



*Laying Foundations for Life*

## **Stockton Wood Primary School**

### **Statement of Roles and Responsibilities of Staff and Governors**

**The Head Teacher** provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets, which are established by the Governing Body.

The Head Teacher:

- is responsible for the internal organisation, management and control of the school
- advises on, and implements the Governing Bodies strategic framework
- formulates aims and objectives, policies and targets for the Governing Body to consider adopting
- reports on progress to the Governing Body at least once a year
- formulates and implements the policies for leading the school towards the set targets
- gives the Governing Body enough information to ensure that the Governors are confident that delegated responsibilities and the Head Teacher's responsibilities have been met
- is, along with the other professional staff, accountable to the Governing Body for the school's performance
- draws up and submits to the Governing Body an annual budget plan for the school's voluntary fund, and any proposals for revisions to the budget plan as required by the LA scheme.

**The Finance Officer** organises, maintains and monitors the School's financial and personnel systems on a day to day basis and manages office functions to ensure an effective service to the School. The Finance Officer line manages administrative and ancillary staff.

**The governing body** are to carry out their functions with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting its aims and objectives, setting policies and targets for achieving the objectives, reviewing progress and reviewing the strategic framework in the light of progress.

The governing body should act as a "critical friend" to the head teacher by providing advice and support.

The governors decide what they want the school to achieve and set the framework for getting there (the strategic framework).

This means:

- setting suitable aims and objectives,
- agreeing policies, targets and priorities; and
- monitoring and reviewing aims, objectives, and whether the policies, targets and priorities are being achieved.

The Governing Body should take advice on all this from the head before taking their own decisions.

### **Securing accountability and working in partnership**

1. The head teacher and professional staff are accountable to the governing body for the school's performance. The governing body must be prepared to explain its decisions and actions to anyone who has a legitimate interest. This may include staff, pupils, parents and the press as well as the LA, school's foundation or the Secretary of State.
2. Ideally, governing bodies and head teachers should work together in partnership to develop key policies. Heads should involve governing bodies at an early stage when formulating policies.

### **Delegation by the governing body**

1. Education legislation places a great many statutory duties on governing bodies. The governing body has chosen to delegate some of its functions to the head teacher or a committee as indicated within the Governing Body Decision Planner. The head must comply with any reasonable direction by the governing body when acting on the governing body's behalf. Governing bodies have no powers to direct head teachers over any function belonging in law to the head.

### **Financial Responsibilities of the head teacher include:**

- The drawing up and submission to the governing body of an annual budget plan for the school's funds which must conform to the LA's scheme
- The preparation and submission to the governing body of any significant proposals for revisions to the budget plan within strategic guidelines set by the governing body

### **Financial Responsibilities of the Governing Body include:**

- Consideration of the annual budget plan proposed by the head teacher, and amendment of the budget plan where appropriate
- Approval the budget plan
- Consideration and approval of any proposed revisions to the budget plan submitted by the head teacher during the course of the year
- Consideration of the delegation of their duties under the LA scheme
- Securing the expenditure of the delegated budget before end of financial year.
- Making a decision with regards to whether to delegate their powers to spend the delegated budget and any grants to the head teacher. If so, they should decide the amount to be delegated.
- Deciding how to spend grant paid to the LA where the LA has delegated such decisions to the governing body.