



## **SCHEME OF DELEGATION**

### **The underlying principles for this Scheme of Delegation are:**

- Ensures clarity of vision, ethos and strategic direction
- Accountability and responsibility is clearly defined
- Roles and responsibilities are defined
- Delegated decision making powers are defined and understood
- Is in line with the Articles of Association and the Academies Financial Handbook

### **Vision and Aims**

#### **Vision**

We believe every child has a right to learn in a safe, friendly and inclusive environment where each individual is valued and where learning has no limits. We strive to ensure children receive an inspiring and engaging education, enabling them to become independent learners who respect themselves, the world and its people and who aspire to high standards of achievement in all areas of their life

#### **School Aims**

- To build a school community that reflects our core values of respect, responsibility and aspiration.
- To create a 'Growth Mindset' culture where everyone is given equal opportunities and the confidence and enthusiasm to challenge and amaze themselves with what they can achieve.
- To develop a supportive environment, where all children and staff are actively involved and take responsibility for the process of their learning, enabling them to become lifelong reflective and creative thinkers.
- To foster a positive partnership with parents, carers and the community, in order to enhance the educational and social opportunities and achievements of pupils.
- To provide the opportunity for everyone to develop the knowledge, skills and attributes required to contribute as healthy positive citizens whilst taking responsibility for themselves, the school and the wider environment.
- School Values
- This year at St.Margaret's Academy we have been reflecting on what we feel are some of the core values that we like to see in ourselves and others.

- As a development of this project we have launched two of our new look Core Values throughout the school which are 'Respect' and 'Responsibility'. All of the children have been introduced to these concepts by two super-heroes - 'Respectful Ricky' and 'Responsible Robin'. They will soon be joined by 'Aspirational Amy' to make a trio of St.Margaret's Core Values and super-heroes.
- The children will be discussing these values on a daily basis both in lessons and as part of special assemblies and we believe that developing these values in our children will make our school community an even more inspirational place to be.
- Please talk to your children about how they have shown Respect, Responsibility and Aspiration throughout their school day and encourage them to show these values at home as part of their home learning.

## **Respect, Responsibility and Aspiration**

### **Governors**

The Articles of Association denotes the School as an Academy. School Governors are members and directors of the academy and both have a different status. Members were the signatories to the memorandum of association and agreed the academy's first Articles of Association (a document which outlines the governance structure and how the academy will operate). The Articles of Association describe how members are recruited and replaced, and how many Directors the members can appoint to the Governing Body. The Members can remove a Director if they fail to fulfil their responsibilities. Accordingly, the Directors submit an annual report on the performance of the academy to the Members. Members are also responsible for approving any amendments made to the academy's Articles of Association.

The Directors are responsible for the general control and management of the administration of the Academy in accordance with the provisions set out in the Articles of Association. The Board of Directors (Governing Body) is the accountable body for the performance of the Academy and as such must:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold the Headteacher to account for the educational performance of the schools and their pupils, and the performance management of staff
3. Oversee the financial performance of the Academy and make sure its money is well spent

The governors have a vital role to play in the running of the school and are closely involved in all the major decisions affecting the school. The Governing Body is a combination of appointed, elected and co-opted governors and is made up in accordance with the academy's Instrument of Government. The membership is as follows:

- Mrs S Stell (Headteacher)
- Mr M Key (Chairman)
- Staff Governors - Mrs S Pike, Mrs N Turner
- Parent Governors - Mr J Cree, Mrs L Phillips
- Community Governors - Mr R Hill, Mrs B McPhail, Miss C Reader
- Co-opted Governor - Mr J Dickson
- Clerk to the Governors/Company Secretary- Mrs K Colmer

An Annual General Meeting of the members is held in accordance with the Articles of Association annually in addition to at least three general meetings.

Subject to the Articles of Association, the Members have established the following Committees with powers and functions delegated through the Terms of Reference. Committees are reviewed every twelve months:

- **Finance and Audit Committee**

**Purpose**

To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity.

To make appropriate comments and recommendations on such matters to the governing body on a regular basis.

**Authority**

The Audit Committee is an advisory body with no executive powers. However, it is authorised by the Board to investigate any activity within its terms of reference and to seek any information it requires from staff who are requested to co-operate with the Committee in the conduct of its enquiries.

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

- **Education & Standards Committee**

**Purpose**

To monitor the curriculum, standards and quality of educational provision. Monitoring, in these terms, means asking questions and making visits, to learn more about the curriculum and its delivery.

The Educational Standards Committee is responsible for ensuring that the school follows the National and School Curriculum; that academic and behaviour standards are met and improved; that target setting, mentoring, monitoring and evaluation takes place; that policies delegated to the Committee by the Governing Body are developed and reviewed and that the special educational needs of children are met.

- **Staff/Pay Committee**

To oversee some staff related matters in the SDP, from staff development and Inset to staff morale and well-being - for support staff as well as teaching staff.

The Pay Committee will review the staffing establishment of the school at least once a year as part of the School Development Plan. The review will take place before the Governing Body determines the budget for the following year so as to take account of any recommendations by the Committee which carry financial implications.

Subject to the Articles of Association membership of any of these committees may include persons who are not Governors, provided that a majority of members of any such committee shall be governors. This will include persons with specific roles and responsibilities :

Special Needs/HSC and Early years – Lisa Phillips  
Leadership & Management – Jonathan Dickson and Ray Hill  
Teaching Learning and Assessment – Jamie Cree  
Child Protection, CLA, Pastoral Care & Safeguarding – Chris Reader  
Personal Development, Behaviour & Welfare – Chris Reader  
Responsible Officer and Racial Equality Officer – Chris Reader  
Health & Safety – Syd Holland

The Clerk to the Governors /Company Secretary is responsible for setting the meeting timetable for all governance meetings for the academic year. The meeting schedule for 2017-18 is included in Appendix A. The clerk is given a timeframe in which meetings must be arranged.

## **Headteacher**

In accordance with the Articles of Association the Governors appoint the Headteacher and delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of the school (including the implementation of all policies approved by the Governors and for the direction of the teaching and curriculum at the school.

## **Policies and Procedures**

The Governors and Senior Leaders of the Academy act in accordance with a set of policies and procedures which are principles, rules, and guidelines adopted by the Governing Body.

Policies and procedures are designed to influence and determine all major decisions and actions, and all activities that take place within the boundaries set by them. Procedures are the specific methods employed to express policies in action in day-to-day operations of the Academy. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view. The Governing Body review the policies within their Annual Cycle of Work within the stated time frame.

***See Appendix 1.***

## Appendix 1



| Annual – A<br>Bi-Annual – B<br>When Updated - WU                  | Full<br>Governing<br>Body | Education &<br>Standards | Financ/Audit | Staffing/Pay |
|---|---------------------------|--------------------------|--------------|--------------|
| <b>STAFFING/PAY</b>   |                           |                          |              |              |
| Pay Policy (new from LA each year)                                |                           |                          |              | A            |
| DfE School Teachers' Pay & Conditions                             |                           |                          |              | A            |
| Staffing Appraisal<br>(Performance Management)                    |                           |                          |              | A            |
| Discretionary Policy Statement<br>Local Government Pension Scheme |                           |                          |              | A            |
| Equalities Information<br>(Info. published annually)              |                           |                          |              | A            |
| Code of Conduct of Employees                                      |                           |                          |              | A            |
| Childcare Disqualification  |                           |                          |              | A            |
| Review of Staffing Structure                                      |                           |                          |              | A            |
| Managing Attendance & Stress Policy                               |                           |                          |              | B            |
| Leave of Absence Policy   |                           |                          |              | B            |
| Acceptable Behaviour Policy                                       |                           |                          |              | WU           |
| Allegations of Abuse Against Members of<br>Staff or Volunteers    |                           |                          |              | WU           |
| Capability Policy & Procedures                                    |                           |                          |              | WU           |
| Confidentiality Policy  |                           |                          |              | WU           |
| Disciplinary Policy (for Employees)                               |                           |                          |              | WU           |
| Equal Opportunities in Employment                                 |                           |                          |              | WU           |
| Grievance Procedure   |                           |                          |              | WU           |
| Maternity (& Paternity) Scheme                                    |                           |                          |              | WU           |
| Redundancy & Reorganisation Policy                                |                           |                          |              | WU           |
| <b>FINANCE/AUDIT</b>  |                           |                          |              |              |
| Annual School Budget Pupil Premium                                | A                         |                          | A            |              |
|   | A                         |                          | A            |              |

|   |                                    |                                      |                      |                     |
|---|------------------------------------|--------------------------------------|----------------------|---------------------|
| Finance & Financial Malpractice Policy                                    |                                    |                                      |                      |                     |
| Investment Policy   |                                    |                                      | A                    |                     |
| <b>Annual – A<br/>Bi-Annual – B<br/>When Updated - WU</b>                 | <b>Full<br/>Governing<br/>Body</b> | <b>Education &amp;<br/>Standards</b> | <b>Finance/Audit</b> | <b>Staffing/Pay</b> |
| Reserves Policy   |                                    |                                      | A                    |                     |
| Lettings Charges M12  |                                    |                                      | A                    |                     |
| Staff Expenses Policy   |                                    |                                      | A                    |                     |
| Risk Register   |                                    |                                      | A                    |                     |
| Risk Management Strategy & Policy   |                                    |                                      | A                    |                     |
| Anti -Fraud & Corruption/Gifts & Hospitality                              |                                    |                                      | 3 years              |                     |
| Charges & Remissions Policy for School Activities                         |                                    |                                      | WU                   |                     |
| <b>CURRICULUM</b>   |                                    |                                      |                      |                     |
| Teaching & Learning L1  | A                                  |                                      |                      |                     |
| Child Protection (Safeguarding)   | A                                  |                                      |                      |                     |
| ICT Security M  | B                                  |                                      |                      |                     |
| Home School Agreement   | B                                  |                                      |                      |                     |
| Religious Education<br>Collective Workshop                                | B                                  |                                      |                      |                     |
| Sex Education & Relationships C12   | B                                  |                                      |                      |                     |
| Special Education Needs & Disabilities (SEND)                             | B                                  |                                      |                      |                     |
| Complaints Procedure  | B                                  |                                      |                      |                     |
| Data Protection/Code of Practice  | B                                  |                                      |                      |                     |
| Managing Behaviour plus Anti-Bullying                                     | B                                  |                                      |                      |                     |
| Schools Publications Scheme on Info. Under the Freedom of Information Act | B                                  |                                      |                      |                     |

|  |                                    |                                      |                      |                     |
|--|------------------------------------|--------------------------------------|----------------------|---------------------|
| After School Club<br>Breakfast Club                        | B                                  |                                      |                      |                     |
| Looked After Children L15                                  | B                                  |                                      |                      |                     |
| Attendance M17   | WU                                 |                                      |                      |                     |
| <b>Annual – A<br/>Bi-Annual – B<br/>When Updated - WU</b>  | <b>Full<br/>Governing<br/>Body</b> | <b>Education &amp;<br/>Standards</b> | <b>Finance/Audit</b> | <b>Staffing/Pay</b> |
| <b>FULL GOVERNING BODY</b>                                 |                                    |                                      |                      |                     |
| Register of Business Interests                             | A                                  |                                      |                      |                     |
| Terms of Reference   | A                                  | A                                    | A                    |                     |
| Chairman's Committee TOR<br>Pupil Discipline Committee TOR | A                                  |                                      |                      |                     |
| Governors Expenses   | A                                  |                                      |                      |                     |
| Whistleblowing Policy                                      | A                                  |                                      |                      |                     |
| Admissions Arrangements                                    | A                                  |                                      |                      |                     |
| Health & Safety Policy                                     | A                                  |                                      |                      |                     |
| Business Continuity Management Plan                        | A                                  |                                      |                      |                     |
| Fire Policy  | A                                  |                                      |                      |                     |
| Accessibility Plan 2014/17                                 | 3 Years                            |                                      |                      |                     |
| Community Cohesion Statement                               | WU                                 |                                      |                      |                     |
| Management of Outdoor Education &<br>Offsite Activities    | WU                                 |                                      |                      |                     |
| School Security Policy                                     | WU                                 |                                      |                      |                     |