

Alderbury & West Grimstead CE (VA) Primary School

Roles and Responsibilities – Scheme of Delegation

The purpose of the Scheme of Delegation is to clarify the responsibilities and powers of governors and members of staff employed at the school in respect of key aspects in the management of the school and to ensure compliance with legal requirements and Diocesan and Local Authority policies. Certain responsibilities are delegated to specific committees of the Governing Body and to post-holders employed at the school.

Powers to be exercised only by the full Governing Body:

- co-opt or appoint persons on to the governing body
- elect the chairman and vice-chairman of the governing body
- decide what sex education is to be provided
- decide the policy on charging and remissions
- agree any general principles on pupil discipline
- maintain oversight of the school's self-evaluation process
- take action as required or permitted by law on matters relating to school admissions
- decide any changes in the times of school sessions
- appoint the Head Teacher
- decide on a change of school category
- approve the school budget
- agree the Instrument of Government.

Governing Body Committees – Key Areas of Responsibility

Personnel	Resources	Teaching, Learning and Assessment
Recruitment & appointments	Planning and Monitoring of Annual Budget	National Curriculum Provision
Staff Appraisal & Development	Overview of Site & Premises	Worship and Religious Education
Staff Structure and Responsibility Points	Financial Standards & Benchmarking	Monitoring Pupil Progress and Attainment
Implementation of School Pay Policy	Financial Policies	Special Educational Needs
Discipline & Grievance Procedures, Termination and Appeals	Voluntary Funds	Impact of Pupil Premium Funding
	Health & Safety Inspections and Policy	Sex and Relationships Education
	Lettings	E Safety
	Contracts, ICT Provision, Resources	