



Old Basford School

Scheme of Delegation

DOCUMENT ORIGINS			
Organisation	Old Basford School	Version date	Autumn Term 2025
Owner	Laura Duffin	Approved by (If applicable)	Governing Body
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DOCUMENT VERSION HISTORY		
Revision date	Author of changes	Summary of changes
Autumn Term 2025	Laura Duffin	Delegated authority for the transfer of monies between the school current account and instant savings account
Autumn Term 2024	Laura Duffin	New policy

Introduction: What is a scheme of delegation?

A scheme of delegation in an Academy Trust is a plan that sets out who has the power to make decisions in the Trust. It explains who can make decisions about things like the budget, hiring staff, and setting policies. We review our scheme of delegation each year to make sure it is working well.

The scheme of delegation is important because it helps make sure that everyone knows what they are responsible for and who they need to talk to if they need help or want to make a suggestion. This can help make the trust run more smoothly and make sure that decisions are made fairly and efficiently.

The scheme of delegation checklist

Although the Trustee Board are legally responsible for all decisions made in the Trust, the table below explains who the responsible people are for making decisions that have been delegated. It also explains who is involved in advising on decisions.

Key:

Level 1:	Decision to be taken by full governing body
Level 2:	Decision to be delegated to the finance, audit and risk committee
Level 3:	Decision to be delegated to an individual governor
Level 4:	Decision to be delegated to headteacher
Level 5:	Headteacher day-to-day management

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Finance, Audit & Risk Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)				✓	
Curriculum	To consider any disapplication from National Curriculum for pupil(s)				✓	
Curriculum	To draft curriculum policy				✓	
Curriculum	To agree or reject curriculum policy	✓				
Curriculum	To implement curriculum policy					✓
Curriculum	To monitor and review implementation of the curriculum policy			✓		
Curriculum	To ensure that the school meets for 380 sessions in a school year.				✓	
Curriculum	To ensure that the curriculum contributes to community cohesion			✓		
Curriculum	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)				✓	
Curriculum	To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age.				✓	
Curriculum	To monitor standards of teaching					✓
Curriculum	To take responsibility for individual child's education					✓
Curriculum	To make and keep up to date a written policy on Sex Education	✓		✓ monitor		
Curriculum	To prohibit political indoctrination and ensuring the balanced treatment of political issues					✓
Curriculum	To set and publish targets for pupil achievement				✓	
Curriculum	To review and amend curriculum policies				✓	
Curriculum	To ensure that the school appoints a Special Educational Needs Coordinator (SENCO)	✓				
Curriculum	To review (amend) and monitor the school's SEN policy.			✓		
Curriculum	To discharge other duties in respect of pupils with special educational needs.					✓
Curriculum	To review (amend) and monitor the governing body's other policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination).	✓				
Curriculum	To ensure that the headteacher sends the Foundation Stage Profile assessments and Key Stage 1 teacher assessments results to the LA.				✓	
Curriculum	To monitor pupil achievement against set targets.					✓
Curriculum	To approve off-site visits and activities of up to 1 day				✓	
Curriculum	To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea.			✓		

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Finance, Audit & Risk Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Religious Education	To provide RE in line with school's basic curriculum. (Implementation)				✓	
Religious Education	To ensure provision of RE in line with school's basic curriculum. (Monitoring)			✓		✓
Collective Worship	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)					✓
Collective Worship	To make arrangements for collective worship in schools without religious character (after consulting GB)				✓	
Behaviour	To decide a discipline policy	✓				
Behaviour	Headteachers have powers to search, with or without consent, a pupil whom they reasonably suspect is carrying a knife or other weapon.					✓
Behaviour	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently					✓
Behaviour	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)	✓				
Behaviour	To direct reinstatement of excluded pupils	✓				
Behaviour	To review the overall pattern and use of exclusions within the school.	✓				
Behaviour	To monitor and review pupil attendance			✓		✓
Behaviour	To set attendance targets				✓	
Behaviour	To decide whether parenting contracts should form part of the school's attendance policy				✓	
Behaviour	To implement parent contracts				✓	
Pupil Welfare	To decide the content, presentation, and cost of school food, and where there is a cash cafeteria system, set the standard meals allowance for those entitled to free meals. (Unless responsibility retained by LA)		✓			
Pupil Welfare	To ensure that school policy and procedure for Looked After Children are consistent with measures set out in the statutory guidance.			✓	✓	
Pupil Welfare	To decide whether to appoint a designated governor for Safeguarding Children or to retain as a full governing body task	✓				
Pupil Welfare	To carry out annual review of Safeguarding Children and Child Protection policy and procedures and report to the Local Authority			✓		
Parents	To publish the School Prospectus	✓				
Parents	To plan and coordinate strategies by which the governing body can demonstrate its accountability and consult parents and community	✓				

Key Function	Tasks	Decision Level				
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		Full Gov Body	Finance, Audit & Risk Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Parents	To adopt and review home-school agreements				✓	
Parents	To ensure that school lunch nutritional standards are met.			✓		✓
Community	To consider matters relating to the role of the school in the community, including public relations.	✓			✓	
Community	To ensure that the school contributes to community cohesion	✓			✓	
Extended Schools	To research and review the opportunities/challenges arising from extended school provision (from a pupil learning perspective)				✓	
Extended Schools	To research and review the opportunities/challenges arising from extended school provision (from a premises and resources perspective)		✓			
Extended Schools	To decide to offer additional activities under extended schools' provision – or to cease provision.	✓				
Extended Schools	To put into place additional services provided.				✓	
Extended Schools	To ensure delivery of services provided.					✓
Finance	To prepare the first formal budget plan				✓	
Finance	To approve the first formal budget plan each financial year		✓			
Finance	To monitor monthly expenditure.			✓		✓
Finance	To receive & consider monitoring reports at least 3 times per year		✓			
Finance	To approve the writing off of irrecoverable debts up to (£500) and the disposal of surplus and damaged equipment.		✓			
Finance	To enter into contracts (above £65,000)		✓			
Finance	To enter into contracts (below £65,000)				✓	
Finance	To approve/make payments according to approved system					✓
Finance	To establish and review ordering and payment systems		✓			
Finance	To set a charging and remissions policy	✓				
Finance	To ensure provision of free school meals to those pupils meeting the criteria (where delegated by LA to GB)					✓
Finance	To approve transfer between Current Account and Savings account (below £150,000.00)				✓	
Finance	To approve transfer between Current Account and Savings account (above £150,000.00)		✓			
Finance	To approve transfer between budget headings (virement) within agreed limits of up to £5000				✓	
Finance	To receive, and where appropriate respond to reports from the auditors		✓			
Finance	To ensure that school fund is properly audited for presentation to the GB				✓	
Finance	To ensure that school meets Financial Management Standards	✓				

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		Full Gov Body	Finance, Audit & Risk Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Planning	To ensure that recommendations following OFSTED inspection are incorporated into the School Plan	✓				
	To prepare and review a strategy for school improvement on the following outcomes: - Stay safe - Be healthy - Enjoy and achieve - Achieve economic well-being Make a positive contribution			✓		
Planning	To agree priorities for the School Plan			✓		
Planning	To approve School Plan			✓		
Planning	To monitor School Plan overall			✓		
Staffing	To develop, review and oversee implementation of the governing body's personnel policies (with reference to Local Authority policies and guidance)	✓				
Staffing	To appoint Headteacher (on recommendation of selection panel)	✓				
Staffing	To appoint Deputy Head (on recommendation of selection panel)	✓				
Staffing	To appoint other teachers				✓	
Staffing	To appoint teachers to leadership group (as defined by governors)				✓	
Staffing	To appoint non-teaching staff outside the leadership group				✓	
Staffing	To draft/amend and review whole school pay policy	✓				
Staffing	To decide on recommendations relating to the pay of all members of staff.		✓			
Staffing	To implement disciplinary procedures				✓	
Staffing	To agree disciplinary/capability procedures (NB Will usually be based on Local Authority models agreed with unions)			✓	✓	
Staffing	To dismiss headteacher (GB must act through Dismissal Committee)	✓				
Staffing	To dismiss other staff (GB must act through Dismissal Committee but normally delegated to head)	✓			✓	
Staffing	To suspend head	✓				
Staffing	To suspend staff (except head)			✓	✓	
Staffing	To end suspension (head)	✓				
Staffing	To end suspension (except head)	✓				
Staffing	To determine staff, complement	✓				
Staffing	To approve applications for early retirement, secondment and leave of absence not covered by local agreements	✓				
Staffing	To establish and maintain a performance management policy			✓		

Key Function	Tasks	Decision Level				
		1	2	3	4	5
		Full Gov Body	Finance, Audit & Risk Committee	Individual Governor	Delegate to Headteacher	Headteacher Day-to-day
Staffing	To implement the performance management of staff					✓
Staffing	To implement the performance management of head	✓				
Staffing	To draft and review a policy on absence management.				✓	
Staffing	To agree and monitor a training strategy for teachers, support staff and governors.				✓	
Premises	To obtain buildings insurance – GB to seek advice from Local Authority, diocese or trustees where appropriate		✓			
Premises	To develop a school buildings strategy (including budgeting for repairs etc.) and contributing to Asset Management Planning arrangements		✓			
Premises	To procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan		✓		✓	
Premises	To review security of school premises and equipment.					✓
Premises	To agree level of maintenance service the school will buy from service providers.		✓			
Premises	To research and be involved in drawing up an Accessibility Plan for the school				✓	
Premises	To recommend a hiring/lettings policy to the governing body and to oversee its implementation.				✓	
Premises	To approve hiring/lettings policy and charges	✓				
H & S	To establish a health & safety policy	✓				
H & S	To implement health and safety arrangements					✓
H & S	To monitor health & safety arrangements			✓		
H & S	To ensure that suitable risk assessments are prepared and action taken to minimise risk.					✓
H & S	To monitor accident book and agree appropriate action			✓		✓
Admissions	To implement Admissions Policy	✓				
Organisation	To draw up instrument of government and any amendments thereafter	✓				
Organisation	To agree proposals to change category of school	✓				