



## 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
<b>Leave of Absence</b>	
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
<b>Discipline and Grievance</b>	
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
<b>Dismissals, Retirements, etc</b>	
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**