



HOLY CROSS CATHOLIC PRIMARY SCHOOL SCHEME OF MANAGEMENT DELEGATION – 2025/26

OUR VISION

"One School Family, Achieving Together, Anchored in the Love of Christ."

Main decisions and processes

Powers exercised by

Governing Bodies and Meetings

To make appointments (Foundation) to the Governing Body	Bishop in consultation with Foundation Governors (advice may be sought from Governing Body and Head).
To make co-options to the Governing Body	Full Governing Body
To hold a Governing Body meeting termly	Full Governing Body
To elect the Chair and Vice-Chair of the Governing Body	Full Governing Body
To establish committees, working groups and delegation to individuals	Full Governing Body

School and Status

To take decisions within their remit affecting the future status of the school	Full Governing Body
To take appropriate action relating to Admission to the school	Full Governing Body for policy with advice from Admissions Committee
To decide any changes in session times	Full Governing Body

Curriculum

To take the following curricular decisions:-	
- consider the LA's curriculum policy	
- ensure the National Curriculum is implemented	
- decide on Relationship and sex education policy	
- ensure that RE and daily collective worship are provided	Full Governing Body

Premises and Property

To approve major adaptations and additions to school premises initiated via School Development Planning Process	Full Governing Body
To establish a policy for community use of school premises and charges relating to this use	Full Governing Body
To manage the day to day maintenance and security of the school's land and buildings	Headteacher
To take responsibility for items of property and equipment	Headteacher

Planning

To prepare the school improvement plan and the Self Evaluation form	Headteacher in liaison with the Full Governing Body
To approve the school improvement plan and the Self Evaluation form	Full Governing Body
To prepare the school's budget plan	Headteacher, School Business Manager and Full Governing Body
To approve the school's budget plan	Full Governing Body
To plan the school's staffing establishment and structure	Headteacher
To approve Pay Policy	Full Governing Body

Pupils

To use best endeavours to meet any special educational needs of individual pupils	Headteacher and Governing Body
To recommend the policy on charging and remissions (in respect of pupils)	Headteacher/SBM
To decide/approve the policy on charging and remissions (in respect of pupils)	Full Governing Body
To agree general principles on pupil discipline	Full Governing Body

Staff and Employment

Pay and Hours

To agree a policy for exercising the discretions available within the teachers' pay and conditions document and within the conditions of service of other staff

Pay Committee

To undertake a Performance Pay Review of Headteacher

Working Group: referred to Governing Body

To grant an extension of sick pay up to three months

Full Governing Body

To authorise additional hours or overtime for non-teaching staff

Headteacher

Appointments

To establish appointment of Headteacher

Full Governing Body

Appointment of Teachers

To agree a policy for appointment panels in exercising the discretions contained in the teachers' pay and conditions document

Full Governing Body

To establish a panel for the selection of a Headteacher or Deputy Headteacher when a vacancy arises

Full Governing Body

To recommend to the Governing Body, for appointment as Headteacher or Deputy Headteacher, a candidate selected after interview

Selection Panel

To approve, for appointment as Headteacher or Deputy Headteacher, the person recommended by the selection panel

Full Governing Body

To engage temporary and/or supply staff to cover vacancies, absences, etc.

Headteacher

To select teachers for appointment

Selection Panel to include Headteacher

Appointment of Non-Teaching Staff

To agree a policy for appointments panels/ Headteacher in exercising discretions available under conditions of service (eg point on scale)

Full Governing Body

To select senior non-teaching staff for appointment (Governing Body to identify senior posts)	Headteacher
To select other non-teaching staff for Appointment	Headteacher in consultation with Governing Body
Leave of Absence	
To approve requests for special leave of absence with or without pay within the Governing Body's policy	Headteacher
To authorise release for training	Headteacher
To approve timing of annual leave for certain non-teaching staff	Headteacher
To authorise time off for public and trade union duties	Headteacher
Discipline and Grievance	
To adopt discipline and grievance procedures	Full Governing Body
To initiate formal disciplinary proceedings against an employee	Headteacher
To conduct a first or second stage disciplinary hearing	Governors Committee
To hear any grievances brought by an employee at the first stage	Headteacher
To suspend an employee from work subject to informing the Chair of Governors and the LA	Headteacher
To lift a disciplinary suspension imposed on an employee	Full Governing Body
Dismissals, Retirements, etc	
To determine that an employee shall cease to work at the school	Committee/Working Group
To hear an appeal against dismissal	Committee/Working Group
To grant early retirement within the scope of regulations and LA policy, including the level of compensation award	Full Governing Body on recommendation of Staffing Working Party

To identify a possible redundancy situation	Headteacher
To determine the existence of a redundancy situation within the statutory definition	Full Governing Body
Trade Unions	
Recognition of trade unions other than those recognised by the LA	Full Governing Body
To undertake local consultation with school representatives of all recognised trade unions	Headteacher
Health and Safety	
To act as health and safety co-ordinator	Headteacher
To consider health and safety matters	Full Governing Body and also Headteacher
Financial Management	
Financial Reporting	
To approve the annual budget	Full Governing Body
To prepare annual budget	Headteacher/SBM
To determine financial reporting arrangements	Full Governing Body
To receive a termly report on budget position	Full Governing Body
To review monthly budget monitoring reports	Full Governing Body
To prepare budget monitoring reports	Headteacher and SBM
To receive annually audited School Fund Accounts	Full Governing Body
To appoint auditors	Full Governing Body
Spending	
To incur financial commitments and spend In accordance with the budget plan	Headteacher
To agree spend of unallocated budget	Full Governing Body
To exercise budget virement decisions within allocated budget	Headteacher

To receive, open and propose to Governors tenders for contracts below £10,000	Headteacher
To agree tenders of over £10,000	Full Governing Body
To review LA contracts for centrally provided services	Full Governing Body

Regulations

To ensure conformity with the IW Scheme of Delegation	Full Governing Body
To conform to the financial regulations of IW Council	Full Governing Body
To comply with the requirements of the Data Protection Act	Full Governing Body

Signed.....

Chair of Governors

Date.....

Date of Next Review: September 2026