The Scheme of Delegation sets out the delegated powers between the Full Governing Body, the Executive Head Teacher, the Heads of School and the Governance Committees in the governance of the Hampton Primary Partnership.

The delegated powers are broken down into different levels in line with the HPP's principles of governance, leadership and operation. A 'tick' indicates where the delegated power for that specific task sits. An 'R' indicates where a recommendation may be made.

The delegated autonomy is aligned with the need for the Partnership to fulfil its responsibilities and accountabilities to the DfE and the Local Authority (and its representatives).

The Scheme of Delegation should be read in conjunction with the committees' Terms of Reference for the current academic year. Whilst the Scheme of Delegation is designed to be comprehensive, it will not cover every task. Policies are approved and reviewed in line with the DfE's Statutory Policy guidance. By exception, there may be policies that the schools determine locally (operational policies); these will always be identified as 'locally owned'. No such locally owned policy can contradict an overarching HPP-wide and applicable policy.

		Local Authority (or Rep)	**FGB**	**Committee**	**Exec Head Teacher**	**Head of School**
Approve the Instrument of Government		Y				
Appoint/Dismiss Governors			Y			
Carry out external audit		Y				
Approve FGB Terms of Reference			Y			
Approve FGB Delegation Planner			Y			
Establish Committees			Y			
Approve Committees' Terms of Reference			Y	R		
Establish working groups P				Y		
Appoint and remove Chair / co-Chair(s) of Governors			Y			
Appoint and remove Vice-Chair of Governors			Y			
Appoint Executive Head Teacher		R	Y			
Appoint and remove Chairs of Committees			Y			
Appoint and remove members of Committees			Y			
Appoint and remove Clerk to the FGB			Y			
Organise calendar of FGB & Committees			Y		R	
Maintain a register of governors' interests			Y			
To approve policies in line with the policy review schedule – the approval levels are in line with the DfE's Statutory Policy Guid			Y	Y	Y	Y
			Y			

		Local Authority (or Rep)	**FGB**	**Committee**	**Exec Head Teacher**	**Head of School**
Set HPP performance targets			Y		R	
Set school performance targets			Y		R	
School staff performance review					Y	
Executive Head Teacher performance management		R	Y			
Head of School performance management					Y	
Approve three-year priority plan			Y		R	
Approve one-year development plan			Y		R	
School curriculum						R
Approach to teaching and learning					Y	R
Ensure adherence to statutory guidance for those with legal responsibilities in relation to exclusions from school			Y			
Fixed term exclusion					Y	
Permanent exclusion					Y	
Panel hearing to consider permanent exclusion			Y			
Approve Behaviour Principles statement			Y	R	R	R
Approve Behaviour Policy					Y	
Review Behaviour Policy to ensure in line with behaviour principles			Y			

		Local Authority (or Rep)	**FGB**	**Committee**	**Exec Head Teacher**	**Head of School**
Appoint a named safeguarding link governor			Y			
Ensure HPP has appropriately trained designated safeguarding lead(s) (DSL) and deputy DSL(s)					Y	
Ensure HPP Safeguarding Policy is in place in line with statutory guidance			Y			
Ensure school safeguarding compliance – including adherence to locally owned school safeguarding policy and other related policies such as: behaviour, lock down procedures etc			Y			R
Ensure school safeguarding audits are completed annually						
Completion of all statutory safer recruitment checks, including the completion and maintenance of school-owned HPP single central register P P					Y	Y
Ensure school staff receive all statutory safeguarding training				Y		Y
Ensure that child protection records are well organised and held/shared securely						Y
Ensure allegations made against school and volunteers are dealt with in accordance with HPP Procedure for dealing with allegations against a member of staff						Y
Escalate safeguarding concerns regarding insufficient LA action taken to FGB						Y

		Local Authority (or Rep)	FGB	Committee	Exec Head Teacher	Head of School
HPP Pay Policy			Y		R	
Teachers' annual pay award			Y		R	
Support staff annual pay award			Y		R	
Approval of annual staffing structure (including restructures)			Y		R	
Determination of appropriate salary ranges for Executive Head Teacher		R	Y			
Determination of appropriate salary ranges for Head of School posts					Y	
Determination of appropriate salary ranges for all other school-based leadership posts					Y	
Determination of appropriate salary ranges for all non-leadership school-based posts					Y	R
Approval of Executive Head Teacher performance related pay award		R		Y		
Approval of Head of School pay award P					Y	
Approval of all other school-based teaching staff performance related pay award					Y	R
Changes to terms and conditions of employment or collective agreements			Y			
Adoption of transferring policies and collective agreements			Y			
Approval of HPP HR policies other than where this is specifically delegated to another body			Y			
Appointment of Executive Head Teacher		R	Y			
Appointment of Head of School posts			Y		R	
Appointment of school leadership posts					Y	R
Appointment of all other school posts						Y
Suspension of Executive Head Teacher			Y			
Disciplinary action, up to and including dismissal, of Executive Head Teacher		R	Y			
Suspension of Head of School			Y		R	
Disciplinary action, up to and including dismissal, of Head of School					Y	
Appeal against disciplinary action, up to and including dismissal, of Head of School*			Y			
Suspension of school staff						Y
Disciplinary action, up to and including dismissal, of school-based staff*						Y
Appeal against disciplinary action, up to and including dismissal, of school-based staff*					Y	
All other management action in relation to the employment of the Executive Head Teacher			Y			
All other management action in relation to the employment of the Head of School					Y	
All other management action in relation to the employment of school-based staff					Y	R
*Governors' panel required						

		Local Authority (or Rep)	**FGB**	**Committee**	**Exec Head Teacher**	**Head of School**
HPP and school Financial Policies & Procedures (set out in Financial Management Policy) R P R		R	Y	R		
Three-year Budget Plan			Y	R		
One-year Budget Plan			Y	R		
Expenditure or contracts up to Executive Head Teacher limit					Y	
Expenditure or contracts from Executive Head Teacher limit to FGB limit			Y			
Disposals or write-off of stock, assets or debts up to Executive Head Teacher limit					Y	
Disposals or write-off of stock, assets or debts from Head Teacher limit to FGB limit			Y			

		Local Authority (or Rep)	**FGB**	**Committee**	**Exec Head Teacher**	**Head of School**
To adopt an Admissions Policy		R	Y			
To provide oversight of and support of the implementation of the admissions arrangements		Y				
To undertake at a local level consultation, publish admissions and determine arrangements as required in accordance with the Schools Admissions & Appeals Codes		R	Y			Y
To make arrangements for determining admissions and hearing admissions appeals		Y				
Expansion or reduction of school Published Admissions Number		Y	R		R	
School times, terms and holidays		Y				
School prospectus					Y	
School website					Y	
School logo and branding					Y	
School uniform			Y		R	
P2s Policy			Y			
Hearing complaints – Stage One heard by the Executive Head Teacher					Y	
Hearing complaints – Stage Two heard by an FGB Complaint Panel			Y			

		Local Authority (or Rep)	**FGB**	**Committee**	**Exec Head Teacher**	**Head of School**
To adopt data protection policies and procedure to cover the requirement to notify individuals as to how information is to be used, retained and stored (see NGA Advice)			Y	Y		
To ensure registration with the Information Commissioners Office is up to date					Y	
To ensure and support compliance with all data protection policies and procedures across the Partnership					Y	
To ensure the effective implementation of data protection policies and procedures at a local level			Y			R
To maintain accurate and secure pupil records						Y
To maintain accurate and secure school-based staff records						Y

		Local Authority (or Rep)	**FGB**	**Committee**	**Exec Head Teacher**	**Head of School**
HPP capital strategy			Y			
Health & Safety Policy			Y			
Health & Safety Compliance				Y		
Short-term lease arrangements (exclusive use not sessional lettings)				Y		
Leases to third parties of seven years or more P R		Y	R			

		Local Authority (or Rep)	**FGB**	**Committee**	**Exec Head Teacher**	**Head of School**
Academy conversion due diligence			Y		R	
Maintenance of HPP Risk Register				R	Y	