



St. Thomas More Catholic Primary School

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Academy Board of Governors / Trustees

Scheme of Delegation (Single Academy Trust) 2025-26

Key:

- Level 1: Academy Trust (Members)
 Level 2: Governors/Trustees (Directors)
 Level 3: A committee of the Board of Governors/Trustees (Directors)
 Level 4: The Accounting Officer (Headteacher)

- Column blank: Action can be undertaken at the level
 Column shaded: Function cannot legally be carried out at this level

Key Function	No	Task	Decision Level			
			1	2	3	4
Budgets & Accounts	1	Approve budget plan for financial year		✓		
	2	Monitor monthly expenditure		✓		✓
	3	Establish charges & remissions policy		✓		
	4	To enter into contracts (refer to Financial Scheme of Delegation)		✓		✓
	5	Ensure academy annual accounts are prepared within the appointed time frame		✓		
	6	To approve and submit the annual accounts		✓		
	7	To receive the Annual Report and Accounts		✓		
	8	Review annually and appoint the External Auditors		✓		
	9	Review annually and appoint the Internal Auditors		✓		
Staffing	10	Headteacher appointments		✓		
	11	Deputy Headteacher appointments		✓		
	12	Teaching staff appointments				✓
	13	Non-teaching staff appointments				✓
	14	Pay policy		✓		
	15	Establish and review procedure for addressing staff disciplinary, conduct and grievance		✓		
	16	Dismissal of the Headteacher		✓		
	17	Dismissal of other staff		✓		✓
	18	Suspension of the Headteacher		✓		
	19	Suspension of other staff				✓
	20	Ending suspension of the Headteacher		✓		
	21	Ending the suspension of all other staff		✓		✓



	22	Determining staffing requirements		✓		✓
	23	Dismissal payments/early retirement		✓		✓
Curriculum	24	Establish and implement Curriculum Policy				✓
	25	Approval of Curriculum Policy		✓		
	26	Responsibility for standards of teaching			✓	✓
	27	Decide which subject options will be taught including activities outside the school day				✓
	28	Responsibility for individual child's education				✓
	29	Provision of sex education – includes establishing and maintaining an up to date policy				✓
	30	To prohibit political indoctrination and ensuring a balanced treatment of political issues		✓		✓
Performance Management	31	Establish performance management policy and review annually		✓		✓
	32	Implement the performance management policy				✓
Target setting	33	Set and publish targets for student achievement				✓
Discipline / Exclusions	34	Establish a discipline policy		✓		✓
	35	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student 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 case of emergency)		✓		
	36	Direct reinstatement of excluded students		✓		✓
Admissions	37	Consult annually before setting an Admissions Policy		✓		
	38	Admissions: applications decisions (main round)		✓		✓
Collective Worship	39	Arrangements for collective worship				✓
Premises & Insurance	40	Buildings insurance, personal liability & Governors' Indemnity Insurance		✓		
	41	Develop academy building strategy		✓		✓
	42	Procure & Maintain buildings, including properly funding maintenance programme		✓		✓
Health & Safety	43	Institute a Health & Safety policy		✓		✓
	44	Ensure Health & Safety regulations are followed		✓		
School organisation	45	Set times of academy day and dates of academy terms and holidays		✓		✓
	46	Ensure academy meets 380 sessions in a school year				✓



	47	Ensure academy lunch nutritional standards are met				✓
Information for parents	48	Prepare and publish the academy prospectus				✓
	49	Ensure provision for free school meals to those students meeting the criteria				✓
	50	Adopt and review home school agreements				✓
GB procedures	51	Appoint (and remove) the chair and vice chair		✓		
	52	Appoint (and dismiss) the clerk to the governors/trustees		✓		
	53	Hold a full GB/BoT meeting at least 3 times in the academy year		✓		
	54	Appoint (and remove) governors/trustees	✓	✓		
	55	Set up register of Governor/Trustees business interests		✓		
	56	Approve and set up governor expenses scheme		✓		
	57	Discharge duties in respect of students with special needs by appointing a 'responsible person'		✓		
	58	Consider whether or not to delegate functions to individuals or committees		✓		
	59	To delegate 'Chair's Action' to the Chair of Governors/Trustees		✓		
	60	Regulate the GB/BoT procedures		✓		
Multi-academy Trusts	61	To consider forming a MAT or joining an existing MAT	✓ approval	✓		
	62	To consider requests from other schools to join the MAT	✓ approval	✓		
	63	To leave a MAT	✓ approval	✓		
Extended schools	64	Decide to offer additional activities & what form these should take				✓
	65	Put in place and ensure delivery of services to be provided				✓
	66	Cease providing extended school provision				✓
Inclusion and equality	67	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years.		✓		✓
	68	To establish an review a special educational needs (SEN) and disability policy		✓		
	69	To designate a 'responsible person' for Safeguarding		✓		✓
	70	To designate a 'responsible person' for looked after children		✓		✓
	71	To establish an accessibility plan and review it every three years		✓		✓
	72	To establish and review annually a child protection policy and relevant procedure		✓		✓

