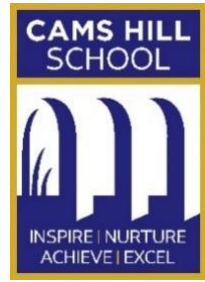


# CAMS HILL SCHOOL SCHEME OF DELEGATION



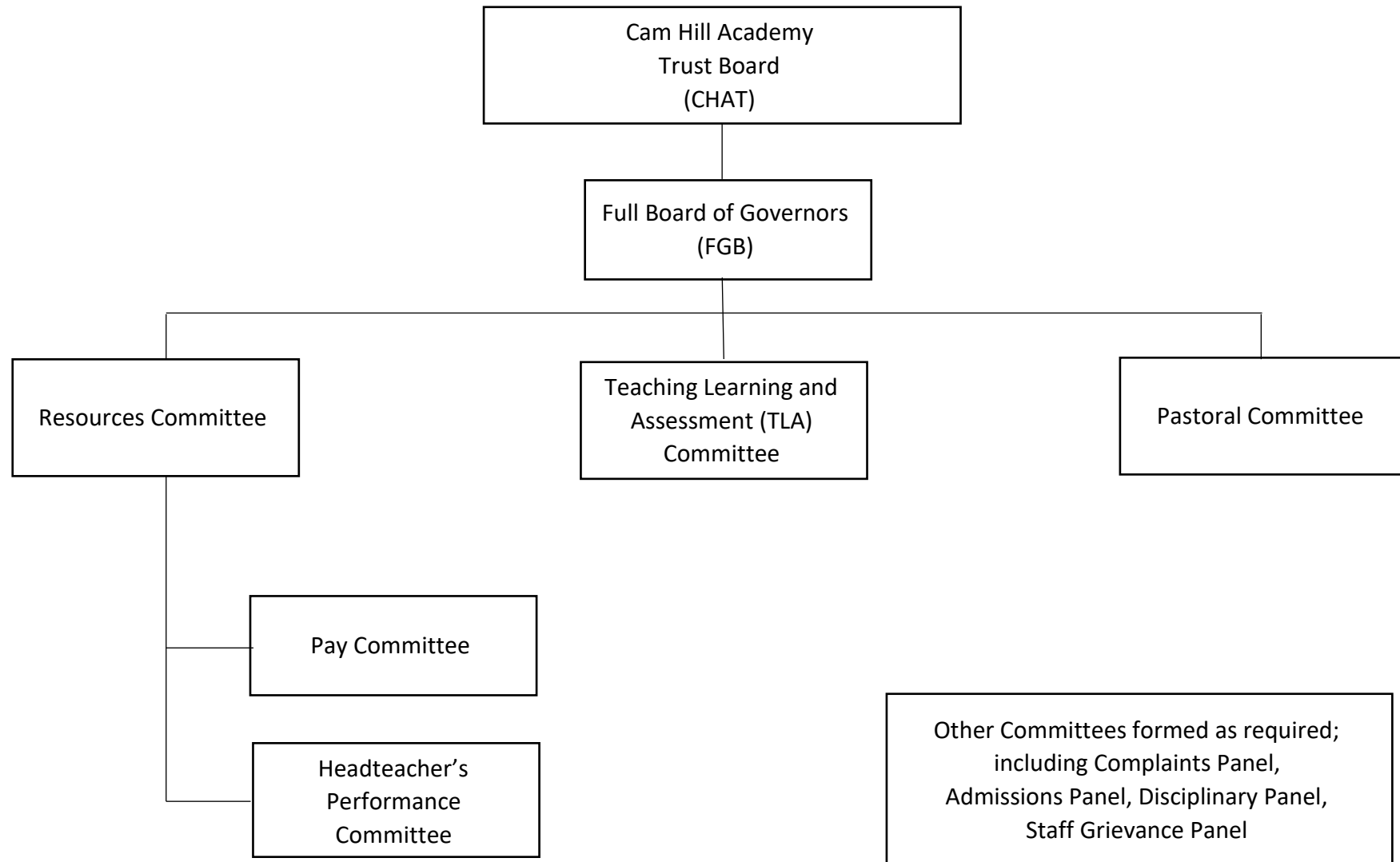
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## Cams Hill Academy Trust Governance



## Principles of Delegation

The Full Board of Governors (FGB) 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/carers 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, individual Governor, or the Headteacher 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 and 2 show details of the level of delegation, where applicable, from the FGB to Governor committees, individual Governors and the Headteacher.

Any Governor committee or individual Governor shall report to all Governors, at the next FGB meeting, in respect of actions taken or decisions made with respect to the exercise of the delegation made by the Governors.

The FGB have established three prime committees to exercise powers and functions on behalf of the Governors and their constitution. Membership and Terms of Reference for these committees are agreed annually by the FGB. Additionally, a Headteacher's Performance Panel and Pay Committee will be agreed on an annual basis. The membership of any committee or panel 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 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, based on their availability.

## Trust Board

The Members of the Trust Board are guardians of the governance of the trust. Members hold the Governors to account for the effective governance of the trust. The first Members are the signatories to the Memorandum of Association drawn up when the trust was formed. Members also agree the trust's Articles of Association, which include the trust's objectives and purpose of the trust. The Articles of Association describe how the trust will be governed.

The Members meet at least once per year at the Annual General Meeting. Trust Board meetings are chaired by the Chair of the FGB or in their absence a Governor.

The Trust Board appoint an appropriately trained Clerk who, in addition to providing an administrative service, will also advise on all matters relevant to the adherence to statute, legislation and procedural obligations.

Matters considered at the Members Trust Board include:

- review of the academy's annual accounts and report
- the financial position of the academy
- appointment of the academy auditors
- appointment or dismissal of Members and Governors
- the effectiveness of governance of the trust
- the performance of the FGB
- review of the Articles of Association
- review relevant reports; including significant staffing, legal or financial issues

## Headteacher

The Headteacher is, on appointment by the FGB, an ex-officio Governor who will, in addition to being a member of the FGB, also be a member of the Resources, Teaching, Learning and Assessment, and Pastoral committees. The Headteacher is permitted to delegate their membership, of any of the three committees, to a relevant member of the Senior Leadership Team (SLT). 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 FGB for:

- ensuring regularity and propriety;
- prudent and economical administration;
- avoidance of waste and extravagance;
- efficient and effective use of available resources;
- 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 Finance 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 Finance Manager in accordance with Appendix 2.

## Full Board of Governors (FGB)

The FGB has been appointed in accordance with the 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 FGB are reviewed annually and a copy is published on the school website.

The FGB appoint an appropriately trained 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.

Matters considered at FGB 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;
- appointment of the school's bank or other financial institutions to manage cash balances and investments;
- review of the performance of external providers, e.g. 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 longer-term forecasts e.g. 3-year plan;
- 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 delegates 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.

The FGB shall, at the first meeting of the school year, appoint a Chair and Vice Chair of Governors.

The Chair of Governors is responsible for the agreement and issue of an agenda and associated papers to members of the FGB at least seven days before each meeting.

Non-governors may be invited to attend FGB meetings; however, they are not entitled to vote on any matters.

The Clerk to Governors will circulate minutes of meetings of the committee to all members of the Board of Governors within fourteen days of the meeting.

The FGB may 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 FGB in the conduct of its inquiries.

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

## Governor Committees

The FGB will annually appoint three committees of the FGB, to be known as:

- Resources Committee, which will cover Finance, audit and risk management, Staff and Premises matters.
- Teaching, Learning and Assessment (TLA) Committee, which will cover matters relating to pupil attainment and assessment, progress, curriculum, and other matters relating to pupil academic outcomes as required.
- Pastoral Committee, which will cover matters relating to the wellbeing of pupils and staff as required.

All three committees shall meet at least once per school term.

The FGB will annually appoint two additional committees of the FGB, to be known as:

- Headteacher's Performance Committee, which will cover the performance and wellbeing of the Headteacher as required.
- Pay Committee, which will cover staff pay, pay structure and discretionary salary payments.

These two committees shall meet at least once per year.

The FGB shall, at the first meeting of the school year, appoint a Chair and Vice Chair to each of the five committees, neither of which can be the Headteacher or the Chair of Governors. The Headteacher and Staff Governors may not be members of the Headteacher's Performance Committee. Staff Governors may not be members of the Pay Committee.

The Chair of each committee is responsible for the agreement and issue of an agenda and associated papers to members of the committee at least seven days before each meeting.

Non-governors may be invited to attend committee meetings; however, they are not entitled to vote on any matters. Governors who are not members of the committee have the right of attendance but may not vote. Staff Governors may not attend the Pay Committee or Headteacher's Performance Committee.

The Clerk to Governors will circulate minutes of meetings of the committee to all members of the Board of Governors within fourteen days of the meeting.

Committees are authorised by the FGB 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.

Committees are authorised to obtain independent professional advice if they consider this necessary.

The specific duties and delegated responsibilities of the committees are contained within the respective committee Terms of Reference that are agreed annually by the FGB and are listed in Appendix 1 and 2 of this document.

Additional ad hoc committees to hear pupil discipline, staff appeals, pay review, pay appeals, complaints, will be formed from a pool of governors, based on their availability.

## APPENDIX 1

### Table of Delegation

The following tables show the level to which the Trust have agreed to delegate authority to make decisions. It must be remembered that although the decisions may be delegated, the FGB as a whole remains responsible for any decision made under delegation.

In all cases, the term 'monitor' (as used below) requires that the FGB / delegated committee monitors, investigates deviations and takes necessary action to rectify.

| <b>Admissions</b>  |                        |
|--|------------------------|
| <b>Task</b>  | <b>Delegated to:</b>   |
| Create and implement an Admissions Policy annually; including the published admission number (PAN) and the oversubscription criteria | Headteacher            |
| Approve or reject the Admissions Policy; including ensuring compliance with the School Admissions Code                               | FGB                    |
| Monitor the implementation of the Admissions Policy  | FGB                    |
| Oversee the delegated provision of an independent appeals panel when there are admissions appeals                                    | FGB – Admissions Panel |

| <b>Behaviour and Exclusions</b>  |                          |
|--|--------------------------|
| <b>Task</b>  | <b>Delegated to:</b>     |
| Create and implement a Good Behaviour Policy   | Headteacher              |
| Approve or reject and monitor the implementation of the Good Behaviour Policy  | Pastoral Committee       |
| Create and implement a Suspension and Exclusion Policy   | Headteacher              |
| Approve or reject and monitor the implementation of the Suspension and Exclusion Policy  | Pastoral Committee       |
| Decide and implement fixed term exclusions less than 15 days per term that do not preclude the opportunity to sit a public examination                         | Headteacher              |
| Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days                   | Headteacher              |
| Recommend permanent exclusion, fixed term exclusions for more than 15 days in a term and exclusions precluding opportunity to sit a public examination         | Headteacher              |
| Approve or reject permanent exclusion, fixed term exclusions for more than 15 days in a term and exclusions precluding opportunity to sit a public examination | FGB – Disciplinary Panel |
| Arrange an independent review panel to consider permanent exclusions following decision of FGB disciplinary panel, where requested by parents                  | FGB                      |



| <b>Buildings and Premises</b>  |                      |
|--|----------------------|
| <b>Task</b>  | <b>Delegated to:</b> |
| Create and implement Buildings Strategy  | Headteacher          |
| Monitor the implementation of the Buildings Strategy                           | Resources Committee  |
| Create and implement a buildings and premises maintenance programme            | Headteacher          |
| Monitor the implementation of the buildings and premises maintenance programme | Resources Committee  |
| Create and implement an Accessibility Policy and Plan                          | Headteacher          |
| Approve or reject the Accessibility Policy and Plan                            | FGB                  |
| Monitor the implementation of the Accessibility Policy and Plan                | Resources Committee  |

| <b>Curriculum</b>   |                                      |
|---|--------------------------------------|
| <b>Task</b>   | <b>Delegated to:</b>                 |
| Implement teaching of the National Curriculum to all pupils.  | Headteacher                          |
| Monitor the teaching of the National Curriculum to all pupils.  | TLA Committee                        |
| Implement the disapplication of the National Curriculum for pupil(s) in special circumstances   | Headteacher                          |
| Monitor the disapplication of the National Curriculum for pupil(s) in special circumstances   | TLA Committee                        |
| Create and implement a Curriculum Policy; including ensuring pupils receive a broad and balanced curriculum   | Headteacher                          |
| Approve or reject and monitor the implementation of the Curriculum Policy   | TLA Committee                        |
| Set whole school pupil achievement targets  | Headteacher collaboratively with FGB |
| Set targets for individual pupils' achievement  | Headteacher                          |
| Responsible for standards of teaching   | Headteacher                          |
| Monitor standards of teaching   | TLA Committee                        |
| Decide subjects taught by the school; including financial resourcing, staffing levels and time allocated within the timetable for individual subjects | Headteacher                          |
| Decide extra-curricular activities available in school; including financial resourcing and staffing levels  | Headteacher                          |
| Monitor subjects taught in school and extra-curricular activities available in school   | TLA Committee                        |
| Decide and implement exam entries for pupils; including timing, subject, resits and withdrawal of pupils in special circumstances                     | Headteacher                          |

|  |                    |
|--|--------------------|
| Monitor exam entries for pupils; including timing, subject, resits and withdrawal of pupils in special circumstances | TLA Committee      |
| Create and implement a Careers Policy; including provision of independent careers guidance from Year 8               | Headteacher        |
| Approve or reject and monitor the implementation of the Careers Policy   | TLA Committee      |
| Create and implement a Provider Access Policy  | Headteacher        |
| Approve or reject and monitor the implementation of the Provider Access Policy                                       | Pastoral Committee |
| Create and implement a ECT Policy  | Headteacher        |
| Approve or reject and monitor the implementation of the ECT Policy   | TLA                |

| <b>Finance and Budgets</b>  |                      |
|---|----------------------|
| <b>Task</b>   | <b>Delegated to:</b> |
| Make day-to-day spending decisions under the amount of £20,000  | Headteacher          |
| Make spending decisions between the amount of £20,001 and £60,000   | Resources Committee  |
| Make spending decisions over £60,000  | FGB                  |
| Appoint the Accounting Officer and Chief Financial Officer  | FGB                  |
| Create a formal annual budget   | Headteacher          |
| Approve or reject the annual budget and monitor submission to the Education and Skills Funding Agency (ESFA)  | FGB                  |
| Provide the approved annual budget to the Trust board for review  | FGB                  |
| Monitor the implementation of the annual budget; including monthly expenditure  | Resources            |
| Refer potentially novel and contentious transactions to ESFA for explicit prior authorisation   | FGB                  |
| Appoint a registered statutory auditor and prepare annual financial statements in line with the ESFA's academies accounts direction                               | CHAT                 |
| Monitor the findings of the auditor's annual report   | Resources Committee  |
| Obtain adequate insurance cover; including but not limited to building insurance, employers liability insurance and personal liability indemnity                  | Headteacher          |
| Ensure that adequate insurance cover is in place; including but not limited to building insurance, employers liability insurance and personal liability indemnity | Resources Committee  |
| Create and implement a Charging and Remissions Policy   | Headteacher          |
| Approve or reject and monitor the implementation of the Charging and Remissions Policy  | Resources Committee  |

|   |                     |
|---|---------------------|
| Create, maintain and publish a Register of Interests; including the business and pecuniary interests of Governors | FGB                 |
| Report to Governors on the impact of Pupil Premium Funding  | Headteacher         |
| Monitor the impact of Pupil Premium Funding   | Pastoral Committee  |
| Report to Governors on the impact of Year 7 Catch-Up Funding  | Headteacher         |
| Monitor the impact of Year 7 Catch-Up Funding   | Pastoral Committee  |
| Create and manage a Risk Register   | Headteacher         |
| Monitor the management of the Risk Register and mitigation of risk  | Resources Committee |

| <b>Governance</b>   |                      |
|---|----------------------|
| <b>Task</b>   | <b>Delegated to:</b> |
|   |                      |
| Appointment or removal of Member of Trust Board                                     | CHAT                 |
| Create, approve or reject, review and implement Articles of Association             | CHAT                 |
| Amend Articles of Association   | CHAT                 |
| Pass special resolutions to direct the Governors to take a specific action          | CHAT                 |
| Change the name of the Trust  | CHAT                 |
| Raise concerns to the Governing Body  | CHAT                 |
| Wind up the Trust   | CHAT                 |
| Monitor the performance of the Governing Body                                       | CHAT                 |
| Monitor the Trusts accounts   | CHAT                 |
| Review relevant reports; including significant staffing, legal or financial issues  | CHAT                 |
| Hold Governors to account   | CHAT                 |
| Appointment or removal of Governors   | CHAT                 |
| Hold an Annual General Meeting (AGM) that is attended by Members of the Trust Board | FGB                  |
| Hold any additional meetings for the Trust Board Members                            | FGB                  |

|  |     |
|--|-----|
| Hold Full Board of Governors meeting at least three times in a school year.  | FGB |
| Elect or remove a Chair and Vice-Chair of Governors  | FGB |
| Appoint or dismiss Clerk to Governors  | FGB |
| Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. | FGB |
| Create, approve or reject and implement Governor Committee Terms of Reference  | FGB |
| Elect or remove a Chair and Vice-Chair to Committees   | FGB |
| Check that all statutory policies and documents are in place   | FGB |
| Create Link Governor roles and appoint Link Governors  | FGB |
| Create, approve or reject and implement Scheme of Delegation   | FGB |
| Create, approve or reject and implement Governors' Code of Conduct   | FGB |

| <b>Health and Safety</b>   |                      |
|--|----------------------|
| <b>Task</b>  | <b>Delegated to:</b> |
| Create and implement a Health and Safety Policy  | Headteacher          |
| Approve or reject the Health and Safety Policy   | FGB                  |
| Monitor the implementation of the Health and Safety Policy                                   | Resources Committee  |
| Create and implement a Medical Policy  | Headteacher          |
| Approve or reject and monitor the implementation of the Medical Policy                       | Pastoral Committee   |
| Appoint a person in charge of First Aid  | Headteacher          |
| Ensure there is an appointed person in charge of First Aid                                   | Pastoral Committee   |
| Create and implement an Evacuation and Fire Procedure Policy                                 | Headteacher          |
| Approve or reject and monitor the implementation of the Evacuation and Fire Procedure Policy | Resources Committee  |

| <b>Information, Parents and the Community</b>                       |                      |
|---|----------------------|
| <b>Task</b>   | <b>Delegated to:</b> |
| Publish statutory and informative information on the school website | Headteacher          |

|  |                        |
|--|------------------------|
| Ensure all statutory Governance information is published on the school website | FGB                    |
| Create and implement a Complaints Policy                                       | Headteacher            |
| Approve or reject the Complaints Policy  | FGB                    |
| Monitor the implementation of the Complaints Policy                            | FGB                    |
| Establish a complaints panel to consider formal complaints about the school    | FGB – Complaints Panel |
| Prepare and publish the school prospectus                                      | Headteacher            |
| Create and implement a Data Protection Policy                                  | Headteacher            |
| Approve or reject and monitor the implementation of the Data Protection Policy | Resources Committee    |
| Ensure the school complies with the Freedom of Information Act 2000            | FGB                    |
| To set the times of school sessions and the dates of school terms and holidays | Headteacher            |
| Ensure that the school meets for 380 sessions in a school year                 | Headteacher            |

| <b>Pupil Wellbeing</b>   |                      |
|--|----------------------|
| <b>Task</b>  | <b>Delegated to:</b> |
| Provide free school meals to those pupils meeting the criteria   | Headteacher          |
| Ensure the provision of free school meals to those pupils meeting the criteria   | Pastoral Committee   |
| Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training                     | Headteacher          |
| Ensure a designated teacher is appointed to promote the educational achievement of looked after children (LAC) and post-LAC and monitor that they undertake appropriate training | Pastoral Committee   |
| Create and implement an Equality and Diversity Policy  | Headteacher          |
| Approve or reject and monitor the implementation of the Equality and Diversity Policy  | Pastoral             |
| Comply with the Equality Act 2010 and the Public Sector Equality Duty and publish and report to governors on equality objectives and information about how this is achieved      | Headteacher          |
| Ensure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how this is achieved           | Pastoral Committee   |
| Create and implement a Relationships and Sex Education Policy  | Headteacher          |
| Approve or reject and monitor the implementation of the Relationships and Sex Education Policy   | Pastoral Committee   |

|   |   |
|---|---|
| Set whole school pupil attendance targets | Headteacher collaboratively with Pastoral Committee |
|---|---|

| <b>Safeguarding</b>  |                      |
|--|----------------------|
| <b>Task</b>  | <b>Delegated to:</b> |
| Create and implement a Child Protection Policy   | Headteacher          |
| Approve or reject the Child Protection Policy  | FGB                  |
| Monitor the implementation of the Child Protection Policy  | Pastoral Committee   |
| Create and implement a Safeguarding Policy   | Headteacher          |
| Appoint a member of staff to be Designated Safeguarding Lead   | Headteacher          |
| Approve or reject the Safeguarding Policy  | FGB                  |
| Monitor the implementation of the Safeguarding Policy; including ensuring that the school complies with statutory guidance on safeguarding   | Pastoral Committee   |
| Ensure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board | Pastoral Committee   |
| Nominate a Designated Safeguarding Link Governor to liaise with the school DSL and liaise with the LADO if allegations were made against the Headteacher                                       | FGB                  |
| Undertake Child Protection and Safeguarding Training at time of appointment to FGB (within 1 <sup>st</sup> term) and annually thereafter   | FGB                  |
| Provide effective support for any employee facing an allegation  | Headteacher          |
| Ensure that effective support is provided for any employee facing an allegation  | Pastoral Committee   |
| Prevent radicalism and extremism through implementation of Safeguarding Policy and Staff Code of Conduct   | Headteacher          |
| Monitor the prevention of radicalism and extremism   | Pastoral Committee   |
| Undertake PREVENT Training   | FGB                  |
| Create and implement an Anti-Bullying Policy   | Headteacher          |
| Approve or reject and monitor the implementation of the Anti-Bullying Policy   | Pastoral Committee   |

| <b>Special Educational Needs and Disabilities (SEND)</b>  |                      |
|---|----------------------|
| <b>Task</b>   | <b>Delegated to:</b> |
| Appoint a designated SEND Link Governor to have oversight of the school's arrangements for SEND                   | FGB                  |
| Create and implement a SEND Policy; including arrangements for supporting pupils with medical conditions and SEND | Headteacher          |

|  |                    |
|--|--------------------|
| Approve or reject the SEND Policy, ensuring the school follows the statutory SEND Code of Practice                                       | FGB                |
| Monitor the implementation of the SEND Policy; including ensuring the school follows the statutory SEND Code of Practice                 | Pastoral Committee |
| Notify parents when special educational provision is being made for their child  | Headteacher        |
| Publish the school SEN information report on the school website  | Headteacher        |
| Ensure the school SEN information report is published on the school website  | Pastoral Committee |
| Appoint a qualified teacher as the Special Educational Needs and Disabilities Co-ordinator (SENDCO) for the school                       | Headteacher        |
| Ensure a qualified teacher is appointed as the Special Educational Needs and Disabilities Co-ordinator (SENDCO) for the school           | Pastoral Committee |
| Ensure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching | Headteacher        |

| <b>Staffing</b>  |                      |
|--|----------------------|
| <b>Task</b>  | <b>Delegated to:</b> |
| Appointment of Headteacher   | FGB                  |
| Suspension of Headteacher  | FGB                  |
| Ending suspension of Headteacher   | FGB                  |
| Dismissal of Headteacher   | FGB                  |
| Appointment of staff; excluding Headteacher  | Headteacher          |
| Suspension of staff; excluding Headteacher   | Headteacher          |
| Ending suspension of staff; excluding Headteacher  | Headteacher          |
| Dismissal of staff; excluding Headteacher  | Headteacher          |
| Ensure safer recruitment procedures are applied including but not limited to disclosure and barring checks | FGB                  |
| Ensure the Headteacher has access to appropriate advice and guidance regarding employment law              | Resources Committee  |
| Ensure employment law and guidance is being followed   | Headteacher          |
| Approve the proposed annual staffing structure   | Resources Committee  |
| Fulfillment of the annual staffing structure   | Headteacher          |
| Make recommendations for staffing structure changes at SLT (Senior Leadership Team) and extended SLT level | Headteacher          |

|  |  |
|--|--|
| Approve staffing structure changes at SLT and extended SLT level                                       | FGB  |
| Create a Pay Policy  | Headteacher collaboratively with Pay Committee |
| Implement a Pay Policy   | Headteacher                                    |
| Approve or reject the Pay Policy   | FGB  |
| Monitor the implementation of the Pay Policy   | Pay Committee                                  |
| Recommend Pay Discretions  | Headteacher                                    |
| Approve Pay Discretions  | Pay Committee                                  |
| Create and implement a Performance Management and Capability Policy                                    | Headteacher                                    |
| Approve or reject the Performance Management and Capability Policy                                     | FGB  |
| Monitor the implementation of the Performance Management and Capability Policy                         | Resources and Pay Committee                    |
| Create and implement a Local Government Pensions Scheme (LGPS) Employers Discretions Policy            | Headteacher                                    |
| Approve or reject the Local Government Pensions Scheme (LGPS) Employers Discretions Policy             | FGB  |
| Monitor the implementation of the Local Government Pensions Scheme (LGPS) Employers Discretions Policy | Resources Committee                            |
| Create and implement a Staff Disciplinary Policy   | Headteacher                                    |
| Approve or reject and monitor the implementation of the Staff Disciplinary Policy                      | Resources Committee                            |
| Create and implement a Staff Grievance Policy  | Headteacher                                    |
| Approve or reject and monitor the implementation of the Staff Grievance Policy                         | Resources Committee                            |
| Create and implement a Whistle Blowing Policy  | Headteacher                                    |
| Approve or reject and monitor the implementation of the Whistle Blowing Policy                         | Resources Committee                            |
| Create and implement a Staff Absence Policy  | Headteacher                                    |
| Approve or reject the Staff Absence Policy   | FGB  |
| Monitor the implementation of the Staff Absence Policy   | Resources Committee                            |
| Create and implement a Staff Code of Conduct   | Headteacher                                    |
| Approve or reject and monitor the implementation of the Staff Code of Conduct                          | Resources Committee                            |



| <b>Type of School</b>   |                      |
|---|----------------------|
| <b>Task</b>   | <b>Delegated to:</b> |
| Recommend change to school type; including academy status, free school, maintained school etc | Headteacher          |
| Approval to change school type  | CHAT                 |
| Recommend removing a school from the Federation or Multi- Academy Trust                       | Headteacher          |
| Approve removing a school from the Federation or Multi- Academy Trust                         | CHAT                 |

## 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 |
|                             | £3,000 - £10,000  | Headteacher         | Selection from preferred supplier lists where possible - best value to be demonstrated |
|                             | £10,001 - £20,000 | Headteacher         | Minimum of three quotes  |
|                             | £20,001 - £60,000 | Resources Committee | Minimum of three quotes  |
|                             | Over £60,000      | Full Governing Body | Formal tendering process, including advertising in OJEU where appropriate              |

| Delegated Duty  | Value                             | Delegated Authority  |
|---|-----------------------------------|--|
| Signatories for cheques, BACS payments and other bank transfers | Up to £3,000                      | Signatory from Budget Holder <b>and</b> a single signatory from Headteacher or Deputy Headteacher or Finance Manager |
| Signatories for BACS payments and other bank transfers          | Over £3,000                       | Signatory from Budget Holder <b>and</b> two signatories from Headteacher or Deputy Headteacher or Finance Manager    |
| Signatories for EFA grant claims and EFA returns                | Any                               | Two signatories from: Headteacher or Deputy Headteacher or Finance Manager   |
| Raising invoices to collect income                              | Up to £1,000                      | Senior Finance Assistant   |
|   | Up to £10,000                     | Senior Finance Assistant <b>and</b> Finance 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  |
|   | £1,001 to £45,000 per transaction | Headteacher and reported to Resources Committee  |
|   | Over £45,000                      | EFA/ Secretary of State  |

|   |     |   |
|---|-----|---|
| Authorisation of staff reimbursement claims excluding Headteacher, Deputy Headteacher and Business Infrastructure and Finance Manager | Any | One signatory from Headteacher or Deputy Headteacher or Finance Manager |
| Authorisation of Business Infrastructure and Finance Manager reimbursement claims   | Any | One signatory from Headteacher or Deputy Headteacher                    |
| Authorisation of Deputy Headteacher reimbursement claims  | Any | Headteacher   |
| Authorisation of Governor and Headteacher reimbursement claims  | Any | One signatory from Chair of Governors or Vice Chair of Governors        |
| Authorisation of Chair of Governors reimbursement claims  | Any | Vice Chair of Governors   |