

K - DELEGATIONS TO THE CORPORATE LEAD OFFICER - SCHOOLS AND THE CORPORATE LEAD OFFICER - LIFELONG LEARNING (& CHIEF EDUCATION OFFICER)

The Corporate Lead Officer - Lifelong Learning is designated and appointed Chief Education Officer and also Lead Director for Children and Young People's Services role, in accordance with Section 27 Children Act 2004.

The Corporate Lead Officer - Schools is designated and appointed Deputy Chief Education Officer.

Functions Delegated to the Corporate Lead Officer - Schools and the Corporate Lead Officer - Lifelong Learning

The following functions are to be delegated to both the Corporate Lead Officer - Schools and the Corporate Lead Officer - Lifelong Learning, and to any officers authorised by either Corporate Lead Officer from time to time as appropriate subject to such officers being suitably qualified for the discharge of those duties and functions:

1. Representing at judicial proceedings, tribunals and panels

To authorise the attendance of nominated Officers at judicial proceedings, tribunals and panels to represent the interests of the Council.

2. Admissions

- 2.1 To implement and administer the procedures and arrangements for the admission of pupils to schools, in accordance with Council policies and national statutory regulations and guidance.
- 2.2 To approve or otherwise individual arrangements for "education otherwise" and, if necessary, initiate legal action.
- 2.3 To supervise the employment of children.

3. Attendance at school

- 3.1 To exercise the powers and duties of the Council in respect of children excluded from school and to make suitable arrangements for the continuing education of pupils who are excluded or otherwise unable to attend school, in accordance with Council policy and national statutory regulations and guidance.

4. To undertake the powers and duties of the Council regarding Education

Supervision Orders in conjunction with the Corporate Lead Officer Porth Cynnal Specialist Through Age Curriculum

- 4.1 To promote high standards in primary and secondary education in accordance with the requirements of legislation including the School Standards and Framework Act 1998 and the practice advocated in the Welsh Office Code of Practice on LEA - School Relations.
- 4.2 To investigate complaints relating to curriculum and assessment matters under the provision of the Education Act 1996.
- 4.3 To secure and determine Community Education provision in accordance with Council policy and in consultation with the Cabinet Member.

5. Special educational needs

To determine special education provision for individual pupils, including initiation of assessment, the maintenance and review of statements of special educational needs.

6. Staffing

- 6.1 To make arrangements for staffing appointments in schools subject to the provisions of the Articles of Government and/or relevant legislation.
- 6.2 To appoint persons selected by Governing Bodies to fill vacant posts in schools, unless the person so recommended does not meet the staff qualification requirements applicable to the appointment.
- 6.3 To determine applications for leave of absence for teachers employed by the Council (other than those appointed by Governing Bodies) to work in schools and other establishments.
- 6.4 In the case of aided schools to exercise any advisory rights relating to the appointments of Head teachers, Deputy Head teachers or other teaching or ancillary staff conferred by agreement or legislation.
- 6.5 In the case of Community and voluntary controlled schools, to nominate persons to fill vacancies in other teaching posts in schools where Governing Bodies have notified their intention to fill those vacancies.
- 6.6 To operate redeployment procedures in accordance with County Council procedures.
- 6.7 To act on the determination of Governing Bodies relating to potential dismissals and any subsequent appeals against such dismissals, which are within the Council's powers to determine and in accordance with the Council policy.
- 6.8 To implement and administer, as appropriate, the procedures determined by the Council for dealing with the Conduct and Performance of staff.

6.9 To exercise the powers of the Local Education Authority in respect of the Licensed Teacher Scheme.

6.10 To operate the Head-teacher Performance Management Scheme.

6.11 To determine applications for attendance at conferences and for external professional duties of staff approved by the Council to work in schools and other establishments (but not appointed by Governing Bodies).

6.12 To decide on the provision and implementation of the INSET programme.

7. In relation to governing bodies

7.1 To ensure that the Governing Bodies of the Council's schools are properly constituted.

7.2 To design and implement a training programme for Governors.

8. Finance

8.1 To determine and authorise the payment of boarding awards, grants towards tuition fees and expenses at schools where fees are payable, major further education awards, maintenance allowances and tuition fees for correspondence courses and requests for the refund of grants.

8.2 To initiate action in respect of the recovery of grant payments in consultation with the Cabinet Member.

8.3 To decide on individual applications for discretionary awards in accordance with Council policy.

8.4 To determine applications for assistance towards travelling expenses from further education students.

8.5 To approve the payment of recoupment charges for pupils and students at out of County establishments and to recoup fees, where appropriate.

8.6 To allocate and monitor grants obtained from time to time.

8.7 To determine applications for free school meals in accordance with the policy adopted by the Council.

8.8 To determine applications for grants under the Coe Memorial and Cardiganshire Intermediate Funds in consultation with the Cabinet Member.

9. Welsh in Education

The preparation of the Council's Welsh in education strategic plan under S.84 School Standards and Organisation (Wales) Act 2013 including any review, revision or consultation required and the carrying out of any assessment of the demand among parents in its area for Welsh medium education for their children

required by the Welsh Ministers under S.86 School Standards and Organisation (Wales) Act 2013.

Functions Delegated to the Corporate Lead Officer - Lifelong Learning

The following functions are to be delegated to the Corporate Lead Officer Schools, and in their absence to any officers authorised by the Corporate Lead Officer from time to time as appropriate subject to such officers being suitably qualified for the discharge of those duties and functions:

1. Grants

To secure and determine the allocation of County Council grant support for arts and culture.