



Company number 8181927

ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

GOVERNING BODY DELEGATED POWERS

Key Function	Tasks	Committee	Governor/other	Head of School
Policies and Procedures	To determine, approve and keep under review all statutory policies and processes.	Sheffield Catholic Schools Partnership		
	To monitor and review annually the religious education curriculum and associated policies.	Sheffield Catholic Schools Partnership		
	To agree, monitor and review annually the non-statutory and generic policies of the school.	Sheffield Catholic Schools Partnership		
	To consider such matters relating to the policies of the school as may arise, and to make recommendations to the Governing Body.	Sheffield Catholic Schools Partnership.		
Finance	To approve the first formal budget plan each financial year	Finance and Premises Committee.	Responsible officer	

	To monitor monthly expenditure and authorise virements.	Finance and Premises Committee.	Responsible officer	
	To establish a charging and remissions policy.	Sheffield Catholic Schools Partnership		
	Miscellaneous financial decisions	Finance and Premises Committee (more than £5,000)		H/S (up to £5,000)/ Executive Head Teacher
	To enter into contracts (GB agrees financial limits)	Finance and Premises Committee		H/S Executive Head Teacher
	To make payments	Finance and Premises Committee		H/S Executive Head Teacher
	To appoint auditors to evaluate the validity and reliability of the Trust's financial statements	Finance and Premises Committee		
Staffing/Personnel	To appoint teachers	Personnel and Staffing Committee (Asst. H/T)	Governor(s) (other teachers)	H/S/ Executive Head Teacher
	To appoint support staff		Governor(s)	H/S
	Pay discretions and variations of contract	Personnel and Staffing Committee.		
	Dismissal of staff	Personnel and Staffing Committee.		
	Suspending the Head of School	Personnel and Staffing Committee.		
	Suspending other staff	Personnel and Staffing Committee		H/S Executive Head Teacher
	Ending suspension (Head of School)	Personnel and Staffing Committee		

	Ending suspension (except Head of School)	Personnel and Staffing Committee		H/S
	Determining staff complement	Personnel and Staffing Committee		
	Determining dismissal payments/early retirement	Personnel and Staffing Committee		
Curriculum	To ensure that the National Curriculum is taught to all pupils and to consider any disapplication for pupils			H/S
	To implement the curriculum policy			H/S
	To be responsible for and to monitor standards of teaching			H/S
	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)			H/S
	To approve applications for educational visits	Pupils and Curriculum Committee		
	Responsibility for individual child's education			H/S
	To approve the (non-statutory) school targets	Pupils and Curriculum Committee		H/S
Performance Management	To implement the performance appraisal policy (staff)	Personnel and Staffing Committee		H/S
	To review annually the performance of the Head of School	Performance Review Committee		
	To review annually the performance	Joint Performance		

	of the Executive Head Teacher	Review Committee (St Wilfrid's and St Thomas')		
Discipline/Exclusions	To review the use of exclusion	Pupils and Curriculum Committee		
	To determine whether or not to confirm permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)	Governors' Disciplinary Committee		
	To direct the reinstatement of permanently excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	Governors' Disciplinary Committee		
Admissions	To consult annually before setting an admissions policy	Pupils and Curriculum Committee/FGB		
	Application decisions	Pupils and Curriculum Committee/Admissions sub Committee		H/S
	To appeal against LA directions to admit pupils.	Pupils and Curriculum Committee		
Religious Education	To provide RE according to the trust deed/specified denomination	Pupils and Curriculum Committee	Diocese	H/S
	To ensure that all pupils take part in a daily act of collective worship.			H/S
	Arrangements for collective worship	Pupils and Curriculum Committee		H/S

Premises & Insurance	Buildings insurance and personal liability	Finance and Premises Committee		
	Developing school buildings strategy or master plan	Finance and Premises Committee	Governor	H/S Executive Head Teacher
	Procuring and maintaining buildings, including developing properly funded maintenance plans.	Finance and Premises Committees	Diocese	H/S Executive Head Teacher
Health & Safety	To institute a health and safety policy	Finance and Premises Committee (generic policy SCSP)	Governor	
	To ensure that health and safety regulations are followed	Finance and Premises Committee	Governor	H/S
General	To set the dates of school terms and holidays.	Full Governing Body	Diocese	
	To ensure that the school meets for 380 sessions in a school year			H/S
Information for Parents	To prepare and publish the school prospectus			H/S
	To ensure provision of free school meals to those pupils meeting the criteria			H/S
	Adoption and review of home-school agreements	Sheffield Catholic Schools Partnership		H/S
	School website information	Sheffield Catholic Schools Partnership		H/S