

NETHERAVON ALL SAINTS ACADEMY TRUST
Operating as
NETHERAVON ALL SAINTS CE PRIMARY SCHOOL
SCHEME OF DELEGATION 2018 – 2019

The framework lists common areas of delegated powers and functions and enables decisions to be made and recorded as to where delegated authority has been assigned.

Financial requirements on academy trusts are set out in the Education Funding Agency's 'Academies Financial Handbook' and in the funding agreement.

The framework includes the key responsibilities expected to be undertaken by governing boards.

The responsibilities listed under each heading are those for which the governing board 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.

It is for each governing board to determine the scheme of delegation that allows them to: fulfil legal requirements; set the school's strategic direction; hold the head teacher to account for the performance of the school and its pupils and the performance management of staff and oversee the financial performance of the school, ensuring that its money is well spent. This document sets out how we do this with Netheravon All Saints CE Primary School.

The framework draws on a number of sources of information including: National Governance Association Schemes of Delegation Model 5 (2016); Department for Education Governance Handbook 2017; OFSTED Handbook for School Inspection April 2018; 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.

Allocating delegated authority

The headings of the columns in the tables that follow are assigned according to our academy's organisation:

- 1 Governing Board (GB)
- 2 Head Teacher/Principal (HT)
- 3 Committee (named) (Com)
- 4 Individual Governor (position named) (Ind)

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General and Procedural Responsibilities (refer to Articles of Association)	1 GB	2 HT	3 Com	4 Ind
Establish the membership and organisation of the governing board and regulate its conduct	X			
Appoint and remove governors, trustees and members	X			
Establish committees and elect or appoint committee chairs	X			
Determine level of delegation of functions to committees annually and record their Terms of Reference	X			
Establish any required GB procedures (where not set out in law and/or Articles of Association)	X			
Appoint (and remove) the chair and vice chair of the governing board	X			
Determine period of office of chair and vice chair	X			
Appoint (and dismiss) the Company Secretary or Clerk	X			Chair
Determine any functions to be performed by the Company Secretary	X			
Appoint governors for SEN, safeguarding, whistle blowing and any others agreed by GB	X			
Agree suspension or removal of governors	X			
Publication of governors' details on school website. [As a minimum this should include: each governor's (or associate member's) name; category; appointing board; 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]		X		Clerk
Establish, publish on website, (and update annually) a register of headteachers' and governors' business interests. The register must set out details of any relevant business interests and any other schools at which they govern. It should also detail any relationships between governors and school staff including spouses, partners and relatives and a register of gifts and hospitality				Clerk
Publish to all governors and staff an annual schedule of Board and committee meetings				Clerk

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Establish and review the Governors' Code of Conduct (best practice)	X			
Carry out regular self-evaluation as a Board, including skills audits against the Competency Framework (DfE 2017)	X			
Write and approve Annual Governance Statement (best practice)	X			
Strategic Planning Responsibilities (best practice)	1 GB	2 HT	3 Com	4 Ind
Agree long term vision and strategic plan	X			
Approve school improvement plans, ensuring OFSTED recommendations are incorporated and evaluate their impact	X			
Determine and approve all statutory and non-statutory trust policies which reflect the trust's ethos and values	X		Individual Committee s	
Ensure a broad and balanced curriculum is in place			T&L	
Set the times of school sessions and the dates of school terms and holidays		X		
Agree enrichment/extra-curricular offer including any additional services required		X		
To decide whether to join or form a multi-academy trust	X			
Pupil welfare, discipline/exclusions Responsibilities	1 GB	2 HT	3 Com	4 Ind
Draft a school behaviour policy and publicise to staff, students and parents		X		
Review 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)		HT		Chair
Premises Responsibilities	1 GB	2 HT	3 Com	4 Ind
Agree long term strategy for use of school premises	X			
Arrange for regular monitoring and inspection of school premises				Premises Gov

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Arrange buildings insurance		X		
Agree Health and Safety policy	X			
Ensure compliance and implementation of the Health and Safety Policy				Premises Gov
Agree a funded maintenance plan	X			
Approve hiring policy and charges	X			
Ensure security of school premises and equipment	X			
Agree level of maintenance service the school will buy from service providers		X		
Ensure risk assessments of school site are conducted and considered as appropriate				Premises Gov
Staffing Responsibilities	1 GB	2 HT	3 Com	4 Ind
Determine the academy's staffing complement		X		
Formally approve appointments of head teacher and deputy head teacher	X			
Determine the headteacher and staff appraisal process (consider adopting the requirements for maintained schools)	X			
Approve, and keep under review, a school pay policy	X			
Fulfil role expected of governing boards in adopted procedures for range of staffing issues e.g. discipline, capability, grievance, redundancy, termination of employment	X			
Approve a statement of procedures for dealing with allegations of abuse against staff	X			
Agree the Principal's pay award annually			PM&P	
Agree and monitor staff appraisal procedure and pay progression			PM&P	
Make teachers' pay progression decisions following recommendations of head teacher (by end of October)			PM&P	

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Ensure safer recruitment requirements are met		X		
Ensure that required staffing policies and procedures are in place and implemented	X			
Appoint selection panel for head teacher and deputy head teacher appointments	X			
Appoint selection panel for other members of the senior leadership team		X		
Ensure that at least one person on the selection panel for head teacher appointment has completed safer recruitment training	X			
Finance Responsibilities (refer also to 'Academies Financial Handbook' and 'Academies Accounts Direction')	1 GB	2 HT	3 Com	4 Ind
Ensure adherence to ESFA and statutory financial requirements, including the annual report and agreed internal policies	X			
Accounting				
Maintain accurate financial records		X		
Appoint Chief Finance Officer		X		
Agree and review annually a finance scheme of delegation			Fin	
Assets				
Ensure security of all assets, including buildings and cash		X		
Agree and monitor a charging and remissions policy			Fin	
Maintain and review an inventory of valuable items		X		
Authorise the disposal of assets			Fin	
Maintain a record of assets borrowed by staff		X		
Audit				

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Appoint external and internal auditors	X			
Receive and act on auditors' reports			Fin	
Maintain a register of pecuniary and business interests of governors and Trustees				Clerk
Budget				
Oversee the preparation of the annual budget plan in line with strategic and other relevant plans			Fin	
Approve the final budget	X			
Notify the final budget to appropriate authorities		X		
Monitor income and expenditure against the budget and explain variances			Fin	
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		X	Fin	
Approve virements between budget headings			Fin	
Expenses				
Approve a policy for governors' allowances	X			
Income				
Approve lettings policy and charging and remissions policy	X			
Write off debts for income not received			Fin	
Authorise other income-generation activities			Fin	
Insurance and risk management				

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Ensure insurance cover is appropriate			Fin	
Maintain a risk register		X		
Ensure appropriate Business Continuity Plan in place		X	Fin	
Orders and Contracts				
Ensure all contracts and agreements conform with finance policies and procedures			Fin	
Accept quotations/tenders and authorise orders/contracts for goods, works and services according to Internal Financial Control Procedures (IFCP)	X	X	Fin	
Develop trust procurement strategies and efficiency savings programme			Fin	
Payments				
Authorise bank payments		X		
Approve applications for business credit cards			Fin	
Taxation and Compliance				
Ensure compliance with VAT, PAYE and HMRC regulations			Fin	
Ensure compliance with the Companies Act regulations, including preparing and submitting an annual report to Companies House and the Charities Act regulations			Fin	
Value for money				
Ensure economy, efficiency and effectiveness (the three key elements of value for money) in the use of all funds		X		
Voluntary funds				
Administer voluntary funds		X		
Monitor and review voluntary fund accounts	X			

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Safeguarding Responsibilities				
Approve Child Protection Policy and review its effectiveness at least annually	X			
Have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy		X		
Ensure effectiveness of record keeping related to safeguarding responsibilities, including maintenance of central record of recruitment and vetting checks		X		Safeguarding Gov
Consider school's annual safeguarding audit and monitor subsequent action plans	X			Safeguarding Gov
School Admission Responsibilities	1 GB	2 HT	3 Com	4 Ind
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.)	X			
Data Analysis and Target Setting Responsibilities	1 GB	2 HT	3 Com	4 Ind
Scrutinise a range of pupil performance data to evaluate the school's performance, including the OFSTED Data Dashboard			T&L	
Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them			T&L	
Scrutinise analysis of examination results and key stage assessments against agreed targets			T&L	
Ensure rigorous assessment processes are in place		X		
Pupils, Parents and Community Responsibilities	1 GB	2 HT	3 Com	4 Ind
Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.	X			
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)		X		
Agree the Freedom of Information Act (FOIA) publication scheme and access policy	X			

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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		X		
Establish a data protection policy in line with the General Data Protection Regulation (GDPR) and review it annually	X			
Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant School Meals where applicable)		X		
Publish and update at least annually a SEND information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		X		Safeguarding Gov
Determine whether to publish a home school agreement (not statutory)		X		
Maintain a register of pupil attendance		X		