality teaching and learning as well as an improvement in outcomes for learners.	Directors	
Hold staff to account for their performance through effective appraisal systems	Head Teacher	
Hold leadership to account for the performance of their school through effective appraisal systems	Directors Finance Committee for pay recommendations	
Hold HEADTEACHER to account for their performance through effective appraisal	Directors External advisor	
Establish an agreed appraisal policy in consultation with all staff	Directors	
Establish a clear vision, aims and values	HEADTEACHER Directors	.
Implement vision and beliefs within schools	Head Teachers	
Establish a clear framework for self- evaluation	HEADTEACHER	
Seek the views of all stakeholders : Pupils, Staff and parents using these to inform improvement priorities	Head Teachers	A range of methods will be employed

Establish a caring ethos with a culture where everyone is valued and makes a significant difference to the lives of children, families and the community they serve	Head Teacher	
Provide High quality professional development to enable all staff and Governors to be the best they can be	HEADTEACHER Directors	
Establish and publish a complaints procedure	HEADTEACHER Directors	
Implement complaints procedure	Head Teacher	
Establish and Maintain a school website	Head Teacher	
Ensure the schools website meets Statutory Requirements	Directors	

Finance - Duties		
<u>Delegated Duty</u>	<u>Delegation</u>	<u>Comment</u>
Formulate an annual budget outlining income and expenditure for the Trust	HEADTEACHER SBM	
Agree annual budget for the Trust	Directors - Finance Committee	
Formulate an annual budget in line with developing excellence priorities	Head Teacher SBM	
Agree an annual school budget	Directors	
Monitor the school budget set -Termly	Head Teacher Directors - Finance Committee	
Secure key high quality services and tender for key Services/contracts provided to the Trust	HEADTEACHER SBM	HR, Payroll, Legal, Accountancy, School Meals, Insurance.
Approve contracts and service level agreements	Directors - Finance Committee	
Establish clear systems that meet financial requirements for invoicing, payments and income receipts	SBM	
Implement clear financial procedures	SBM	

Appoint auditors to audit accounts	Directors	
Carry out regular audits reducing risk	Members	
Ensure best value in the procurement of goods and services	SBM	
Monitor monthly expenditure and make payments	SBM	
Carry out annual financial benchmarking identifying areas where savings can be made	Directors - Finance Committee SB,	
Ensure financial policies are written are in place and consistently applied	SBM Directors - Finance Committee	
Agree, allocate and evaluate the impact of pupil premium expenditure ensuring impact on outcomes	Deputy Head teacher	
Agree, allocate and evaluate the impact of PE expenditure ensuring impact on outcomes	PE Lead	

Finance – Delegated Expenditure

<u>Delegated Duty</u>	<u>Delegation</u>	<u>Comment</u>
Ordering Goods and Services	HEADTEACHER: <ul style="list-style-type: none"> ● £10 000-£20 000 with three written quotations Trust <ul style="list-style-type: none"> ● Above £20 000 	This will be reviewed annually.
Authorising Monthly Salary Payments	HEADTEACHER	Anomalies reported to Trust Board
Signatories for Cheques/Invoices	Two authorised signatories: Head Teacher SLT	
Signatories for grant claims and DFE returns	HEADTEACHER	
Asset Valuation	Directors - Finance Committee	Directors will draw on the expertise of their accountants.
Asset Disposal	Up to £10 000 HEADTEACHER	Reported to Trust
Write off Bad Debts	HEADTEACHER	Over £1,000 reported to Trust
Additional Payments to staff including severance	HEADTEACHER Directors	Reported and agreed by Directors Prior approval is needed from ESFA for severance payments exceeding £50k

HR

<u>Delegated Duty</u>	<u>Delegation</u>	<u>Comment</u>
Undertake safer recruitment training	HEADTEACHER Head Teachers SLT Directors	All panels must contain one person who has undergone safer recruitment training
Appointment of HEADTEACHER	Directors Consultant Head teacher for support	Minimum of 3 directors. To be ratified by all directors.
Appointment of Deputy Head/Head of School	Head Teacher Director	Minimum of 3 directors. To be ratified by all directors.
Appointment of Senior Staff	HEADTEACHER Director	
Appointment of Business Support Staff	HEADTEACHER SBM	For appointment of SBM this must be HEADTEACHER + 2 Directors
Appointment of Teachers	HEADTEACHER SLT	Reported to Trust
Appointment of Non - Teaching Staff	HEADTEACHER SLT	Reported to Trust
Letter/Offer of Appointment	SBM	
Ensure pay policy is written, approved and implemented consistently applied	HEADTEACHER Directors - Finance Committee	Pay appeals to be heard by Directors not involved in pay decisions
Make decisions about pay in line with pay policy	HEADTEACHER Directors- Finance Committee	Decisions to be ratified by pay committee including threshold decisions. Leadership pay - Pay Committee Non- Teaching - HEADTEACHER
Determination of Pay Range HEADTEACHER	Directors	
Determination of Pay Range Head of school	HEADTEACHER Directors	Upon Appointment, dependent on circumstances.
Determination of Pay Range Deputy Head Teacher	HEADTEACHER Directors	Upon Appointment, dependent on circumstances. There will be a clear differential between Head Teacher and Deputy Head Teacher
Determination of Pay Range Senior Staff	HEADTEACHER Directors	Upon Appointment, dependent on circumstances There will be a clear differential between Deputy Head Teacher and Senior staff to reflect responsibilities.

Revisions to Pay and Conditions	HEADTEACHER Directors	The Trust will adopt and recognise Teachers Pay and Conditions.
Approve contracts of Employment	HEADTEACHER	
Ensure Key HR Policies are written, approved and implemented	HEADTEACHER Directors	Key Policies: Sickness absence, appraisal, pay, disciplinary, capability, recruitment and retention.
Agree staffing structure	Directors	HEADTEACHER to submit structure for approval
Implement Staffing structure	HEADTEACHER	Restructuring if Required
Creation of New Permanent Posts	HEADTEACHER Directors	
Creation Of Temporary Posts	HEADTEACHER	
Authorising Acting up Payments	HEADTEACHER Directors	For Leadership posts such as : Executive Head Teacher, Head Teacher, Head Of School, Deputy Head Teacher, Assistant Head Teacher approval must be sought from Directors In relation to TLR Payments - HEADTEACHER
Authorising Overtime Payments	Head Teacher	
Authorising Redundancy Payments	Directors	All redundancies must be approved by the directors prior to agreeing payments.
Authorising Compromise agreements	Directors	All compromise agreements must be approved by the directors prior to agreement. See above - prior approval needed from ESFA for severance payments over £50k
Increase/Decrease In contracted hours	HEADTEACHER	
Ensure Job Descriptions are fit for purpose and agreed with staff	HEADTEACHER	.
Carry out appraisals and monitor performance	HEADTEACHER- Chair of Trust + 1 Director Teachers - Head Teacher Business Support - SBM Non -Teaching - Deputy Head teacher	All appraisal statements for school staff to be signed off by Head Teacher Appraisal report to Directors annually
Suspension of Staff	HEADTEACHER	The HEADTEACHER will ensure that directors are informed of suspension of staff along with reasons for Suspension.
Suspension of HEADTEACHER	Directors	
Disciplinary Hearings	Headteacher Directors All other posts - HEADTEACHER + Directors	Head Teachers/ will carry out investigatory processes, unless the issue relates to them. In these cases, HEADTEACHER will carry out disciplinary investigatory processes. Verbal a written warnings can be issued by a Head teacher panel hearing will be held where there is potential for dismissal.

Dismissal	Head teacher- Directors All other posts - HEADTEACHER + Directors	Head Teachers supported by HR will carry out investigatory processes leading to dismissal, unless the issue relates to them. For Head teachers Chair of trust will carry out disciplinary processes. Panel hearing for potential dismissal hearing will be made up of 3 directors.
Grievance Hearings	Head teacher- Directors All other posts - HEADTEACHER + 2 Directors	
Capability Hearings	Directors	
Other staffing hearings as deemed necessary	Directors	This may relate to decisions around ill health capability, Redundancy.
HR Appeals	2 Directors who have not had previous involvement at hearings and a suitable independent person.	

Premises Management And Development		
<u>Delegated Duty</u>	<u>Delegation</u>	<u>Comment</u>
Devise a capital building program to maintain and develop existing sites	HEADTEACHER	Draw on support from buildings services LA. Work in partnership with head teachers and advisory bodies at individual sites to carry out a needs analysis.
Approve capital building programme	Directors - Finance Committee	Ensure needs for all schools are met across the financial year.
Health and Safety	Directors	It is the ultimate responsibility of the Grange Trust to ensure compliance with Health and Safety regulations. The operational compliance of this function on a day-to-day basis will be delegated to the HEADTEACHER and their team including individual Head Teachers/Heads of schools within their own workplaces.
Insurance	Directors - Finance Committee HEADTEACHER SBM	The Grange Trust will ensure all schools achieve best value when purchasing insurances and that schools have appropriate insurance in place.
Establish a lettings policy for the hire of premises	SBM Directors - Finance Committee	Ensure there is consistency in approach across all schools.

Ensure security of school premises	SBM	
Establish regular monitoring and checks of school premises	SBM	Issues will be reported back to HEADTEACHER who will feed into capital programme.
Ensure school has an accessibility plan	Head Teacher	