

NORTHWOOD PRIMARY SCHOOL ACADEMY TRUST
SCHEME OF MANAGEMENT DELEGATION
2025/26 School year

(Reviewed September 2025)

MAIN DECISIONS AND PROCESSES	POWERS EXERCISED BY
Governing Body	
To make co-options and appointments to the Gov Body	To appoint: Trustees – Members Co-opted Trustees - Full Governing Body Parent Trustees – Election or Full Governing Body
To hold a full meeting twice termly	Full Governing Body
To elect a Chair and Vice Chair	Full Governing Body
To establish committees, working groups and delegation to individuals	Full Governing Body
School and Status	
To take decisions affecting the future of the school (in accordance with the Articles of Association)	Full Governing Body
To review and determine admissions arrangements	Full Governing Body
To admit a child to the school where there are available places in the appropriate year group	Headteacher
To admit a child to the school or refuse a place at the school where there are no available places in the appropriate year group	Admissions Committee
To decide changes in session times	Full Governing Body
Safeguarding	
To review regularly the appropriate policies to ensure the safety and wellbeing of children and adults in school.	Governing Body/Headteacher NB Safeguarding is everyone's responsibility
Curriculum	
To take the following curricular decisions: ensure the NC is implemented decide on sex education policy adopt SEN policy ensure that RE and collective act of worship are provided	Full Governing Body

Premises and Property	
Day to day management, maintenance and security of property, land and equipment	Headteacher
Approval of major adaptations to school premises	Full Governing Body
To establish a policy for community use of school premises and charges relating to same	Full Governing Body
Planning	
To prepare the School Development Plan	Headteacher in partnership with both trustees and staff
To approve the School Development Plan	Full Governing Body
To prepare the School budget	Headteacher/School Business Manager
To approve the School budget	Full Governing Body
To plan the School's staffing structure, pay policy and performance management	Full Governing Body/Headteacher
To approve the School's staffing structure, pay policy and performance management	Full Governing Body
Parents	
To ensure that the school website is up to date	Headteacher
To update the school prospectus	Headteacher
Pupils	
To use every endeavour to ensure that all children's needs are met	Headteacher
To consider requests from parents for their children to be absent from school during term-time due to a family holiday.	Headteacher
To agree a policy for charging and remissions in respect of pupils	Full Governing Body
To agree principles on pupil behaviour	Headteacher
Staff and Employment	
To authorise additional hours or overtime for supply and non-teaching staff	Headteacher
Appointments	
To establish a panel for appointment of Head, or Deputy/Assistant Head	Full Governing Body
To recommend a candidate for appointment as Headteacher or Deputy/Assistant Headteacher	Selection Panel

To approve the recommendation of the appointment as Headteacher or Deputy/Assistant Headteacher	Full Governing Body
To engage temporary or supply staff	Headteacher
To select teachers and non teaching staff for appointment	Headteacher in partnership with trustees
Leave of Absence	Deputy
To approve requests for special leave of absence with or without pay	Headteacher
To authorise release for training, public or union duties	Headteacher
Discipline and Grievance Procedures	
To adopt discipline, grievance and competence procedures	Full Governing Body
To initiate formal disciplinary proceedings against an employee	Headteacher
To conduct a first or second stage disciplinary hearing	Headteacher
To hear any grievance brought by an employee at the first stage	Headteacher
To suspend an employee from work subject to informing the Chair of Trustees	Headteacher
To lift a disciplinary suspension imposed on an employee	Full Governing Body
Dismissals Retirements etc	
For dismissal under the Policy for appraising teacher performance and dealing with capability issues	For teachers: Headteacher and one or more trustees For headteacher: Chair of Trustees and one or more other trustees
To determine that an employee should otherwise cease working at the School	Trustees Panel
To hear an appeal against dismissal	Trustees Panel
To recommend early retirement within the scope of the regulations including the level of the compensation award	Pay Committee
To grant early retirement and ratify the level of premature retirement compensation [enhancement] award	Full Governing Body
To identify a possible redundancy situation	Headteacher with Full Governing Body
Trade Unions	
To undertake local consultation with all recognised unions in school	Headteacher

Health and Safety	
To act as Health and Safety co-ordinator	Headteacher
To consider Health and Safety matters	Headteacher and Full Governing Body
Financial Reporting	
To determine financial reporting arrangements	Full Governing Body
To receive and review the budget position every term	Full Governing Body
To scrutinise and have financial oversight to support the board in maintain the Trust as a going concern	Finance Administration and Management Committee (this is a delegated authority)
To review a monthly budget monitoring report every time they meet	Full Governing Body
To prepare monthly management accounts and share with the Chair of Trustees	School Business manager Chair of Trustees
To review the management accounts six times a year	Full Governing Body
To prepare budget monitoring reports	School Business Manager
Spending	
To incur financial commitments and spend in accordance with the budget plan	Headteacher
To set budget virement limits	Full Governing Body
To exercise budget virement decisions in excess of 3% of the total school budget (Headteacher to have authority for those under 3%)	Full Governing Body
Risk Register	
To review the risk register	Full Governing Body
Regulations	
To provide accounts in line with DFE/EFA guidelines	Headteacher/School Business Manager
To comply with the requirements of the data protection act	Headteacher

Signed
Chair of Trustees

Date