

SCHEME OF DELEGATION

Statutory

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Ratified by Governors: 4 July 2016
Next Review Date: Summer 2017

Principles of Delegation

The Board of Governors is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the academy, addressing such matters as:

- policy development and strategic planning, including target-setting to keep up momentum on school improvement;
- ensuring sound management and administration of the academy, and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;
- establishing and maintaining a transparent system of prudent and effective internal controls;
- management of the academy's financial, human and other resources;
- monitoring performance and the achievement of objectives and ensuring that plans for improvement are acted upon;
- helping the academy be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- setting the academy's standards of conduct and values;
- assessing and managing risk (including preparation of a statement on the academy's risk management for its annual report and accounts).

Under the Articles of Association of Cams Hill School, the governors may delegate to any governor, committee, the Headteacher or member of the senior leadership team powers or functions as they consider desirable to be exercised by them. Any such delegation is made subject to any conditions the governors may impose and may be revoked or altered.

Appendix 1 & 2 show details of the level of delegation, where applicable, from the Full Board of Governors to the Headteacher and other members of the school senior leadership team.

Any committee or individual shall report to the governors, at the next Full Board of Governors meeting, in respect of actions taken or decision made with respect to the exercise of the delegation made by the governors.

The Full Board of Governors have established three prime committees to exercise powers and functions on behalf of the Governors and their constitution; membership and Terms of Reference of these committees is agreed annually by the Full Board of Governors. The membership of any committee of the governors may include persons who are not governors; however, these members have no rights to vote on any issues. No vote on any matter shall be taken at a meeting of a committee of the governors unless the meeting is quorate.

Additionally, ad hoc committees to hear pupil discipline, staff appeals, pay review, pay appeals, complaints or as required by circumstances will be formed from a pool of governors agreed by the Full Board of Governors, based on their availability.

Headteacher

The Headteacher is, on appointment by the Board of Governors, an ex-officio governor who will, in addition to being a member of the Full Board of Governors, also be a member of the three prime governor committees. By approving this document the governors delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of the academy (including the implementation of all policies approved by the governors) and for the direction of the teaching and curriculum at the academy.

The Headteacher is, in accordance with the funding agreement, the academy Chief Financial Officer. This post confers responsibility for financial and administrative matters and the holder is personally responsible to the Board of Governors for:

- ensuring regularity and propriety;
- prudent and economical administration;
- avoidance of waste and extravagance;
- efficient and effective use of available resources; and
- the day to day organisation, staffing and management of the academy.

The Chief Financial Officer may delegate, or appoint others to assist in these responsibilities, for example to the School Business Manager. Whilst the Headteacher retains executive responsibility for the academy's activities including financial activities, much of the financial responsibility has been delegated to the School Business Manager in accordance with Appendix 2.

Full Board of Governors

The Board of Governors has been appointed / elected in accordance with the Cams Hill Academy Trust Articles of Association and meet at least once a term. No business can be conducted at any meeting unless a quorum is present.

The Terms of Reference for the Full Board of Governors are reviewed annually and a copy is published on the school website.

The Full Board of Governors appoint an appropriately trained and independent clerk to the Governors who, in addition to providing an administrative service, will also advise on all matters relevant to the adherence to statute, legislation and procedural obligations by the governors.

The Governors agree an annual schedule of matters to be reviewed at Governor meetings and this is used by the Clerk to the Governors and Chair to create meeting agendas. Matters considered at Full Board of Governor meetings include:

- the financial position of the academy, including its income, expenditure and financial commitments;
- whether adequate financial monitoring of the academy's budget and activities is being undertaken;
- progress on any action identified to improve financial arrangements at the academy;
- significant contracts proposed to be entered into by the academy;
- details of any significant matters affecting the academy's staff;
- details of any significant matters affecting the pupils' welfare or education;
- details of any significant matters affecting the academy's assets;
- the academy's goals and how they are being met;
- review of the management structure to ensure it is operating effectively;
- review of the performance of external providers, eg bankers, services provided under SLAs;
- review and approval of the academy's annual accounts and report to the trustees;
- review and approval of the financial budget for the following year;
- review and approval of the levels of insurance cover for the academy's assets;
- findings made by the auditors and the auditor's management letter, and any other financial reviews, and consideration of what actions should be taken arising from their recommendations;
- review of the risks to which the academy is exposed and determination of whether systems are in place to mitigate those risks.

The board delegate responsibility for specified matters, where it has power to do so, to individual members or committees of the board. Decisions taken by individual members or committees of the board under delegated powers are recorded in written minutes available to the board as a whole.

Resources Committee

The Board of Governors will annually appoint a committee of the Board of Governors, to be known as the Resources Committee, that will cover Finance, Personnel and Premises matters. This committee shall meet at least once per school term.

The members of the Resources committee shall, at the first meeting of the school year appoint a Chair and Vice Chair, neither of which can be the Headteacher. The Chair and Headteacher are jointly responsible for the agreement and issue of an agenda and associated papers to members of the Resources committee at least seven days before each meeting. Non Governors may be invited to attend Resource Committee meetings; however, they are not entitled to vote on any matters. The Clerk to the Governors will circulate minutes of meetings of the Resources Committee to all members of the Board of Governors.

Governors who are not members of the Resources Committee have the right of attendance.

Authority

The Resources Committee is authorised by the Board of Governors to investigate any activity within its Terms of Reference, and to seek any information it requires from staff, who are required to co-operate with the Committee in the conduct of its inquiries.

The Resources Committee is authorised to obtain independent professional advice if it considers this necessary.

Duties and Delegated Responsibilities

The specific duties and delegated responsibilities of the Resources Committee are contained within the Resources Committee Terms of Reference that are agreed annually by the Full Board of Governors. To ensure that all relevant matters are reviewed on a regular basis, the committee agree an annual schedule of matters to be reviewed at Resources Committee meetings and this is used by the Clerk to the Governors and Chair to create meeting agendas

Teaching and Learning Committee

The Board of Governors will annually appoint a committee of the Board of Governors, to be known as the Teaching and Learning Committee, that will cover matters relating to pupil attainment and progress, curriculum, and other matters relating to pupil academic outcomes as required. This committee shall meet at least once per school term.

The members of the Teaching and Learning Committee shall, at the first meeting of the school year, appoint a Chair and Vice Chair, neither of which can be the Headteacher. The Chair and Headteacher are jointly responsible for the agreement and issue of an agenda and associated papers to members of the Teaching and Learning Committee at least seven days before each meeting. Non Governors may be invited to attend Teaching and Learning Committee meetings; however, they are not entitled to vote on any matters. The Clerk to the Governors will circulate minutes of meetings of the Teaching and Learning Committee to all members of the Board of Governors.

Governors who are not members of the Teaching and Learning Committee have the right of attendance.

Authority

The Teaching and Learning Committee is authorised by the Board of Governors to investigate any activity within its Terms of Reference, and to seek any information it requires from staff, who are required to co-operate with the committee in the conduct of its inquiries.

The Teaching and Learning Committee is authorised to obtain independent professional advice if it considers this necessary.

Duties and Delegated Responsibilities

The specific duties and delegated responsibilities of the Teaching and Learning Committee are contained within the Teaching and Learning Committee Terms of Reference that are agreed annually by the Full Board of Governors. To ensure that all relevant matters are reviewed on a regular basis, the committee agree an annual schedule of matters to be reviewed at Teaching and Learning Committee meetings and this is used by the Clerk to the Governors and Chair to create meeting agendas.

Pastoral Committee

The Board of Governors will annually appoint a committee of the Board of Governors, to be known as the Pastoral Committee, that will cover matters relating to the wellbeing of pupils and staff as required. This committee shall meet at least once per school term.

The members of the Pastoral Committee shall, at the first meeting of the school year, appoint a Chair and Vice Chair, neither of which can be the Headteacher. The Chair and Headteacher are jointly responsible for the agreement and issue of an agenda and associated papers to members of the Pastoral Committee at least seven days before each meeting. Non Governors may be invited to attend Pastoral Committee meetings; however, they are not entitled to vote on any matters. The Clerk to the Governors will circulate minutes of meetings of the Pastoral Committee to all members of the Board of Governors.

Governors who are not members of the Pastoral Committee have the right of attendance.

Authority

The Pastoral Committee is authorised by the Board of Governors to investigate any activity within its Terms of Reference, and to seek any information it requires from staff, who are required to co-operate with the committee in the conduct of its inquiries

The Pastoral Committee is authorised to obtain independent professional advice if it considers this necessary.

Duties and Delegated Responsibilities

The specific duties and delegated responsibilities of the Pastoral Committee are contained within the Pastoral Committee Terms of Reference that are agreed annually by the Full Board of Governors. To ensure that all relevant matters are reviewed on a regular basis, the committee agree an annual schedule of matters to be reviewed at Pastoral Committee meetings and this is used by the Clerk to the Governors and Chair to create meeting agendas.

Other Committees

In addition to the Resources, Teaching and Learning and Pastoral Committees, ad hoc committees to hear pupil discipline, staff appeals, pay review, pay appeals, complaints, etc will be formed from a pool of governors agreed by the Full Board of Governors, based on their availability.

Appendix 1

Table of Delegation

The following table shows the level to which the Full Board of Governors have agreed to delegate authority to make decisions. It must be remembered that although the decisions may be delegated, the Board of Governors as a whole remains responsible for any decision made under delegation.

KEY

Level

- 1: Full Board of Governors
- 2: Board of Governors Committee
- 3: Headteacher

Committee

- R: Resource
- T: Teaching and Learning
- P: Pastoral

Key Function	No	Tasks	1	2	3
Financial	1	Approve the first formal budget plan each financial year	✓		
	2	Monitor monthly expenditure		R	
	3	Establish a charging and remissions policy		R	
	4	Enter into contracts (See Appendix 2 for financial limits)	✓		✓
	5	Make payments			✓
	6	Recommendation to the Cams Hill Academy Trust for approval of annual accounts	✓		
Staffing	7	Headteacher appointments (selection panel)	✓		
	8	Deputy appointments (selection panel)	✓		
	9	Appoint other teachers			✓
	10	Appoint non-teaching staff			✓
	11	Agree a pay policy	✓		
	12	Pay discretions		R	
	13	Establishing disciplinary/capability procedures		R	
	14	Dismissal of headteacher	✓		
	15	Dismissal of other staff			✓
	16	Suspending headteacher	✓		
	17	Suspending staff (except headteacher)			✓
	18	Ending suspension (headteacher)	✓		
	19	Ending suspension (except headteacher)			✓
	20	Determining staff complement		R	
	21	Determining dismissal payments/early retirement		R	

Key Function	No	Tasks	1	2	3
	22	Establish a performance management policy			✓
	23	Agree or reject and monitor performance management policy		R	
	24	Implement the performance management policy			✓
	25	Review annually the performance management policy		R	
Curriculum	26	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)		T	
	27	Establish a curriculum policy			✓
	28	Agree or reject and monitor curriculum policy		T	
	29	Implement curriculum policy			✓
	30	Set and publish targets for pupil achievement			✓
	31	Responsible for standards of teaching			✓
	32	Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)			✓
	33	Responsibility for individual child's education			✓
	34	Establish and keep up-to-date a written policy on the provision of sex education		T	
	35	Prohibit political indoctrination and ensuring the balanced treatment of political issues			✓
Discipline/ Exclusions	36	Establish a discipline policy		P	
	37	Review the use of exclusion and to decide whether or not to confirm 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)		P	
	38	Direct reinstatement of excluded pupils (Can be delegated to Chair/Vice Chair in cases of urgency)	✓		
Admissions	39	Consult annually before setting an admissions policy		P	
	40	Review appeals against decisions made in line with admissions policy		P	
Religious Education	41	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus		T	
Collective Worship	42	Arrangements for collective worship			✓
Premises & Insurance	43	Buildings insurance and personal liability indemnity		R	

Key Function	No	Tasks	1	2	3
	44	Developing school buildings strategy	✓		
	45	Procuring and maintaining buildings, including developing properly funded maintenance plan		R	
Health & Safety	46	Institute a health and safety policy	✓		
	47	Ensure that health and safety regulations are followed			✓
School Organisation	48	Publish proposals to change category of school	✓		
	49	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA			✓
	50	Ensure that the school meets for 380 sessions in a school year			✓
Information	51	Prepare and publish the school prospectus			✓
	52	Prepare and publish the school profile			✓
	53	Ensure provision of free school meals to those pupils meeting the criteria			✓
	54	Adoption and review of home-school agreements		P	
	55	Availability of statutory data on school web site	✓		
Governance	56	Appoint (and remove) the chair and vice-chair of a permanent or a temporary Board of Governors	✓		
	57	Appoint and dismiss the Clerk to the Governors	✓		
	58	Hold a Full Board of Governors meeting at least three times in a school year.	✓		
	59	Appointment of auditors	✓		
	60	Set up a Register of Governors' Business Interests	✓		
	61	Discharge duties in respect of pupils with special needs by appointing a 'responsible person'	✓		
	62	Appointment of Governors to Governor Committees	✓		
	63	Appointment of co-opted Governors and Parent Governors (where number of Governors is less than number of vacancies)	✓		
	64	Approval of Scheme of Delegation	✓		
		Approval of Governor Committee Terms of Reference	✓		
Federations/ Multi Academy Trusts	65	Consider forming a federation/MAT or joining an existing federation/MAT	✓		
	66	Consider requests from other schools to join the federation/MAT	✓		
	67	Leave a federation/MAT	✓		

Appendix 2

Table of Financial Delegation

Delegated Duty	Value	Delegated Authority	Method
Ordering goods and services	Up to £3000	Budget Holders	Selection from preferred supplier lists where possible. Best value to be demonstrated
	£3,001- £10,000	Headteacher	As above
	£10,001-£20,000	Headteacher	Minimum of three quotes
	£20,001 - £60,000	Full Governing Body	Minimum of three quotes
	Over £60,001	Full Governing Body	Formal tendering process, including advertising in OJEU
Signatories for cheques	Any	Two signatories from: <ul style="list-style-type: none"> • Headteacher • Deputy Headteacher • School Business Manager 	
Signatories for BACS payments and other bank transfers	Any	Two signatories from: <ul style="list-style-type: none"> • Headteacher • Deputy Headteacher • School Business Manager 	
Signatories for EFA grant claims and EFA returns	Any	Two signatories from: <ul style="list-style-type: none"> • Headteacher • Deputy Headteacher • School Business Manager 	
Raising invoices to collect income	Up to £1,000	Finance Officer	
	Up to £10,000	As above plus: <ul style="list-style-type: none"> • School Business Manager 	
	Over £20,000	Headteacher	
Virement of budget Provision between budget heads	Up to £10,000	Headteacher	
	Over £10,000	Headteacher and reported to Resources Committee	
Write off of bad debts/losses/disposal of assets	Up to £1,000 per transaction	Headteacher	

Delegated Duty	Value	Delegated Authority	Method
	Over £1,000 and up to £45,000 per transaction	As above plus Resources Committee	
	Over £45,000	EFA/Secretary of State	
Authorisation of staff reimbursement claims	Any	One signatory from: <ul style="list-style-type: none"> • Headteacher • Deputy Headteacher 	Deputy Headteacher claims to be authorised by Headteacher
Authorisation of Governor and Headteacher reimbursement claims	Any	One signatories from: <ul style="list-style-type: none"> • Chair of Governors • Vice Chair of Governors 	Chair of Governors claims to be approved by Vice Chair