



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.
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- 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.

Governors

The Articles of Association denotes the School as an Academy. School governors 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 Governing Body. 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 (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:

- Co-opted Governor - Mr J Dickson, Mr Whiffin
- Mr T Hughes (Headteacher)
- Staff Governors - Mrs S Pike,
- Parent Governors -, Mr J Bennett, vacancy
- Community Governors - Mr R Hill, Mr M Key, Mr S Kane, Mrs S Kane, Mr T Brookman-Skirrow, Mr J Cree
- 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.

- **Finance/Audit Committee**

Finance:

The Finance Committee assists with 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.

Major issues will be referred to the full governing body for ratification.

Audit

The Audit Committee is an advisory body with no executive powers. However, it is authorised by the governing body 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:

Curriculum implantation : Arts – James Bennett, STEM – Jamie Cree, Humanities – Tom Brookman-Skirrow

Governance: Tim Hughes, James Bennett

SEND: Lyndsey Kane

Audit: Richard Whiffin

Health & Safety/Covid practice: Simon Kane

Website: Simon

Safeguarding: James Bennett, Lyndsey Kane

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

(for Employees)							
Equal Opportunities in Employment		WU					
Grievance Procedure		WU					
Maternity (& Paternity) Scheme		WU					
Redundancy & Re-organisation Policy		WU					
NQT Induction Policy		WU					Adopt Autumm 20

Annual – A Bi-Annual – B When Updated - WU	School Level Review	Full Governing Body	Education & Standards	Finance /Audit	Staffing/Pa y	Review	Date of Next Review
FINANCE/AUDIT							
Annual School Budget		A		A		Summer 20	Summer 21
Finance & Financial Malpractice Policy		A		A		Summer 20	Summer 21
Reserves Policy				A		Aut 19	Aut 20
Investments Policy				A		Aut 19	Aut 20
Lettings Charges M12				A		N/A	
Staff Expenses Policy				A		Spring 20	Spring 21
Risk Register				A		Aut 20	Aut 21
Risk Management Strategy & Policy				A		Aut 20	Aut 21
Anti -Fraud & Corruption/Gifts & Hospitality				3 years		Spring 18	Spring 21
Charges & Remissions Policy for School Activities				WU			

Annual – A Bi-Annual – B When Updated - WU	School Level Review	Full Governing Body	Education & Standards	Finance /Audit	Staffing/Pa y	Review	Date of Next Review
CURRICULUM							
Teaching & Learning L1			A			8/5/18	Summer 19
ICT Security M		B					
Home School Agreement	B					7/3/18	Spring 20
Religious Education Collective Workshop		B				Summer 19	Summer 21
Sex Education & Relationships C12		B				Summer 19	
Special Education Needs & Disabilities (SEND)		B				Summer 19	Summer 21
Early Years Policy							
Exclusions Policy							
Managing Behaviour plus Anti-Bullying		B				Summer 19	Summer 21
Schools Publications Scheme on Info. Under the Freedom of Information Act		N/A				Aut 18	
After School Club Breakfast Club		B				Summer 19	Summer 21
Looked After Children L15		B				Summer 19	Summer 21
Attendance M17		WU					Aut 20

Annual – A Bi-Annual – B When Updated - WU		Full Governing Body	Education & Standards	Finance /Audit	Staffing/Pa y	Review	Date of Next Review
FULL GOVERNING BODY							
Register of Business Interests		A				Aut 19	Aut 20
Terms of Reference		A				Aut 19	Aut 20
Chairman's Committee TOR Pupil Discipline Committee TOR		A				Aut 19	Aut 20
Governors Expenses		A				Summer 20	Summer 21
Whistleblowing Policy		A				Summer 20	Summer 20
Admissions Arrangements		A				Aut 19	Aut 20
Health & Safety Policy		A				Spring 19	Aut 20
Business Continuity Management Plan		A				Summer 19	Summer 21
Fire Policy		A				Spring 19	Aut 20
Accessibility Plan 2014/17		3 Years				Summer 19	
Community Cohesion Statement		WU					
Management of Outdoor Education & Offsite Activities		WU				Adopted Autumn 20	
School Security Policy		WU					

CP Child Protection (Safeguarding)		A					Aut 20
Complaints Procedure		B				Spring 19	Spring 21
Data Protection/Code of Practice		B				Summer 20	Summer 21
First Aid Policy		WU				Adopt Autumn 20	