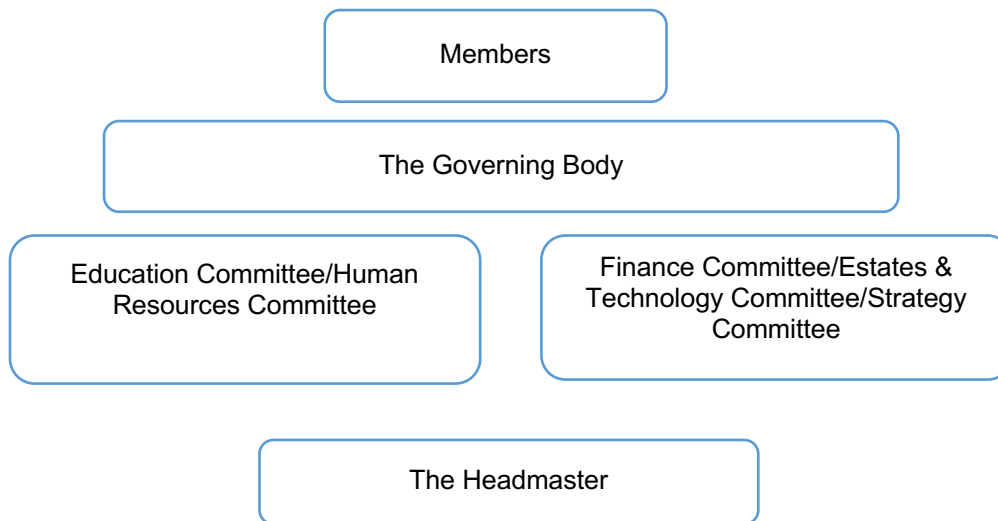




## Scheme of Delegation of Decision-Making Authority



### Roles and Responsibilities

#### The role of the Members

The members of the Academy have a different status to Governors. The Members appoint Community Governors to ensure that the Academy's charitable objects are carried out and so must be able to remove Governors if they fail to fulfil this responsibility. Accordingly, the Governing Body submits an annual report on the performance of the Academy to the Members. Members are also responsible for approving any amendments made to the Academy's Articles of Association (a document which outlines the governance structure and how the Academy will operate). The Articles of Association also describe how Members are recruited and replaced, how many of the Governors the Members can appoint to the Governing Body and the numbers and categories of other types of Governor.

#### The role of the Governors

The Academy is a charitable company and so Governors are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because Governors are bound by both charity and company law, the terms 'trustees', 'directors' and 'governors' are often used interchangeably.

The Governing Body (and the Governors individually) are responsible for the general control and management of the administration of the Academy, and in accordance with the provisions set out in the Memorandum and Articles of Association and its Funding Agreement.

The Governing Body is legally responsible and accountable for all statutory functions, for the performance of the Academy, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements (the Financial Procedures Manual). In addition, it must carry out the three core governance functions:

1. Ensure clarity of vision, ethos and strategic direction

2. Hold the Headteacher and senior leadership team to account for the educational performance of the Academy and their pupils, and the performance management of staff
3. Oversee the financial performance of the Academy and make sure its money is well spent.

The Governing Body has the right to review and adapt its governance structure at any time, subject to the Articles of Association and the Funding Agreement, which includes removing delegation.

The Governing Body delegates responsibility for the day to day leadership and running of the Academy to the Headmaster. The Governing Body will hold the Headmaster to account for the performance of the Academy. The Headmaster in turn holds other members of the senior leadership team to account by line managing them. Whilst the Governing Body cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision-making to sub-committees of the Governing Body or to the Headmaster and Leadership Team.

The Headmaster will report to the Governing Body on the performance of the Academy, although this will be supplemented by the monitoring of committees and individual Governors with any delegated responsibilities.

The performance of the Headmaster is managed by the Governing Body.

The Governors have established five standing committees: Strategy Committee; Education Committee; Human Resources Committee; Finance Committee; Estates and Technology Committee. They carry out some of its governance functions which may include making decisions and any decisions made will be deemed decisions of the Governing Body.

The Committees keep the Governing Body informed of the decisions they have taken by submitting minutes of their meetings to the Governing Body and by appropriate discussions by the Committee members at Governing Body meetings. The membership of committees is set out in each committee's terms of reference as approved by the Governing Body.

**KEY**

- Level 1: Full Governing Body.
- Level 2: A Committee of the Governing Body
- Level 3: An individual Governor
- Level 4: Headteacher.
- Blank: Action could be carried out at any level by Governing Body or Headteacher.
- Grey: Function cannot **legally** be carried out at this level.

Committee / Function	No	Action / Decision	Decision Level			
			LEVE	LEVE	LEVE	LEVE
			L 1	L 2	L 3	L 4
<b>Governing Body</b>	1.	Ensure that a School Strategic Plan (SSP) is in place and reviewed annually	✓			
<b>Summer Term</b>	2.	Approve the annual Financial budget	✓			
<b>As required</b>	3.	Determine the staffing structure for the School	✓			

Committee / Function	No	Action / Decision	Decision Level			
			LEVE L 1	LEVE L 2	LEVE L 3	LEVE L 4
<i>As required</i>	4.	Appoint Headteacher (selection panel)	✓			
<i>As required</i>		Appoint Deputy and Assistant Heads and Senior Support Staff (selection panel) taking advice from the Headteacher	✓			✓
<i>December meeting</i>	5.	Recomend the appointment of the Auditors to the Members of the Academy Trust	✓			
<i>December meeting</i>	6.	Review Admissions Policy and procedures annually	✓			
<i>Autumn Term</i>	7.	Decide the times of School Sessions and dates of School terms and holidays	✓			
<i>As required</i>	8.	Appoint (and remove) the Chairman and Vice-Chairman of the Governing Body	✓			
<i>As required</i>	9.	Appoint and dismiss the Clerk to the Governors	✓			
<i>Termly</i>	10	Hold a Governing Body meeting once a term	✓			
<i>1<sup>st</sup> meeting of the academic year</i>	11	Review Governors' Allowances scheme annually	✓			
<i>September meeting</i>	12	Establish and review annually the delegation of functions to individuals or Committees	✓			
<i>As required</i>	13	Dismissal of Headteacher NB: GB must act through the <b><u>Dismissal Committee</u></b>		✓		
<i>As required</i>	14	Dismissal of other staff NB: GB must act through the <b><u>Dismissal Committee</u></b>		✓		
<i>Strategy 1<sup>st</sup> meeting of the academic year</i>	15	Review the Headteacher's salary annually taking advice from the Governors appointed for Performance Management		✓		
<i>Summer term</i>	16	Undertake the Headteacher's Performance Management review.		✓		

Committee / Function	No	Action / Decision	Decision Level			
			LEVE	LEVE	LEVE	LEVE
			L 1	L 2	L 3	L 4
<b>Education Spring Term</b>	17	Ensure the Curriculum is balanced and broadly based		✓		
<b>On-going</b>	18	Be responsible for day to day leadership and management of learning and teaching				✓
<b>As required</b>	19	Establish, review and approve additional curriculum related policies		✓*		
<b>Autumn Term</b>	20	Establish, review and approve annually the Child Protection & Safeguarding Policy. Detailed review may be delegated to the Education committee but approval rests with the Governing Body.	✓			
<b>As required</b>	21	Establish, review and approve additional student related policies		✓*		
<b>Autumn Term</b>	22	Monitor pupils progress		✓		✓
<b>As required</b>	23	Review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions in accordance with current regulations. Permanent exclusions will be managed through a dedicated Discipline Committee		✓		
<b>As required</b>	24	Establish, review and approve all policies relating to the Boarding house		✓*		
<b>As required</b>	25	Establish and review the Accessibility Plan with due regard to current legal requirements.		✓		
<b>As required</b>	26	Establish, review and approve community related policies		✓*		
<b>As required</b>	27	Establish, review and approve all Equality policies		✓*		
<b>Autumn Term</b>	28	Establish, review and approve a SEND Policy  Appoint a responsible person		✓* ✓		
<b>Summer Term</b>	29	Adoption and review of home-school agreement		✓*		

Committee / Function	No	Action / Decision	Decision Level			
			LEVE L 1	LEVE L 2	LEVE L 3	LEVE L 4
<i>As required</i>	30	Establish, review and approve the school's Educational Visits policy, ensuring adherence to all relevant safety and emergency procedures. Receive an annual report on trips undertaken		✓*		
<i>Autumn Term</i>						
<i>On-going</i>	31	Ensure that the Government standards for food in Schools are met.		✓		
<b>Human Resources</b>	32	Ensure the School operates Safer Recruitment practices.		✓		
<i>Summer Term</i>						
<i>Autumn Term</i>	33	Ensure that appropriate checks are carried out for all new Staff who will work with children				✓
<i>Annually</i>	34	The single central record will be reviewed by a Governor annually.			✓	
<i>Spring Term</i>	35	Establish, review and approve a Performance Management Policy		✓*		
<i>As required</i>	36	Establish, review and approve the Pay Policy		✓*		
<i>Summer Term</i>	37	Review teachers' salary annually taking advice from the Headteacher.		✓		
<i>As required</i>	38	Establish, review and approve all other staff related policies and procedures. Apply policies where necessary		✓*		
<i>As required</i>	39	Establish, review and approve the Data Protection policy and ensure conformity with the requirements of GDPR		✓*		
<i>As required</i>	40	Appoint other teachers (Governing Body may be involved in the selection panel)				✓
<i>As required</i>	41	Appoint non-teaching staff (Governing Body may be involved in the selection panel)				✓
<i>Summer Term</i>	42	Ensure compliance with guidelines for Newly Qualified Teachers		✓		
<i>As required</i>	43	Advise on implications of Equal Opportunity legislation		✓		
<b>Finance</b>	44	Ensure the School undertakes proper financial planning, monitoring and probity.		✓		
<i>Termly</i>						

Committee / Function	No	Action / Decision	Decision Level			
			LEVE L 1	LEVE L 2	LEVE L 3	LEVE L 4
		Ensure that robust financial procedures are in place.				
<i>As required</i>	45	Establish, review and approve annually all relevant finance related policies		✓*		
<i>December</i>	46	Approve the annual financial statements that form part of the annual report. Preparation and detailed review is delegated to the Finance Committee but approval rests with the Governing Body.	✓			
<i>Termly</i>	47	Monitor key financial performance measurements regularly		✓		
<i>As required</i>	48	Approve contracts and leases in line with the Financial Scheme of Delegation		✓		
<i>As required</i>	49	Enter into contracts (below set financial limit)			✓	
<i>Autumn Term</i>	50	Appoint a Responsible Officer		✓		
<b>H&amp;S</b> <i>As required</i>	51	Establish, review and approve a Health and Safety Policy.		✓*		
<i>Termly</i>	52	Ensure that Health and Safety regulations are followed.				✓
<b>Information for Parents</b> <i>As required</i>	53	Prepare and publish key information online including Pupil Premium, Curriculum by Year and Subject, Admission Arrangements, various policies, links to Ofsted Reports and Performance Data				✓
<i>As required</i>	54	Ensure that each year a report on each pupil's educational achievements is forwarded to his parents/carers.				✓
<i>As required</i>	55	Ensure provision of Free School Meals to those pupils meeting criteria				✓
<i>As required</i>	56	Ensure the School complies with published Scheme for the Freedom of Information				✓

This scheme assumes that:

- The full Governing Body is responsible for establishing plans and policies and setting targets.
- Committees may have delegated authority to monitor, evaluate and review particular plans, policies and targets. The Committee must still report the outcome to the full Governing Body which remains legally responsible and accountable.

- The Headteacher and Staff play the major role in formulating plans, policies and targets to bring to the Committees and/or Governing Body for discussion prior to adoption by the full Governing Body.
- The Headteacher is responsible for implementing the strategic framework and for internal organisation, management and control of the School and is accountable to the Governing Body.
- \* The review of specific policies, in accordance with the school's policy review schedule, may be delegated to an individual Governor but all policies need to be brought before the respective committee for approval.