

Scheme of Delegation 2023-2024

Function	Task	FGB	Committee	Link governor	Headteacher	Additional delegation notes
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓				
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓				
	Establish an independent appeals panel when there are admissions appeals				✓	Outsourced In year: KCC
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				✓	Communicated to and the responsibility of the Local Authority
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about a suspension or permanent exclusion in some circumstances	✓				The Governance & Compliance Professional will convene a panel of Governors on behalf of the Board Governors.

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	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓				The Governance & Compliance Professional will arrange an independent review panel on behalf of the Board of Governors
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16	✓				
	Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13				✓	
Finance and budgets	Make day-to-day spending decisions under the amount of £25001				✓	The Financial Scheme of Delegation is detailed in appendix B of the Financial Handbook
	Appoint a senior executive leader as the accounting officer and a chief financial officer of the trust	✓				
	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	✓				The Annual accounts are reviewed by the Finance & General Purposes Committee and recommended to the Full Board of Governors for Approval
	Appoint an auditor	✓				

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	Participate in annual accounts consolidation exercises as communicated by the Department for Education		✓			Delegated to the Finance & General Purposes Committee
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)		✓			Delegated to the Finance & Audit Committee
	Establish an audit and risk committee If your trust's annual income is less than £50 million, you can combine it with another committee	✓				The audit & Risk Committee is a sub Committee of the Finance & General Purposes Committee. It's membership exclude employees of the academy
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA	✓				
	Maintain a published register of interests , including the business and pecuniary interests of members, trustees, local governors and senior employees	✓				

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	Monitor impact of pupil premium funding		✓			Delegated to the Education Committee
Governing board procedures	Hold full governing board meetings at least 3 times a year	✓				
	Elect a chair and vice-chair of trustees	✓				
	Appoint a Governance Professional	✓				
	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	✓				
	Check that all statutory policies and documents are in place	✓				
	Delegate functions to committees and individuals	✓				
	Monitor the implementation of the health and safety policy		✓			This is delegated to the Finance & General Purposes Committee

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Health and safety	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓				The Board of Governors appoints a Health & Safety Link Governor. The Site Manager is responsible for ensuring the school meets its health and safety duties.
Parents and the community	Make sure the required information is published on the school website				✓	
	Approve a complaints procedure	✓				
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				The Governance & Compliance Professional will establish a panel of Governors on behalf of the FGB
	Make sure the school complies with the Freedom of Information Act 2000			✓		Delegated to the Finance & General Purposes Committee
	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)			✓		Delegated to the Finance & General Purposes Committee
	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)				✓	

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Pupil wellbeing	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training				✓	
	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	✓				
	Make arrangements for supporting pupils with medical conditions				✓	
Safe-guarding	Check that the school complies with statutory guidance on safeguarding	✓				
	Make sure the school has effective safeguarding policies and procedures in place	✓				
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓				
	Make sure governors receive safeguarding training	✓				
	Appoint a member of staff to be the designated safeguarding lead				□	

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	Make sure that effective support is provided for any employee facing an allegation				<input type="checkbox"/>	
Special Educational needs and disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓				
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓			Delegated to the Education Committee
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	
	Make sure the school produces and publishes online its school SEN information report				✓	
	Co-operate with the local authority in developing the local offer			✓		Link to Local offer (via Kelsi) included within the SEND policy. Delegated to the SEND Link Governor
	Make sure the school follows the statutory SEND Code of Practice			✓		Delegated to SEND link governor

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	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			✓		Delegated to SEND link governor
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
Staffing matters	Appoint a senior executive leader (who should be the academy's principal)	✓				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				
	Make sure employment law and guidance is being followed				✓	
	Approve staffing structure changes	✓				
	Dismiss the headteacher	✓				