



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

Vision

We want ourselves and the children in our care to be successful, resilient and inquisitive learners who are happy and well-equipped to participate positively in the community and wider society.

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.

- Values
- Our school values (*kindness, respect, responsibility and aspiration*) are an essential point of reference on all of our journeys. British values (*democracy, rule of law, liberty and respect*) play an equally important role.

Respect, Responsibility, Aspiration and Kindness

- These four values are woven into all the work we do, in class and assemblies. Monday assemblies often make reference to them, linked to PSHE themes which are developed across the week in classes. They are promoted and linked to how children learn in lessons. At the end of each half term, children are selected by adults from across the school for special recognition values collectible badges. At any point during the term, week or day, children can also be recognised by special values cards that are written by staff and sent home.

Governance

The Articles of Association denotes the School as an Academy. School trustees are members and trustees of the academy and both have a different status. Original 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 trustees the members can appoint to the Board of Trustees. The members can remove a trustee if they fail to fulfil their responsibilities. Accordingly, the trustees 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 trustees 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 Trustees (Board of Trustees) 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 trustees 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 Board of Trustees is a combination of appointed, elected and co-opted trustees and is made up in accordance with the academy's Instrument of Government. The membership is as follows:

- Co-opted Trustee - Mr J Dickson, Mr Whiffin, Mr J Bennett
- Mr T Hughes (Headteacher)
- Parent Trustees -, Mr D Gaze (resigned 21.3.22), Mrs C Brooks, Mrs N Norman
- Community Trustees - Mr S Kane, Mrs S Kane (resigned 6.12.21), Mr T Brookman-Skirrow (resigned 6.12.21), Mr J Cree
- Clerk to the Trustees/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/Audit/Risk Committee**

Finance:

The Finance Committee assists with the decision making of the Board of Trustees, by enabling more detailed consideration to be given to the best means of fulfilling the Board of Trustees'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 Board of Trustees on a regular basis.

Major issues will be referred to the full Board of Trustees for ratification.

Audit/Risk

The Audit Committee is an advisory body with no executive powers. However, it is authorised by the Board of Trustees 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 Board of Trustees are developed and reviewed and that the special educational needs of children are met.

- **Pay and Remuneration 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 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 Board of Trustees 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 trustees, provided that a majority of members of any such committee shall be trustees. This will include persons with specific roles and responsibilities:

Safeguarding – S Pike

The Clerk to the Trustees /Company Secretary is responsible for setting the meeting timetable for all governance meetings for the academic year.

Headteacher

In accordance with the Articles of Association the trustees 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 Trustees and for the direction of the teaching and curriculum at the school.

Policies and Procedures

The trustees 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 Board of Trustees.

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 Board of Trustees of an organisation is translated into steps that result in an outcome compatible with that view. The Board of Trustees review the policies within their Annual Cycle of Work within the stated time frame.

See Appendix 1.

Appendix 1



Annual – A Bi-Annual – B When Updated - WU	School Level Review	Full Board of Trustees	Education & Standards	Finance /Audit	Staffing/Pa y	Reviewed	Date of Next Review
STAFFING/PAY							
Pay Policy (new from LA each year)					A	Spring 21	Aut 21
DfE School Teachers' Pay & Conditions					A	Aut 20	Aut 21
Staffing Appraisal (Performance Management)					A	Aut 21	Aut 22
Discretionary Policy Statement Local Government Pension Scheme		WU				Summer 20	WU
Equalities Information (Info. published annually)	A						
Code of Conduct of Employees		WU				Aut 21	WU
Review of Staffing Structure		A				Summer 21	Summer 22
Managing Attendance & Stress Policy		B				Summer 19	Summer 21 – moved to Aut 21
Leave of Absence Policy	WU					Summer 18	WU
Behaviour Policy		A				Summer 21	Spring 22
Allegations of Abuse Against Members of Staff or Volunteers		WU					
Capability Policy & Procedures		WU					
Confidentiality		WU					

Policy							
Disciplinary Policy (for Employees)		WU					
Equal Opportunities in Employment		WU					
Grievance Procedure		WU					
Maternity (& Paternity) Scheme		WU					
Redundancy & Re- organisation Policy		WU					
NQT Induction Policy		WU				Adopted Autumn 20	
Early Career Teacher Induction Policy							
Safer Recruitment Policy							

Annual – A Bi-Annual – B When Updated - WU	School Level Review	Full Board of Trustees	Education & Standards	Finance /Audit	Staffing/Pa y	Review	Date of Next Review
FINANCE/AUDIT							
Annual School Budget		A		A		Summer 21	Summer 22
Finance & Financial Malpractice Policy		A		A		Spring 21	Spring 22
Reserves Policy				A		Aut 20	Aut 21
Investments Policy				A		Aut 20	Aut 21
Lettings Charges M12				A		N/A	
Staff Expenses Policy				A		Spring 21	Spring 22
Risk Register				A		Aut 20	Aut 21
Risk Management Strategy & Policy				A		Aut 20	Aut 21
Anti -Fraud & Corruption/Gifts & Hospitality				3 years		Spring 21	Spring 24
Charges & Remissions Policy for School Activities				WU			

Annual – A Bi-Annual – B When Updated - WU	School Level Review	Full Board of Trustees	Education & Standards	Finance /Audit	Staffing/Pa y	Review	Date of Next Review
CURRICULUM							
Teaching & Learning L1 – replaced with Curriculum			A			To be adopted Aut 21	
ICT Security M		B					
Home School Agreement	A					Summer 21	Summer 22
Religious Education Collective Workshop		B				Summer 21	Summer 23
Jigsaw Sex Education & Relationships		B				Summer 21	Summer 23
Special Education Needs & Disabilities (SEND)		B				Summer 21 – to go to FBT Aut 21	Aut 24
Early Years Policy							
Schools Publications Scheme on Info. Under the Freedom of Information Act		N/A				Aut 18	
After School Club Breakfast Club	B					Summer 19	Aut 21
Looked After Children		B				Summer 19	Summer 21
Attendance		WU				Aut 20	WU

Annual – A Bi-Annual – B When Updated - WU	School Level Review	Full Board of Trustees	Education & Standards	Finance /Audit	Staffing/Pa y	Review	Date of Next Review
Board of Trustees							
Register of Business Interests		A				Aut 21	Aut 22
Terms of Reference		A				Aut 21	Aut 22
Chairman's Committee TOR Pupil Discipline Committee TOR		A				Aut 21	Aut 22
Trustees Expenses		A				Summer 21	Summer 22
Whistleblowing Policy		A				Summer 21	Summer 22
Admissions Arrangements		A				Aut 21	Aut 22
Health & Safety Policy		A				Aut 20	Aut 21
Business Continuity Management Plan		A				Summer 19	Summer 21
Fire Policy		A				Spring 19	Aut 20
Accessibility Plan		3 Years				Summer 19	Summer 22
Community Cohesion Statement		WU					
Management of Outdoor Education & Offsite Activities		WU					
School Security Policy		WU					
CP Child Protection		A				Aut 20	Aut 21

(Safeguarding)							
Complaints Procedure		B				Spring 21	Spring 23
Data Protection/GDPR		A				Autumn 21	Autumn 22
Data Breach		WU				Adopted Autumn 21	
DBS Policy		B				Adopted Autumn 21	Autumn 23
First Aid Policy		B				Adopted Autumn 20	Autumn 22
Premises Management Policy							
Acceptable use	WU						