

Governing Board Scheme of Delegation

Function	Task	FGB	Committee	Trustee	Individual	Headteacher	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓				LA/FGB
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective.	✓	✓				LA/FGB
	Establish an independent appeals panel when there are admissions appeals	✓					LA/FGB
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days	✓				✓	HT
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents about a suspension or permanent exclusion.	✓	✓	✓			
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓					FGB/Chair

	Make day-to-day spending decisions under the amount of £6,000				✓	HT
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16				✓	HT

Function	Task	GB	Committee	Individual Trustee	Education and Skills Funding Agency	We have delegated this to:
Finance and budgets	Appoint senior executive leaders as an accounting officer and a chief financial officer of the trust (these must not be the same person)	✓				FGB
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction	✓	✓			F & A
	Appoint an auditor.	✓	✓			F & A
	Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)	✓	✓			F & A
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				FGB
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓			F & A

	Establish an audit and risk committee (If your trust's annual income is less than £50 million, you can combine it with another committee)	✓				FGB
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA	✓				FGB/F & A
	Maintain a published register of interests , including the business and pecuniary interests of members, trustees and senior employees.	✓				FGB

Function	Task	FGB	Committee	Individual Trustee	Headteacher	We have delegated this to:
	Monitor impact of pupil premium funding	✓	✓		✓	A pupil premium link trustee reporting back to the full board who has overall responsibility
	Monitor impact of PE and sport premium funding	✓	✓		✓	A PE and Sports Premium link trustee reporting back to the full board who has overall responsibility
Governing board procedures	Hold full governing board meetings at least 3 times a year	✓				FGB
	Elect a chair and vice-chair of trustees.	✓				FGB
	Appoint a clerk	✓				FGB

Health and safety	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this at least annually. Appoint or elect a chair for each committee	✓				FGB
	Check that all statutory policies and documents are in place	✓				FGB
	Delegate functions to committees and individuals	✓				FGB
	Monitor the implementation of the health and safety policy	✓	✓			F & A
	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓	✓		✓	F & A
	Make sure that the estate is managed strategically and is maintained in a safe working condition	✓	✓		✓	F & A

Function	Task	FGB	Committee	Trustee	Individuals	Headteacher	We have delegated this to:
Parents and the community	Make sure the required information is published on the school website	✓	✓			✓	FGB
	Approve a complaints procedure	✓					FGB
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓					FGB
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓				FGB

	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓	✓			A data protection trustee reporting back to the full board which has overall responsibility
Pupil wellbeing	Make sure eligible pupils receive free school meals (this includes all pupils in reception, year 1 and year 2)	✓	✓		✓	HT
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training	✓	✓		✓	FGB
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	✓				FGB
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	HT
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			FGB
	Make sure the school has effective safeguarding policies and procedures in place	✓				FGB

Function	Task	FGB	Committee	Individual Trustee	Headteacher	We have delegated this to:
	Make sure a trustee takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓			FGB
	Make sure trustees receive safeguarding training	✓	✓	✓	✓	FGB
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓	HT
	Appoint a member of staff to be the designated safeguarding lead				✓	HT
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	FGB/HT
Special educational needs and disabilities (SEND)	Designate a member of the trust board or a committee to have oversight of the school's arrangements for SEND	✓				FGB
	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	HT

	Make sure that parents/carers are notified by the school when special educational provision is being made for their child				✓	HT
	Make sure the school produces its school SEN information report and publishes it online	✓	✓		✓	HT
	Co-operate with the LA in developing the local offer		✓		✓	HT
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	HT
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school and that they have sufficient time and resources to carry out their role effectively	✓	✓		✓	HT
Function	Task	FGB	Committee	Individual Trustee	Headteacher	We have delegated this to:
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	HT
Staffing matters	Appoint a senior executive leader (who should be the academy's principal)	✓				FGB
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				FGB
	Make sure employment law and guidance is being followed	✓	✓			FGB
	Approve staffing structure changes	✓	✓			FGB
	Dismiss the headteacher	✓				FGB