

KEY:**Level 1: Decision to be taken by SGET Directors****Level 2: Decision to be delegated to Executive Headteacher****Level 3: Decision to be delegated to Headteachers' Board****Level 4: Decision to be delegated to Local Governing Bodies****Level 5: Decision to be delegated to LGBs****Level 6: SGET Headteachers day-to-day management****Key Function: Curriculum**

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)					✓	
To consider any disapplication from NC for pupil(s)					✓	
To implement curriculum policy					✓	
To monitor and review implementation of the curriculum policy					✓	
To ensure that the schools meets for 380 sessions in a school year					✓	
To set the times of school sessions and the dates of school terms and holidays			✓			
To ensure that the curriculum contributes to community cohesion					✓	
To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)					✓	
To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age					✓	
To monitor standards of teaching					✓	
To take responsibility for individual child's education					✓	



To prohibit political indoctrination and ensuring the balanced treatment of political issues					✓	
To propose and publish targets for pupil achievement					✓	
To approve targets for pupil achievement	✓					
To ensure that the school appoints a Special Education Needs Coordinator (SENCO)					✓	
To review and monitor the SEN Policy					✓	
To approve the SEN Policy	✓					
To discharge other duties in respect of pupils with special educational needs					✓	
To monitor pupil achievement against set targets				✓		
To approve off-site visits and activities.					✓	



Key Function: Religious Education / Collective Worship

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Exec Head	Delegate to LGB	Academy Heads	SGET Business Management
To provide RE in line with school's basic curriculum (Implementation)					✓	
To ensure provision of RE in line with school's basic curriculum (Monitoring)					✓	
To ensure that all pupils take part in a daily act of collective worship (after consulting LGB)					✓	
To make application to the Standing Advisory Council for Religious Education (SACRE) to disapply the Christian requirements for collective worship (after consulting LGB)					✓	
To make arrangements for collective worship in schools without religious character (after consulting LGB)					✓	

Key Function: Behaviour

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
Power to search, with or without consent, a pupil whom they reasonably suspect is carrying a knife or other weapon					✓	
To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently					✓	
To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)				✓		
To review overall pattern and use of exclusion within the school				✓		
To monitor and review pupil attendance (day to day)					✓	
To monitor and review pupil attendance (trends)				✓		
To set attendance targets					✓	
To decide whether parenting contracts should form part of the school's attendance policy					✓	
To implement parent contracts					✓	

Key Function: Pupil Welfare

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
To decide the content, presentation, and cost of school food and, where there is a cash cafeteria system, set the standard meals allowance for those entitled to free meals. (Unless responsibility maintained by LA)			✓			
To implement school policy and procedure for Looked After Children.					✓	
To decide whether to appoint a designated governor for Safeguarding Children or to retain as a LGB task				✓		
To carry out annual review of Safeguarding Children and Child Protection policy and procedures (Trust Wide) and report to the Local Authority as requested	✓					
To carry out annual review of Safeguarding Children and Child Protection policy and procedures (Academy) and report to the Local Authority as requested				✓		

Key Function: Parents

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
To adopt and review home-school agreements					✓	
To ensure that school lunch nutritional standards are met				✓		

Key Function: Community

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
To consider day-to-day matters relating to the role of the school in the community, including public relations in the first instance subject to the issue arising. It is up to Academy Heads to escalate to LGB/ Executive Head					✓	
To ensure that the school contributes to community cohesion					✓	

Key Function: Extended Schools

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
To research and review the opportunities/challenges arising from extended school provision (from a pupil learning perspective)					✓	
To research and review the opportunities/challenges arising from extended school provision (from a premises and resources perspective)						✓
To decide to offer additional activities under extended schools provision – or to cease provision					✓	
To put in place additional services provided					✓	
To ensure delivery of services provided					✓	

Key Function: Finance

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
To prepare the draft budget plan (in conjunction with Executive Head and Business Manager)					✓	
To approve the draft budget plan.				✓		
To approve the budget plan.	✓					
To provide monthly expenditure reports.						✓
To monitor monthly expenditure (in conjunction with Business Manager)					✓	
To receive and consider monitoring reports at least 3 times per year at individual school level				✓		
To receive and consider monitoring reports at least 3 times per year at Trust level	✓					
To approve the writing off of irrecoverable debts up to (£500) and the disposal of surplus and damaged equipment					✓	
To approve the writing off of irrecoverable debts up to (£1000) and the disposal of surplus and damaged equipment		✓				
To receive and, where appropriate, respond to reports from LA's auditors	✓					

NOTE: Also see Appendix 1 and 2 of the SGET Finance Policy for more detailed financial scheme of delegation.

Key Function: Planning

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
To ensure that recommendations following OFSTED inspection are incorporated into the School Development Plan					✓	
To prepare and review a strategy for school improvement on the following outcomes: <ul style="list-style-type: none"> Stay safe Be healthy Enjoy and achieve Achieve economic Make a positive contribution 					✓	
To agree priorities for the School Development Plan					✓	
Local approval of the School Development Plan				✓		
Formal approval of School Development Plans	✓					
To agree priorities for the Trust Development Plan			✓			
Formal approval of Trust Development Plan	✓					
To monitor the School Development Plan overall				✓		
To monitor the Trust Development Plan overall	✓					
To prepare and review a strategy for SGET improvement on the following outcomes: <ul style="list-style-type: none"> Stay safe Be healthy Enjoy and achieve Achieve economic Make a positive contribution 	✓					

Key Function: Staffing

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
To appoint Executive Headteacher (on recommendation of selection panel)	✓					
To recruit and recommend appointment of Headteacher (in conjunction with Executive Headteacher)				✓		
To appoint Headteacher (on recommendation of selection panel)	✓					
To appoint Deputy Head (on recommendation of selection panel)	✓					
To appoint teaching staff					✓	
To appoint non-teaching staff					✓	
To decide on recommendations relating to the pay of all members of staff				✓		
To decide on recommendations relating to the pay of the Headteacher (In conjunction with Executive Head)				✓		
To decide on recommendations relating to the pay of the Executive Headteacher	✓					
To agree disciplinary/capability procedures.	✓					
To implement disciplinary procedures					✓	
To recommend dismissal of Headteacher				✓		
To dismiss Headteacher.	✓					
To dismiss other staff (LGB must act through Dismissal Committee but normally delegated to head)				✓		
To suspend head (in conjunction with Executive Head)				✓		
To suspend staff (except head)					✓	
To end suspension of head (in conjunction with Executive Head)				✓		



To end suspension (except head)					✓	
To determine staff complement					✓	
To approve applications for early retirement, secondment, and leave of absence not covered by local agreements	✓					
To approve applications for early retirement, secondment, and leave of absence covered by local agreements					✓	
To implement the performance management of staff					✓	
To implement the performance management of head (in conjunction with LGB)			✓			
To agree and monitor a training strategy for teachers, support staff and governors			✓			
To implement recommendation from LBGs on redundancy	✓					

Key Function: Premises

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
To obtain buildings insurance – LGB to seek advice from LA, diocese or trustees where appropriate						✓
To develop a school buildings strategy (including budgeting for repairs, etc.) and contributing to Asset Management Planning arrangements						✓
To procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan						✓
To review security of school premises and equipment						✓
To agree level of maintenance service the school will buy from service providers						✓
To research and be involved in drawing up an Accessibility Plan for the school					✓	
To approve leasing part of the school premises	✓					

Key Function: Health and Safety

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
To approve health and safety policy	✓					
To implement health and safety arrangements					✓	
To monitor health and safety arrangements					✓	
To ensure that suitable risk assessments are prepared and action taken to minimise risk					✓	
To monitor accident book and agree appropriate action					✓	

Key Function: Admissions

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads	SGET Business Management
To consult annually before proposing an Admissions Policy			✓			
To approve Admissions Policy	✓					
To implement Admissions Policy					✓	
To appeal against LA directions to admit pupil(s)					✓	



Key Function: Organisation

Tasks	Decision Level					
	1	2	3	4	5	6
	SGET Directors	Exec Head	Heads Board	Delegate to LGB	Academy Heads Day-to-Day	SGET Business Management
To draw up instrument of government and any amendments thereafter	✓					
To agree proposals to change category of school	✓					
To appoint and dismiss the clerk to the governors (in consultation with LGB)	✓					
To appoint and dismiss the clerk of the Trust	✓					
To appoint and remove governors in accordance with the Terms of Reference	✓					
To set up a Register of Directors' Business Interests	✓					
To set up a Register of Governors' Business Interests				✓		
To consider whether or not to exercise delegation of functions to individuals or committees at Local Level				✓		
To establish and review local committees annually				✓		
Implement the policy and protocol for governor visits to the school				✓		
To Approve SGET-wide policies including reviews	✓					