

General Scheme of Delegation

Function	Task	Board	Committee	Individual governor	Headteacher	We have delegated this to:
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	✓				
Behaviour and exclusions	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				✓	
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances			✓		Chair of the panel, through the Clerk
	Arrange an independent review panel to consider permanent exclusions, where requested by parents	✓				
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				✓	

Function	Task	Board	Committee	Individual governor	Headteacher	We have delegated this to:
Finance and budgets	Make day-to-day spending decisions in accordance with the Financial Scheme of Delegation				✓	
	Appoint a senior executive leader as the accounting officer for the trust and a chief financial officer	✓				
	Participate in annual accounts consolidation exercises as communicated by the Department for Education	✓				
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				
	Appoint a registered statutory auditor and prepare annual financial statements in line with the ESFA's academies accounts direction	✓				
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement	✓				
	Establish an audit committee, or committee with an audit function, if annual income exceeds £50 million	✓				N/A
	Approve a balanced budget each financial year and submit to the ESFA	✓				
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors	✓				
	Monitor impact of pupil premium funding				✓	

Function	Task	Board	Committee	Individual governor	Headteacher	We have delegated this to:
Governing body procedures	Hold full governing board meetings at least 3 times a year	✓				
	Elect a chair and vice-chair of trustees	✓				
	Appoint a clerk	✓				
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this 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	✓				
Health & Safety	Monitor the implementation of the health and safety policy	✓				
	Make sure there is an appointed person in charge of first aid				✓	
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	✓				
	Make sure the school complies with the Freedom of Information Act 2000		✓			Finance & Audit Committee

Function	Task	Board	Committee	Individual governor	Headteacher	We have delegated this to:
Pupil wellbeing	Make sure the provision of free school meals to those pupils meeting the criteria				✓	
	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				✓	
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓				
	Make sure 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	✓				
	Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the headteacher	✓				
	Monitor the implementation of the child protection policy	✓				
	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation	✓				

Function	Task	Board	Committee	Individual governor	Headteacher	We have delegated this to:
Special Educational Needs and Disabilities (SEND)	Designate a member of the governing body 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				✓	
	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				✓	
	Make sure the school follows the statutory SEND Code of Practice				✓	
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school				✓	
	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 principal or chief executive	✓				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				
	Make sure employment law and guidance is being followed	✓				
	Approve senior leadership changes	✓				
	Approve staffing structure changes				✓	
	Dismiss the headteacher	✓				