

ST AUGUSTINE'S GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK 2017-18

This document is for use by the Full Governing Body (FGB) when reviewing its schemes of delegation annually. **It lists 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, we are free to delegate any or all of our 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 FGB on actions taken in relation to their delegated responsibilities.

Financial requirements are set out in the Education Funding Agency's 'Academies Financial Handbook' and in their funding agreement. The document draws on a number of sources of information.¹

This document has been compiled by taking advice from Wiltshire Governor Services. It helps us distribute responsibilities across the FGB and its committees as well as, where deemed appropriate, to individual governors or the head teacher or other senior staff.

It should be noted that the responsibilities listed under each heading are those for which the FGB 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.

The headings of the columns in the tables that follow have been assigned according to the academy's organisation.

- 1 - Trustees
- 2 - Governing Body
- 3 - Committee
- 4 - Chair
- 5 - Individual Governor
- 6 - Head Teacher

Where a responsibility has been assigned to a committee, the committee is named in the notes column.

¹

Including: National Governors' Association Local Authority Maintained Governing Body Decision Planner 2014; Department for Education Governors' Handbook 2015; OFSTED Handbook for School Inspection September 2015; School Information (amendment) regulations 2012; School Governance Constitution Regulations 2012; The School Governance (Roles, Procedures and Allowances) regulations 2013; Statutory policies for Schools (DFE) September 2014. It has also taken note of a number of sample Schemes of Delegation from academies across England.

		Trustees	Governing Body	Committee	Chair	Individual Governor	Head Teacher	Note
	General and Procedural Responsibilities (refer to Articles of Association)							
G-1	Determine level of delegation of functions annually		Y					The output is this document
G-2	Establish the membership and organisation of the governing body and regulate its conduct				Y			
G-3	Appoint governors	Y	Y			actively recruit		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;
G-4	Establish any required GB procedures (where not set out in law and/or Articles of Association)		Y					The work may be delegated on a case by case basis to a sub-committee or working group set up by the FGB.

G-5	Appoint (and remove) the chair and vice chair of the governing body		Y				Art. 83: The Governors shall each school year, at their first meeting in that year, elect a chairman and vice chairman from within their number. Art. 91: The Governors may remove the chairman or vice chairman from office in accordance with the Articles (of association).
G-6	Determine period of office of chair and vice chair		Y		Y		Art 84: The chairman or vice-chairman shall hold office until his successor has been elected. Art 85: The chairman or vice-chairman may resign at any time by giving notice in writing to the secretary
G-7	Appoint (and dismiss) the Company Secretary		Y				Art. 82
G-8	Determine any functions to be performed by the Company Secretary		Y				Art. 82
G-9	Elect or appoint committee chairs			Y			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".
G-10	Agree suspension or removal of governors		Y		Y		Art 71: Resolved by Governors if a Governor is absent from all meetings in a six month period without the permission of the Governors. Chair for Disqualified Governors in accordance with Arts 72&81.
G-11	Publication of governors' details on school website. [As a minimum this should include: each governor's (or associate member's) name; category; appointing body; 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]					Y	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.

G-12	relatives and a register of gifts and hospitality		Y					
G-13	Establish and review the Governors' Code of Conduct (best practice)		Y					
G-14	Write and approve Annual Governance Statement (best practice)		Y					
G-15	Appoint governors for SEN, safeguarding, whistle blowing and any others agreed by GB		Y					
	Strategic Planning Responsibilities (best practice)							
SP-1	Agree long term vision and strategic plan		Y					
SP-2	Approve school improvement plans, ensuring OFSTED recommendations are incorporated and evaluate their impact		Y					
	Pupil welfare, discipline/exclusions Responsibilities							
PW-1	Draft a school behaviour policy and publicise to staff, students and parents						Y	
PW-2	Decide whether to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or at risk of being unable to sit a public examination			Y				Pastoral Committee
PW-3	Consider parents' representation about exclusions			Y				Pastoral Committee
	Premises Responsibilities							
P-1	Agree long term strategy for use of school premises			Y				Finance and premises committee
P-2	Arrange for regular monitoring and inspection of school premises			Y				Finance and premises committee
P-3	Arrange buildings insurance						Y	School Business Manager
P-4	Agree Health and Safety policy and ensure compliance and implementation			Y				Finance and premises committee

P-5	Agree a funded maintenance plan			Y				Finance and premises committee
P-6	Approve hiring policy and charges			Y				Finance and premises committee
P-7	Ensure security of school premises and equipment			Y				
P-8	Agree level of maintenance service the school will buy from service providers			Y			Y	Head teacher holds delegated level of responsibility for charges up to £10,000 per annum for all statutory compliance eg legionella. Otherwise Finance and Premises committee
P-9	Ensure risk assessments of school site are conducted and considered as appropriate						Y	
	Staffing Responsibilities							
ST-1	Determine the academy's staffing complement			Y				Staffing committee
ST-2	Formally approve appointments of head teacher and deputy head teacher		Y				Y	Head teacher may approve the appointment of Deputy Head.
ST-3	Determine the headteacher and staff appraisal process (consider adopting the requirements for maintained schools)		Y					
ST-4	Approve, and keep under review, a school pay policy			Y				Staffing committee
ST-5	Fulfil role expected of governing bodies in adopting procedures for range of staffing issues e.g. discipline, capability, grievance, redundancy, termination of employment			Y			Y	All HR policies are prepared by HR manager. Staffing committee to review and approve statutory policies. Head teacher to review and approve non-statutory policies.
ST-6	Approve a statement of procedures for dealing with allegations of abuse against staff			Y				Staffing committee
ST-7	Make teachers' pay progression decisions following recommendations of head teacher (by end of October)			Y				Staffing committee
ST-8	Ensure safer recruitment requirements are met			Y				Pastoral committee
ST-9	Ensure that required staffing policies and procedures are in place and implemented			Y				Staffing committee

ST-10	Appoint selection panel for head teacher and deputy head				Y			
	teacher appointments							
ST-11	Appoint selection panel for other members of the senior leadership team				Y			
ST-12	Ensure that at least one person on the selection panel for head teacher appointment has completed safer recruitment training				Y			
	Finance Responsibilities (refer also to 'Academies Financial Handbook' and 'Academies Accounts Direction')							
	Accounting							
FR-1	Ensure adherence to EFA and statutory financial requirements, and agreed internal policies						Y	
FR-2	Maintain accurate financial records						Y	
	Assets							
FR-3	Ensure security of all assets, including buildings and cash						Y	
FR-4	Maintain and review an inventory of valuable items						Y	
FR-5	Authorise the disposal of assets			Y			Y	For land and buildings approval from the EFA is required. Head teacher holds delegated level of responsibility for disposal of assets with residual value up to £10,000. Otherwise Finance and Premises committee.
FR-6	Maintain a record of assets borrowed by staff						Y	
	Audit							
FR-7	Appoint external and internal auditors			Y				Finance and premises committee
FR-8	Receive and act on auditors' reports			Y				Finance and premises committee
FR-9	Maintain a register of pecuniary and business interests of governors and Trustees		Y					

	Budget							
FR-10	Oversee the preparation of the annual budget plan in line with strategic and other relevant plans			Y				Finance and premises committee
FR-11	Approve the final budget		Y					
FR-12	Notify the final budget to appropriate authorities						Y	
FR-13	Monitor income and expenditure against the budget and explain variances						Y	
FR-14	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			Y				Curriculum committee
FR-15	Approve virements between budget headings						Y	
	Expenses							
FR-16	Approve a policy for governors' allowances		Y					
	Income							
FR-17	Approve lettings policy and charging and remissions policy						Y	
FR-18	Write off debts for income not received			Y			Y	Head teacher holds delegated level of responsibility for write off of debts up to £1,000. Otherwise Finance and Premises committee.
FR-19	Authorise other income-generation activities		Y					
	Insurance and risk management							
FR-20	Ensure insurance cover is appropriate			Y				Finance and premises committee
FR-21	Maintain a risk register		Y					All elements of the GB to identify risks that are reported to the FGB for inclusion in the Risk Register.

FR-22	Ensure appropriate Business Continuity Plan in place		Y				Y	Head teacher to maintain and exercise BCP periodically, but this should be brought to the FGB for review periodically.
	Orders and contracts							
FR-23	Ensure all contracts and agreements conform with finance policies and procedures						Y	
FR-24	Accept quotations/tenders and authorise orders/contracts for goods, works and services		Y				Y	Head Teacher to £10,000 FGB for all above this value
	Payments							
FR-25	Authorise bank payments						Y	
FR-26	Approve applications for business credit cards						Y	
	Taxation and compliance							
FR-27	Ensure compliance with VAT, PAYE and HMRC regulations						Y	
FR-28	Ensure compliance with the Companies Act regulations, including preparing and submitting an annual report to Companies House and the Charities Act regulations				Y			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.
	Value for Money							
FR-29	Ensure economy, efficiency and effectiveness (the three key elements of value for money) in the use of all funds						Y	Head supported by SBM
	Voluntary funds							
FR-30	Administer voluntary funds			Y				Finance and premises committee
FR-31	Monitor and review voluntary fund accounts			Y				Finance and premises committee
	Safeguarding Responsibilities							
FR-32	Approve Child Protection Policy and review its effectiveness at least annually			Y				Pastoral committee, but with report on effectiveness to FGB

FR-33	Ensure effectiveness of record keeping related to safeguarding responsibilities, including maintenance of central record of recruitment and vetting checks			Y				Pastoral committee
FR-34	Consider school's annual safeguarding audit and monitor subsequent action plans			Y				Pastoral committee
School Admission Responsibilities								
A-1	Ensure that all the mandatory provisions of the School Admissions Code (2012) are implemented (except where variations have been written into their funding agreement to support fair access.)			Y				Admissions committee
A-2	Approval of Admissions Policies		Y					
Data Analysis and Target Setting Responsibilities								
DA-1	Scrutinise a range of pupil performance data to evaluate the school's performance, including the OFSTED Data Dashboard			Y				Curriculum committee
DA-2	Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them			Y				Curriculum committee
DA-3	Scrutinise analysis of examination results and key stage assessments against agreed targets			Y				Curriculum committee
DA-4	Ensure rigorous assessment processes are in place			Y				Curriculum committee
Pupils, Parents and Community Responsibilities								
P-1	Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.			Y				Pastoral committee
P-2	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)						Y	
P-3	Agree the Freedom of Information Act (FOIA) publication scheme and access policy						Y	

P-4	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						Y	
P-5	Establish a data protection policy and review it at least every two years		Y					
P-6	Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant School Meals where applicable)						Y	