

# Wootton Park School

(Single Academy Trust)

## Governing Board Scheme of Delegation



# WOOTTON PARK

*'Ipsum quod faciendum est diutius'*

<b>Title</b>	<b>Governing Board Scheme of Delegation</b>
<b>Year</b>	2023-2024
<b>Date approved by Full Governing Board</b>	September 2023
<b>Review Date</b>	September 2024

## Key

✓	Action can be taken at this level
	Not recommended for action to be taken at this level (this is a recommendation only, you can choose not to follow this if that works for your board)
	Action cannot be carried out at this level

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria		✓			T&L Committee
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective		✓			T&L Committee
	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 href="#">a meeting to consider reinstating an excluded pupil</a> and consider parents' representations about an exclusion in some circumstances		✓			T & L Committee This task can be delegated to the chair or vice-chair in cases of urgency.
	Arrange an independent review panel to consider permanent exclusions, where requested by parents	✓				

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16				✓	
	Secondary phase: Make sure all learners 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 £20,000.00				✓	
	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		✓			F & R Committee
	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		✓			F & R Committee
	Make sure that the Trust has adequate insurance cover or has opted into the academies risk protection arrangement		✓			F & R Committee
	Establish an audit committee, or committee with an audit function, if annual income exceeds £50 million	✓				
	Approve a balanced budget each financial year and submit to the ESFA	✓				

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors	✓				
	Monitor impact of pupil premium funding				✓	
	Primary phase: Monitor impact of PE and sport premium funding		✓			T&L Committee
	Secondary phase: Monitor impact of year 7 catch-up funding		✓			T & L Committee
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		✓			F & R Committee
	Make sure there is an appointed person in charge of first aid				✓	

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
<b>Parents and the community</b>	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	✓				
<b>Learner wellbeing</b>	Make sure the provision of free school meals to those learners 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 learners with medical conditions				✓	
<b>Safeguarding</b>	Check that the school complies with statutory guidance on safeguarding		✓			T & L Committee / Link Governor
	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		✓			T & L Committee / Link Safeguarding Governor

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
	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 Principal		✓			T & L Committee / Link Safeguarding Governor
	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				✓	
<b>Special Educational Needs and Disabilities (SEND)</b>	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 learner who has SEN, and monitor its effectiveness			✓		T & L Committee / Link SEND Governor
	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				✓	

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
	Make sure that the teachers in the school are aware of the importance of identifying learners who have SEN and providing appropriate teaching				✓	
Staffing matters	Appoint a Principal / 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 staffing structure changes	✓				
	Dismiss the Principal	✓				

## The role of members

Members help to ensure that Academy Trustees are exercising effective governance by utilising a range of powers including:

- ✓ Appointing and removing Academy Trustees;
- ✓ Appointing and removing Members;
- ✓ Directing Academy Trustees: Members can, by special resolution, direct Academy Trustees to take a specific action where Academy Trustees are unable, or unwilling to act in the best interests of the academy trust.
- ✓ Amending the academy trust's Articles of Association: Members can amend the articles of association (including the objects clause), subject to any restrictions in the articles, the funding agreement or charity and company law.
- ✓ Appointing and removing Auditors.

*This document was adapted from - KeyDoc is featured in our article 'Schemes of delegation (maintained schools and single academies)'. To read the article, visit <https://schoolgovernors.thekeysupport.com> and enter the article title in the search box.*