

St. Joseph's Catholic Primary School

Governing Body Schedule of Delegation v1.0

St Joseph's Catholic Primary School is a member of the Plymouth CAST Multi Academy Trust (MAT)

As the governing body of St. Joseph's Catholic Primary School we take on the strategic responsibility for the provision of high quality, inclusive education; budgetary and financial management; personnel and staffing procedures; child protection, health, safety and security management on behalf of the Board of Directors of the Plymouth CAST.

We delegate day-to-day responsibilities to the Headteacher, bursar/business manager, child protection and health and safety officers in the following ways:

1. Delegation of Financial decisions

1. Financial management and transactions comply with the CAST Financial Regulations and Contract Standing Orders. Where these are absent or inadequate then guidance will be taken from Borough of Poole's Financial Regulations and Contract Standing Orders.
2. Authorised cheque signatories are Neil McDermott, Jude Perring and Nicky O'Donoghue where a minimum of 2 signatories is required and the maximum allowable level is limited to £5000
3. Authorised signatories for purchase orders are Neil McDermott, Jude Perring and Nicky O'Donoghue and the maximum allowable level is limited to £5000
4. The authorised signatory for disposals/writing off assets is Neil McDermott
5. Authorised signatories for writing off unrecoverable debt are Neil McDermott and Hugh Fogarty
6. Contract award approval lies with the Headteacher, up to a delegated limit **of £5000**. Spending above this delegated limit requires quorate Full Governing Body (FGB) approval
7. Only the Headteacher may authorise virements between budgets, which shall not exceed £10,000 For any virement exceeding this figure the Headteacher will bring a proposal to the Resources Committee
8. Level of financial delegation given to the Finance Officer will be £5,000 per project
9. Level of financial delegation given to the Resources Committee will be unlimited within approved budget
10. Budget setting decision making resides with the quorate Full Governing Body
11. An up-to-date copy of the Declaration of Financial and Business Interests of the Headteacher and Governing Body resides with the Clerk to Governors on an annual basis
12. Nicky O'Donoghue and Neil Lewry are authorised users of Purchasing Cards.

2. Delegation of Staff Appointment, Grievance, Suspension and Dismissal decisions

1. The employer of school staff is the Board of Governors of CAST. However responsibility for staffing is devolved by the Board to the School's Governing Body
2. The powers of appointment are delegated to the headteacher but the Governing Body will be represented on appointment panels for the position of teaching staff and senior leadership team staff
3. The FGB appoints a Pay Committee of no less than 3 governors to monitor the school's appraisal and performance management process and impact on learning. The Pay Committee will conduct the Head Teacher's appraisal in association with the CAST Area Adviser Jon Wood
4. The Headteacher or Chair receives and arranges the investigation of any formal complaints of grievance and the Governing Body act as a Discipline and Grievance Hearing Panel
5. Responsibility for suspending a member of staff lies with the Headteacher or Chair of Governors. In the event of dismissal, this function is shared between Headteacher and Governing Body. In the case of the Headteacher, the matter would be referred to a Disciplinary Panel of the Governing Body.

3. Delegation of Safeguarding responsibilities

1. The Governing Body takes responsibility for the approval and regular review of the school's Child Protection Policy and Procedures
2. The school's designated Child Protection member of staff is Mrs Judith Perring and the designated Child Protection Safeguarding Governor is Mark Painter

4. Delegation of Health and Safety responsibilities

1. The Governing Body takes responsibility for the approval and regular review of the school's Health and Safety Policy and Procedures.
2. The designated Health and Safety Officer(s) in school is Mr Neil Lewry and the designated Health and Safety Governor is Mr Brian Melrose. Concerns relating to the health and safety of children, staff and visitors to the school are raised at the Resources Committee meetings with the relevant member Governors.
3. The Fire and Emergency Evacuation Procedures and Practice Records are located in the School Office, the Asbestos Register is located in the School Office,; the Accident Book is located in the School Office, the Register of Visitors and Contractors in located in the School Office,.

5. Delegation of School Security responsibilities

1. The members of staff who are key and security code holders are the Head Teacher, the two Assistant Head Teachers, and the Site Manager. Staff to be called in case of out of school hours emergencies are the Key holders.
2. The recovery plan for ICT systems storing financial records, pupil and staff data includes daily back up with back up external hard drive kept in safe

Signed: _____
(CHAIR OF GOVERNORS)

Date: _____

Signed: _____
(CHAIR OF RESOURCES COMMITTEE)

Date: _____

Signed: _____
(HEADTEACHER)

Date: _____