



Company number 8181927

## ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

### GOVERNING BODY DELEGATED POWERS

Key Function	Tasks	Committee	Governor/other	Headteacher
<b>Policies and Procedures</b>	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.		

<b>Finance</b>	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)		Headteacher (up to £5,000)/
	To enter into contracts (GB agrees financial limits)	Finance and Premises Committee		Headteacher
	To make payments	Finance and Premises Committee		Headteacher
	To appoint auditors to evaluate the validity and reliability of the Trust's financial statements	Finance and Premises Committee		
<b>Staffing/Personnel</b>	To appoint teachers	Personnel and Staffing Committee (Asst. H/T)	Governor(s) (other teachers)	Headteacher
	To appoint support staff		Governor(s)	Headteacher
	Pay discretions and variations of contract	Personnel and Staffing Committee.		
	Dismissal of staff	Personnel and Staffing Committee.		
	Suspending the Headteacher	Personnel and Staffing Committee.		
	Suspending other staff	Personnel and Staffing Committee		Headteacher

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

<b>Management</b>				
	To review annually the performance of the Headteacher	Performance Review Committee		
	To review annually the performance of the Executive Head Teacher	Joint Performance Review Committee (St Wilfrid's and St Thomas')		
<b>Discipline/Exclusions</b>	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		
<b>Admissions</b>	To consult annually before setting an admissions policy	Pupils and Curriculum Committee/FGB		
	Application decisions	Pupils and Curriculum Committee/Admissions sub Committee		Headteacher
	To appeal against LA directions to admit pupils.	Pupils and Curriculum Committee		
<b>Religious Education</b>	To provide RE according to the trust deed/specified denomination	Pupils and Curriculum Committee	Diocese	Headteacher

	To ensure that all pupils take part in a daily act of collective worship.			Headteacher
	Arrangements for collective worship	Pupils and Curriculum Committee		Headteacher
<b>Premises &amp; Insurance</b>	Buildings insurance and personal liability	Finance and Premises Committee		
	Developing school buildings strategy or master plan	Finance and Premises Committee	Governor	Headteacher
	Procuring and maintaining buildings, including developing properly funded maintenance plans.	Finance and Premises Committees	Diocese	Headteacher
<b>Health &amp; Safety</b>	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	Headteacher
<b>General</b>	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			Headteacher
<b>Information for Parents</b>	To prepare and publish the school prospectus			Headteacher
	To ensure provision of free school meals to those pupils meeting the criteria			Headteacher
	Adoption and review of home-school agreements	Sheffield Catholic Schools Partnership		Headteacher
	School website information	Sheffield Catholic Schools Partnership		Headteacher S