

Rudolf Steiner School Kings Langley Trustee Council Scheme of Delegation 2017/18

The Governing Body of RSSKL is the Trustee Council. Governing bodies are accountable for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Many of the tasks can and should be delegated to Committees and some to individual Trustees.

The table below sets out the major areas of responsibility for governing bodies and who they are delegated to in the RSSKL Trustee Council.

Please note;

- The Trustee Council is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The Principal and staff play the major role in formulating plans, policies and targets to bring to committees or to the Trustee Council for discussion prior to adoption by the Full Trustee Council.
- The Principal is responsible for internal organisation, management and control of the school and is accountable to the Trustee Council
- Although decisions may be delegated, the full Trustee Council as a whole remains responsible for any decision made under delegation.

Area	No	Function	In our school this responsibility is delegated to:
Budgets	1	To approve the first formal budget plan each financial year	Full Trustee Council
	2	To agree annual action plans	Education Committee
	3	To monitor monthly expenditure	Resources Committee
	4	To establish a charging and remissions policy	Resources Committee
	5	To enter into contracts (TC should agree financial limits)	Resources Committee up to 25K otherwise Full TC
	6	Approve scheme of financial delegation	Resources Committee

Area	No	Function	In our school this responsibility is delegated to:
Staffing	7	Appoint selection panel for Principal	Full Trustee Council
	8	Appoint selection panel for deputy principal	Full Trustee Council
	9	Appoint selection panel for other members of the SMT/SLT	Chair and Principal
	10	Ratify or reject decisions of appointed selection panel	Full Trustee Council
	11	Appoint other teachers	Principal
	12	Appoint non-teaching staff	Principal
	13	To agree to freeze a staff vacancy	Resources Committee
	14	To put in place a pay policy	Resources Committee
	15	To make pay decisions in line with the pay policy and legal requirements.	Resources Committee
	16	Dismissal of Principal	Specially convened group of Trustees chaired by Chair
	17	Initial dismissal of other staff	Principal
	18	Suspending Principal	Specially convened group of Trustees chaired by Chair
	19	Suspending staff (except Principal)	Principal
	20	Ending suspension (Principal)	Specially convened group of Trustees chaired by Chair
	21	Ending suspension (except Principal)	Chair of Trustees
	22	Setting the overall staffing structure	Resources Committee
	23	Review the pensions policy and arrangements	Resources Committee
	24	Determining dismissal payments/ early retirement	Resources Committee
	25	To produce and maintain a central record of recruitment and vetting checks	Principal
	26	Establish and review procedures for addressing	Full Trustee Council

Area	No	Function	In our school this responsibility is delegated to:
		staff discipline, conduct and grievance.	
	27	To consider and resolve stage 1 and 2 staff grievances	Principal
	28	To consider and resolve stage 3 and 4 staff grievances and grievances against the Principal	Resources Committee
	29	To create proper processes and opportunities for continuing professional development (CPD) of staff, including Anthroposophical Study and peer support	College of Teachers, Principal and Staff Development Link Trustee
Curriculum	30	To consider any disapplication for pupil(s)	Principal
	31	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)	Education Committee
	32	Establish and review a sex and relationships education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children.	Principal
	33	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based	Education Committee
	34	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed.	Principal
	35	To ensure that the School curriculum is properly founded in the principles of Steiner education	Principal and College of Teachers
Extra-curricular provision	36	To decide whether to offer additional activities and what form these should take	Education Committee
	37	To put into place the additional services provided	Principal
	38	To decide whether to stop providing additional activities.	Education Committee

Area	No	Function	In our school this responsibility is delegated to:
Performance management	39	To adopt and review teacher appraisal policy	Resources Committee
	40	To appoint the panel to carry out the appraisal of the Principal.	Resources Committee
	41	To carry out appraisal of other teachers (or delegate to line managers in the school)	Principal
Discipline/ exclusions	42	To review all 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.	Safeguarding Committee (Can be delegated to Chair/Vice-chair in cases of urgency)
	43	To produce a set of written principles for the school behaviour policy and present these to the Principal, parents, staff and students for consultation.	Safeguarding Committee
	44	To draft the content of the school behaviour policy and publicise it to staff, students and parents.	Principal
Admissions	45	To annually determine admission procedure and Bursary criteria	Education Committee
	46	To carry out consultation where changes to admission arrangements are proposed, or the Trustee Council has not consulted on their arrangements in the last seven years	Principal
	47	Admissions: application decisions	Education Committee
	48	To establish and publish an admissions appeals process and timetable	Education Committee
Premises & insurance	49	Buildings insurance and personal liability	Site, Health and Safety Committee
Health & safety	50	To ensure a health and safety policy and procedures are in place.	Site, Health and Safety Committee
	51	To ensure that health and safety regulations are followed	Principal

Area	No	Function	In our school this responsibility is delegated to:
School organisation	52	To publish proposals to change category of school	Full Trustees Council
	53	To decide whether to convert to academy status, or join a MAT	Membership of the RSSKL Association
	54	To set the times of school sessions and the dates of school terms and holidays	Principal
	55	To ensure that school lunch nutritional standards are met	Principal
	56	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office.	Safeguarding Committee
Information for parents & careers	57	Maintain a register of pupil attendance	Principal
	58	To determine whether to publish a home-school agreement (no longer a statutory requirement)	Safeguarding Committee
	59	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met.	Principal
	60	To establish, publish and review a complaints procedure.	Resources Committee
	61	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	Principal
	62	<p>Ensure focus on five core strategic functions:</p> <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction are clearly defined 2. Ensuring the effectiveness of leadership and management 3. Holding the Principal and SMT/SLT to account for the educational performance of the school and its pupils, and the performance management of staff 	Full Trustee Council

Area	No	Function	In our school this responsibility is delegated to:
		4. Ensuring the sound, proper and effective use of the school's resources	
		5. Ensuring that the governance of the School is strong and able to respond to current and future challenges	
	63	To draw up an instrument of governance and any amendments thereafter	Full Trustee Council
	64	To appoint (and remove) the Chair and Vice-chair	Full Trustee Council
	65	To appoint and dismiss the clerk	Chair
	66	To appoint and remove Trustees	Full Trustee Council, with ratification by the Association
	67	To set up and publish a register of Trustees' business and pecuniary interests	Full Trustee Council
Trustee Council roles, procedures and development	68	To set and publish the structure and remit of the Trustee Council and any committees including Trustee appointment details, term of office and attendance record	Full Trustee Council
	69	To approve and set up a Trustees' expenses scheme	Full Trustee Council
	70	To consider whether or not to exercise delegation of functions to individuals or committees.	Full Trustee Council
	71	To regulate the TC procedures (where not set out in law)	Full Trustee Council
	72	To agree Trustee induction and training programme	Full Trustee Council
	73	To review progress against strategic plan and evaluate Trustee Council performance	Full Trustee Council
	79	To consider forming or joining a group of schools, or to join or a leave a Steiner Waldorf association	Full Trustee Council
	80	To review, change or approve the Trustee Scheme of Delegation (this document)	Full Trustee Council
	81	To approve a Trustee Role Description and Code of	Full Trustee Council

Area	No	Function	In our school this responsibility is delegated to:
		Conduct	
	82	To approve an Annual Work-plan for Trustees	Full Trustee Council
SEND, Inclusion and equality	83	To establish and review a special educational needs (SEND) policy.	Full TC
	84	To publish and update at least annually a SEND information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	Principal
	85	To designate a qualified teacher to be responsible for co-ordinating SEND provision (the SEND co-ordinator or SENCO)	Principal
	86	To appoint a designated teacher for looked after children	Principal
	87	To establish an accessibility plan and review it every three years.	Principal
Safeguarding	88	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined on the <i>Prevent</i> duty into the child protection policy	Full Trustee Council
	89	To adopt and review annually a child protection policy and relevant procedures	Full Trustee Council