



## Scheme of Delegation 2022-23

This document is for use by the Full Governing Body (FGB) when reviewing their schemes of delegation annually. **The framework lists common areas of delegated powers and functions and enables decisions to be made and recorded as to where delegated authority has been assigned.**

As a general principle, academies' Trust Boards are free to delegate any or all of their powers or functions but the delegation must be recorded in a scheme of delegation which includes any conditions the Trustees may impose, and may be revoked or altered. Those to whom powers or functions are delegated must report to the Board on actions taken in relation to their delegated responsibilities. (See your Articles of Association).

Financial requirements on academy trusts are set out in the Academy Trust Handbook 2022 and in their funding agreement. Academies and their auditors should also read the 'Academies Accounts Direction', when preparing and auditing annual reports and financial statements.

This has been compiled by the Wiltshire School Governance Team to help governing boards distribute their responsibilities across the full governing board of a **single academy** and its committees as well as, where deemed appropriate, to individual governors or the head teacher.

The framework includes the key responsibilities expected to be undertaken by governing boards.

Whilst the framework allows for many responsibilities to be delegated to individual governors or to the Headteacher, it's expected that governing boards will want to fulfil most of their responsibilities at either full governing board or committee level to ensure corporate decision making. Please also note that the responsibilities listed under each heading are those for which the governing board retains overall responsibility. They do not include functions that fall within the head teacher's school management responsibility e.g. responsibility for each pupil's education.

It's likely that governing boards will want to add to the responsibilities listed under some of the headings with others that reflect their own priorities e.g. to nominate link governors as advocates for vulnerable groups of pupils. It is for each governing board to determine the scheme of delegation that allows them to: fulfil legal requirements; set the school's strategic direction; hold the head teacher to account for the performance of the school and its pupils and the performance management of staff and oversee the financial performance of the school, ensuring that its money is well spent.

### **Allocating delegated authority**

The headings of the 6 columns in the tables that follow may be assigned according to the academy's organisation.

1 Trustees



# St Augustine's Catholic College

- 2 Governing Board
- 3 Committee
- 4 Chair
- 5 Individual Governor
- 6 Headteacher



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<b>General and Procedural Responsibilities</b> (refer to Articles of Association)	<b>Trustees</b>	<b>FGB</b>	<b>Committee</b>	<b>Chair</b>	<b>Individual Gov</b>	<b>HT</b>	<b>NOTES</b>
Establish the membership and organisation of the governing board and regulate its conduct				<b>x</b>			
Appoint and remove governors, trustees and members	<b>x</b>	<b>x</b>					<b>1</b>
Establish committees and elect or appoint committee chairs			<b>x</b>				<b>2</b>
Determine level of delegation of functions to committees annually and record their Terms of Reference		<b>x</b>					
Establish any required GB procedures (where not set out in law and/or Articles of Association)		<b>x</b>					<b>3</b>
Appoint (and remove) the chair and vice chair of the governing board		<b>x</b>					<b>4</b>
Determine period of office of chair and vice chair		<b>x</b>					<b>5</b>
Appoint (and dismiss) the Company Secretary or clerk		<b>x</b>					<b>6</b>
Determine any functions to be performed by the Company Secretary		<b>x</b>					<b>7</b>
Appoint governors for SEN, safeguarding, whistle blowing and any others agreed by GB		<b>x</b>					<b>8</b>
Agree suspension or removal of governors	<b>x</b>	<b>x</b>					<b>9</b>
Publication of governors' details on school website. [As a minimum this should include: each governor's (or associate member's) name; category; appointing board; term of office; any committees they serve on; positions they hold such as Chair, Vice Chair, Chair of a Committee. Associate members' voting rights on any committees should also be included]					<b>x</b>		<b>10</b>



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Establish, publish on website, (and update annually) a register of headteachers' and governors' business interests. The register must set out details of any relevant business interests and any other schools at which they govern. It should also detail any relationships between governors and school staff including spouses, partners and relatives and a register of gifts and hospitality					<b>x</b>		<b>11</b>
Publish to all governors and staff an annual schedule of Board and committee meetings		<b>x</b>					
Establish and review the Governors' Code of Conduct (best practice)		<b>x</b>					
Carry out regular self-evaluation as a Board, including skills audits against the Competency Framework (DfE 2019)		<b>x</b>					
Write and approve Annual Governance Statement (best practice)		<b>x</b>					
<b>Strategic Planning Responsibilities</b> (best practice)	<b>Trustees</b>	<b>FGB</b>	<b>Committee</b>	<b>Chair</b>	<b>Individual Gov</b>	<b>HT</b>	<b>NOTES</b>
Agree long term vision and strategic plan		<b>x</b>					
Approve school improvement plans, ensuring OFSTED recommendations are incorporated and evaluate their impact		<b>x</b>					
Determine and approve all statutory and non-statutory trust policies which reflect the trust's ethos and values		<b>x</b>	<b>x</b>				
Ensure a broad and balanced curriculum is in place		<b>x</b>				<b>x</b>	
Set the times of school sessions <b>and the dates of school terms and holidays</b> Academies have the autonomy to change these as they wish – but can choose to follow the LA guidelines.						<b>x</b>	
Agree enrichment/extra-curricular offer including any additional services required		<b>x</b>				<b>x</b>	
To decide whether to join or form a multi-academy trust	<b>x</b>	<b>x</b>					



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<b>Pupil welfare, discipline/exclusions Responsibilities</b>	<b>Trustees</b>	<b>FGB</b>	<b>Committee</b>	<b>Chair</b>	<b>Individual Gov</b>	<b>HT</b>	<b>NOTES</b>
Draft a school behaviour policy and publicise to staff, students and parents		x				x	
<ul style="list-style-type: none"> <li>Consider parents' representations about an exclusion (can be delegated to a sub-committee of at least 3 governors)</li> <li>Consider the reinstatement of all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)</li> </ul>			x				12
<b>Premises Responsibilities</b>	<b>Trustees</b>	<b>FGB</b>	<b>Committee</b>	<b>Chair</b>	<b>Individual Gov</b>	<b>HT</b>	<b>NOTES</b>
Agree long term strategy for use of school premises			x				
Arrange for regular monitoring and inspection of school premises			x				
Arrange buildings insurance						x	SBM
Agree Health and Safety policy and ensure compliance and implementation			x				
Agree a funded maintenance plan			x				
Approve hiring policy and charges			x				
Ensure security of school premises and equipment			x				
Agree level of maintenance service the school will buy from service providers			x			x	13
Ensure risk assessments of school site are conducted and considered as appropriate			x			x	SBM



# St Augustine's Catholic College

<b>Staffing Responsibilities</b>	<b>Trustees</b>	<b>FGB</b>	<b>Committee</b>	<b>Chair</b>	<b>Individual Gov</b>	<b>HT</b>	<b>NOTES</b>
Determine the academy's staffing complement		x					
Formally approve appointments of head teacher and deputy head teacher		x					
Determine the headteacher and staff appraisal process		x					
Approve, and keep under review, a school pay policy		x					
Fulfil role expected of governing boards in adopted procedures for range of staffing issues e.g. discipline, capability, grievance, redundancy, termination of employment		x					
Approve a statement of procedures for dealing with allegations of abuse against staff		x					
Agree the Headteacher's pay award annually		x					<b>14</b>
Agree and monitor staff appraisal procedure and pay progression		x					<b>15</b>
Make teachers' pay progression decisions following recommendations of Headteacher (by end of October)		x					<b>16</b>
Ensure safer recruitment requirements are met		x					
Ensure that required staffing policies and procedures are in place and implemented		x					
Appoint selection panel for Headteacher and deputy head teacher appointments				x			
Appoint selection panel for other members of the senior leadership team				x			
Ensure that at least one person on the selection panel for Headteacher appointment has completed safer recruitment training				x			



# St Augustine's Catholic College

<b>Finance Responsibilities</b> (refer also to 'Academies Financial Handbook' and 'Academies Accounts Direction')	<b>Trustees</b>	<b>FGB</b>	<b>Committee</b>	<b>Chair</b>	<b>Individual Gov</b>	<b>HT</b>	<b>NOTES</b>
<b>Accounting</b>							
Ensure adherence to ESFA and statutory financial requirements, including the annual report and agreed internal policies						<b>x</b>	
Maintain accurate financial records						<b>x</b>	
Appoint Chief Finance Officer			<b>x</b>			<b>x</b>	
Agree and review annually a finance scheme of delegation			<b>x</b>				
<b>Assets</b>							
Ensure security of all assets, including buildings and cash						<b>x</b>	
Agree and monitor a charging and remissions policy			<b>x</b>				
Maintain and review an inventory of valuable items						<b>x</b>	
Authorise the disposal of assets			<b>x</b>			<b>x</b>	<b>17</b>
Maintain a record of assets borrowed by staff						<b>x</b>	
<b>Audit</b>							
Appoint external and internal auditors			<b>x</b>				
Receive and act on auditors' reports			<b>x</b>				
Maintain a register of pecuniary and business interests of governors and Trustees		<b>x</b>					
<b>Budget</b>							



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Oversee the preparation of the annual budget plan in line with strategic and other relevant plans			x				
Approve the final budget		x					
Notify the final budget to appropriate authorities						x	<b>SBM</b>
Monitor income and expenditure against the budget and explain variances			x			x	<b>SBM</b>
Evaluate the impact of the allocation of pupil premium funding (and primary sport funding and year 7 catch up funding, where appropriate) on overcoming barriers to learning and report this on the academy website					x		<b>PP Gov</b>
Monitor the impact of the additional funding (Covid-19 catch up and summer schools), ensuring the Careers Advice Leader role and Provider access policy are in place		x			x		<b>PP Gov</b>
Approve virements between budget headings						x	<b>SBM</b>
<b>Expenses</b>							
Approve a policy for governors' allowances		x					
<b>Income</b>							
Approve lettings policy and charging and remissions policy			x				
Write off debts for income not received			x			x	<b>18</b>
Authorise other income-generation activities		x					
<b>Insurance and risk management</b>							
Ensure insurance cover is appropriate			x				
Maintain a risk register			x				



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Ensure appropriate Business Continuity Plan in place		x				x	
<b>Orders and contracts</b>							
Ensure all contracts and agreements conform with finance policies and procedures						x	
Accept quotations/tenders and authorise orders/contracts for goods, works and services up to (insert values)		x				x	19
Develop trust procurement strategies and efficiency savings programme		x	x				
<b>Payments</b>							
Authorise bank payments						x	
Approve applications for business credit cards						x	
<b>Taxation and compliance</b>							
Ensure compliance with VAT, PAYE and HMRC regulations						x	
Ensure compliance with the Companies Act regulations, including preparing and submitting an annual report to Companies House and the Charities Act regulations					x		20
<b>Value for Money</b>							
Ensure economy, efficiency and effectiveness (the three key elements of value for money) in the use of all funds			x			x	SBM
<b>Voluntary funds</b>							
Administer voluntary funds			x				
Monitor and review voluntary fund accounts			x				
<b>Safeguarding Responsibilities</b>							
Approve Child Protection Policy and review its effectiveness at least annually		x				x	S/guard Gov



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Have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy		x					
Ensure effectiveness of record keeping related to safeguarding responsibilities, including maintenance of central record of recruitment and vetting checks		x			x		S/guard Gov
Consider school's annual safeguarding audit and monitor subsequent action plans		x			x		S/guard Gov
<b>School Admission Responsibilities</b>	<b>Trustees</b>	<b>FGB</b>	<b>Committee</b>	<b>Chair</b>	<b>Individual Gov</b>	<b>HT</b>	<b>NOTES</b>
Ensure that all the mandatory provisions of the School Admissions Code (2021) are implemented (except where variations have been written into their funding agreement to support fair access.)			x				
<b>Data Analysis and Target Setting Responsibilities</b>	<b>Trustees</b>	<b>FGB</b>	<b>Committee</b>	<b>Chair</b>	<b>Individual Gov</b>	<b>HT</b>	<b>NOTES</b>
Scrutinise a range of pupil performance data to evaluate the school's performance, including the OFSTED Data Dashboard		x					
Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them		x					
Scrutinise analysis of examination results and key stage assessments against agreed targets		x					
Ensure rigorous assessment processes are in place		x					
<b>Pupils, Parents and Community Responsibilities</b>	<b>Trustees</b>	<b>FGB</b>	<b>Committee</b>	<b>Chair</b>	<b>Individual Gov</b>	<b>HT</b>	<b>NOTES</b>
Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.		x			x		S/Guard Gov
Make available on request a procedure for dealing with complaints. (The expectation is that this should be published online. For complaints from parents of pupils, this procedure must comply with The Education (Independent School Standards) Regulations 2014)		x				x	



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Agree the Freedom of Information Act (FOIA) publication scheme and access policy		x				x	
Ensure that employees at the academy are able to comply with requests for information under the FOIA and register annually with the Information Commissioner's Office						x	
Establish a data protection policy in line with the General Data Protection Regulation (GDPR) and review it annually		x					
Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant School Meals where applicable)						x	
Publish and update at least annually a SEND information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)					x		<b>SEND Gov</b>
Determine whether to publish a home school agreement (not statutory)						x	
Maintain a register of pupil attendance						x	

## Notes

1. Trustees: Diocesan Bishop for Foundation Governors. SoS may appoint additional governors if required iaw Articles 60 - 64; FGB responsible for appointment of Staff Governors and 2 other governors iaw Article 51. Staff Governors elected by staff iaw Article 58A; Parent Governors elected by parents of registered pupils, except where the number of parents standing is less than the number of vacancies; The Principal (Head Teacher) is an ex officio Governor;
2. ToRs for committees includes: "The Governors comprising the sub-committee shall each school year, at their first meeting in that year, elect a chair and vice chair from within their number"
3. The work may be delegated on a case by case basis to a subcommittee or working group set up by the FGB.
4. Art. 83, Art. 91, Art 92, Art 93
5. Art 84, Art 85, Art 86,
6. Art 82
7. Art 82
8. Art 102, Art 103
9. Art 70, Art 71, Art 72, Art 73, Art 74, Art 75, Art 76, Art 77, Art 78, Art 79, Art 80, Art 81



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10. Each Governor is responsible for providing a statement to the Secretary. This is a separate document (i.e. not the Bio) that can be accessed by the public. A templated document will be produced and held by the clerk.
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12. Chair to appoint a panel of 3 governors
13. Head teacher holds delegated level of responsibility for charges up to £60,000 per annum for all statutory compliance eg legionella. Otherwise Finance and Premises committee
14. Chair to appoint a panel of 3 governors
15. Chair to appoint a panel of 3 governors
16. Chair to appoint a panel of 3 governors
17. For land and buildings approval from the ESFA and Trustee is required. Headteacher holds delegated level of responsibility for disposal of assets with residual value up to £60,000. Otherwise Finance, Audit & Risk committee.
18. Head teacher holds delegated level of responsibility for write off of debts up to £5,000. Otherwise Finance, Audit & Risk committee.
19. Head Teacher to £60,000 FGB for all above this value
20. FGB approve accounts but accountants send the year end accounts to Companies House. Clerk to Governors, as Company Secretary, updates company register with Companies House.