

STANMORE COLLEGE: SCHEME OF DELEGATION 2025/26

Responsible Body(ies)	Permitted level of delegated authority <i>Note - No body other than the Corporation may deal with the following:</i> i <i>Schedule 1, Article 5 (6),(7), removal of the Chair or Vice Chair</i> ii <i>the determination of the educational character and mission of the College;</i> iii <i>the approval of the annual estimates of income and expenditure;</i> iv <i>the approval of the Quality Strategy</i> v <i>ensuring the solvency of the College and safeguarding assets;</i> vi <i>the appointment or dismissal of the Principal or Senior Post holders;</i> vii <i>the appointment or dismissal of the Clerk</i> viii <i>setting pay and conditions for staff</i> ix <i>appointment of members to the corporation, subject to Schedule 1, Article 4, (2) or (3).</i> x <i>the modification or revocation of the Corporation’s Articles of Association.</i> xi <i>dismissal of the Principal or Clerk</i> xii <i>the establishment of a committee</i> xiii <i>the establishment of bye laws, subject to the provisions of the Instrument and Articles</i>
Full Corporation	Any of its functions not listed in Schedule 2, Articles 9 & 10 and not assigned elsewhere in the Articles (see below) may be delegated to the Principal, Chair or a Committee . In accordance to the Instrument and Articles clause 8.2, governors will serve no more than two terms of four years.
Principal	The Principal is responsible for Schedule 2, Article 3, (2), and may delegate functions to senior post holders unless restricted by Schedule 2, Article 11. The Principal may take executive action on all matters except those specifically excluded by Schedule 2, Articles 9 & 10 or by decision of the Corporation. Those matters on which the Principal may <u>not</u> exercise delegated authority by decision of the Corporation are as follows: i issues which reflect on the standing and good name of the College; ii decisions relating to major changes in the conditions of service for teaching and support staff; iii major changes in the use of College premises, e.g. closure or acquisition of buildings that require consultation with the SFA/EFA or its successor (this value is currently set at capital sums of more than £1 million, or the rental equivalent) ; iv major changes in College structure, e.g. closure or amalgamation of sections of the College; v bids to, or allocations from, external sources for funding not set out in the annual estimates of income and expenditure greater than 1% of the total budget; vi contracts exceeding a value of £100,000 are to be determined by the Finance and Resources Committee. vii transfers of resources between the budget headings agreed in the annual estimates greater than 1% of the total budget.
Chair	May deal with those matters delegated to him/ her by the Corporation by authority of Schedule 2, Article 4) This currently includes: Line management of the Principal. The Chair may <u>not</u> deal with any matters listed in schedule 2, article 9&10, or those responsibilities specifically delegated to the Principal under Article 3(2)
Senior Post Holders*	May deal with any of the Principal’s functions which the Principal delegates to him/her.
Committees+	May deal with any matters delegated to them by the Corporation (Schedule 2, Article 4). The Corporation may not delegate to committees any matters listed in schedule 2, articles 9 & 10 or those matters delegated to the Principal under Article 3, (2)- The Corporation has agreed terms of reference of each committee which set out those matters delegated to each Committee.

URGENT ACTION

There may arise exceptional circumstances where an urgent decision is required and the person who has delegated authority to act is not available, and/or it is not possible for a quorate meeting of the Corporation or relevant committee to be convened at short notice. In such circumstances the Principal (or in his/her absence a Senior Postholder) should seek the approval of the Chair (or in his/her absence the Vice Chair) of the Corporation. In reaching a decision the Principal (or Senior Postholder) and/or Chair (or Vice Chair) should seek where possible to consult with other Corporation members. Any such decisions must be reported as soon as possible to a quorate meeting of the Corporation or relevant Committee and, if applicable, to the person who normally has delegated authority for the decision taken.

* Senior Postholders are currently the Principal, Deputy Principal , and Vice Principal Curriculum, whilst the Clerk is an employee they are to be considered a Senior Post Holder for all matters other than pay. (4)

+ Committees are currently: Finance and Resources; Governance, Search and Remuneration; Audit; Curriculum & Quality.

Note: The statutory role of ‘Clerk’ is undertaken by the Director of Governance