

Scheme of Delegation

2025–2026

Principal and Governing Body Responsibilities

Members

- Appoint Trustees to ensure St Bede's Catholic College's charitable object is carried out
- Approve amendments to the Articles of Association

Governors

- Determine the aims, ethos, and priorities of the college
- Acts as a critical friend – asking supportive but challenging questions
- Monitor teaching standards through Link Governors & feedback to the Curriculum Committee
- Agrees the final DIEP
- Ratify whole-college policies
- Appoints Principal and Senior Leadership Team
- Dismiss the Principal
- Appoints senior executive leader as accounting officer & CFO
- Approves a balanced budget and submits to ESFA
- Maintains register of interests and publishes statutory information
- Holds at least 3 full governing board meetings per year
- Determines constitution, membership, and ToR of committees annually
- Delegates functions to committees and individuals

Principal

- Runs the college on a daily basis
 - Advises Governors and is the main influence on Governing Body decisions
 - Writes and formulates the Developing and Improving Education Plan (DIEP) and drafts detailed action plans
 - Drafts and implements policies and operational procedures
 - Responsible for the standards of teaching and learning; ensures proper standards of professional performance
 - Ensures statutory duties, including Attendance, Safeguarding, Equality, SEND, are met
 - Manages day-to-day deployment and appraisal of staff
 - Makes performance-related pay recommendations
 - Ensures the college complies with Freedom of Information Act, GDPR, and statutory guidance
 - Ensures safeguarding training for staff and governors
 - Produces budget headings and manages day-to-day spending (up to delegated limits)
 - Makes day-to-day decisions within policy & budgetary framework
 - Oversees staff welfare & wellbeing on a daily basis
 - Advises Governors on statutory requirements and college priorities
 - Ensures college attendance and promotes it across ethos & policies
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Curriculum Committee

Governors' Responsibilities

- Ensure the curriculum meets statutory and legal requirements
- Promote and support curriculum development
- Approve assessment, testing, and achievement targets
- Monitor pupil achievement, departmental performance, and curriculum effectiveness
- Monitor the use and impact of Pupil Premium and Sport Premium funding.
- Monitor inclusion, equality & accessibility
- Monitor SEND provision and approve SEN Information Report
- Approve policies on Curriculum, Preventing Drug Misuse, Educational Visits
- Review and approve foreign travel and educational visits

Principal's Responsibilities

- Supplies information, advice and produces the curriculum plan
- Determines and implements appropriate curriculum
- Advises Governors on disapplication of National Curriculum
- Responsible for teaching standards and professional performance
- Appoints designated teacher for LAC/post-LAC, oversees their training
- Ensures compliance with SEND Code of Practice and Equality Act
- Ensures statutory SENCO and special education provision
- Ensures arrangements for supporting pupils with medical conditions

Finance, Audit & Resources Committee

Governors' Responsibilities

- Prepare and recommend annual budget & forecasts for approval
- Monitor income & expenditure; approve variations & revisions
- Review compliance with financial regulations and internal controls
- Approve contracts and tenders within delegated limits (e.g., up to £30,000)
- Monitor estates, maintenance, and capital improvement plans
- Recommend appointment of auditors; receive audit reports
- Approve lettings policy & monitor community use

Principal's Responsibilities

- Produces budget headings and manages spending within limits
 - Maintains adequate records & prepares accounts per SORP & ESFA
 - Participates in annual accounts consolidation exercises
 - Makes day-to-day spending decisions under £15,000
 - Manages premises day-to-day, ensures emergency & H&S compliance
 - Refers novel/contentious transactions to ESFA
 - Ensures adequate insurance or RPA cover
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Personnel Committee

Governors' Responsibilities

- Approve Pay Policy & staffing structure
- Approve performance management & appraisal policies
- Review and approve staff salaries annually
- Provide guidance on appointments, dismissals, and capability procedures
- Monitor staff attendance, turnover, and welfare
- Approve disciplinary, grievance, and capability procedures
- Monitor the provision of resources for staff training and continuing professional development
- Support internal & external appointments as required
- Ratify statutory pay policy
- Review staff wellbeing initiatives & feedback
- Oversight of Admissions

Principal's Responsibilities

- Drafts initial staffing plan & job descriptions
- Manages staff appointments (below SLT), appraisal, and deployment
- Ensures regular appraisals and performance management
- Day-to-day management of staff wellbeing and morale
- Ensures compliance with employment law, safeguarding, and safer recruitment
- Appoints DSL and ensures safeguarding training
- Makes performance-related pay recommendations
- Ensures staff receive CPD opportunities

Mission & Welfare Committee

Governors' Responsibilities

- Promote & monitor Catholic ethos of the College
- Oversee Collective Worship & RE
- Review RSE policy in line with Church teaching & guidance
- Monitor safeguarding & pastoral care arrangements
- Monitor student welfare, behaviour, wellbeing & attendance
- Oversee links with families, parishes & wider community
- Approve and review related policies (e.g., Safeguarding, RSE, Inclusion)

Principal's Responsibilities

- Supports and reports on Catholic Life & Mission initiatives
 - Ensures Gospel values underpin curriculum and worship
 - Implements approved RSE policy and provision
 - Ensures SEN, inclusion & pastoral systems meet needs
 - Maintains Single Central Record & ensures statutory safeguarding
 - Implements anti-bullying, mental health, and welfare initiatives
 - Encourages student participation in faith & service activities
 - Implements approved policies & reports on effectiveness
 - Writes and implements Behaviour Policy; manages exclusions
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Notes

- Committees must comply with the quorum, membership, and frequency of meetings stated in their respective Terms of Reference.
 - This Scheme of Delegation and the Terms of Reference are to be reviewed annually at the first Governing Body meeting of the academic year.
 - Any disputes or ambiguity about delegations will be resolved by the full Governing Body.
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Reviewed by Governors December 2025