

2023/2024 SCHEME OF DELEGATION – DENEFIELD SCHOOL SINGLE ACADEMY TRUST BOARD

Reviewed by Trust Board – 14 September 2023

Date of next review: September 2024

The tasks and responsibilities we’ve set out are based on:

- Our article on the role and functions of the trust board
- The rules on delegation as set out in Part 5 of the The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- The Governance Handbook
- The Academy Trust Handbook
- School suspensions and permanent exclusions
- Model articles of association for academy trusts

The trust board can delegate any functions **except the approval of the budget** (Academy Trust Handbook). The Trust Board as a whole is responsible for any decision delegated. Any decisions taken by a committee should therefore be reported back to the trust board in a timely manner.

Please note: Tasks related to approving policies are not included in this document and are recorded by the Governance Professional using the Policy Control List.

KEY:

✓	Action can be taken at this level
	Not recommended for action to be taken at this level
	Action cannot be carried out at this level

Function	Task	TB	Committee	Individual trustee	Headteacher
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	✓			
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days				✓
	Convene a Trustee Disciplinary Meeting (TDM) to consider reinstating a suspended/permanently excluded pupil and consider parents' representations about a suspension or permanent exclusion in some circumstances	✓ See TDM TOR			
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓			

Curriculum and Performance	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 from year 8 to year 13		✓ Standards		✓
	Scrutinise Student Performance Data		✓ Standards		
	Agree challenging targets for student achievement /attainment	✓			
	Analyse examination results and key stage assessments against agreed targets	✓			
Finance and budgets	Make day-to-day spending decisions under the amount of £75,000 per Purchasing Section of the Financial Procedures Manual				✓
	Appoint a senior executive leader as the accounting officer and a chief financial officer of the trust	✓			
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction	✓	✓ Resources		

	<p>Appoint an auditor (separate internal and external auditors)</p> <p>External Auditors appointment to be approved by members following recommendation by TB.</p>	✓			
	<p>Participate in annual accounts consolidation exercises as communicated by the Department for Education</p>	✓	✓		
	<p>Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation</p>	✓			
	<p>Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)</p>		<p>✓ Resources</p>		
	<p>Establish an audit and risk committee</p>	✓			
	<p>Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA</p>	✓			
	<p>Monitor income and expenditure / budget six times per annum.</p> <p>(CoT & Chair of Resources to receive monthly management accounts.</p>		✓		

	Consider annual financial benchmarking data and analyse outcomes		✓ Resources		
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees, and senior employees	✓			
	Monitor impact of pupil premium funding		✓ Standards		✓
	Hold a trust board meeting at least once per term	✓			
	Appointment or removal of Co-opted Trustees	✓			
Trust board procedures	Appointment or removal of Academy Trustees	✓ (By Member Group)			
	Elect a chair and vice-chair of trustees	✓			
	Appointment or removal of a Governance Professional	✓			
	Determine the constitution, membership and terms of reference of committees and review this at least annually. Appoint or elect a chair/vice chair for each committee	✓			

	Check that all statutory policies and documents are in place (See Policy Control List)	✓			
	Delegate functions & policies to committees and individuals	✓ (See TOR)			
	Monitor the implementation of the health and safety policy		✓ Resources		
	Make sure there is an appointed person to make sure the school meets its health and safety duties		✓ Resources		✓
Health & safety and Premises	Arrange regular monitoring and inspection of school premises and agree a funded maintenance plan		✓ Resources		
	Make sure the required information is published on the school website	✓			✓
	Approve a complaints procedure	✓			✓
Parents and the community	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓ (see TOR)			
	Establish an Accessibility Plan and review it annually and report to parents		✓ Resources		

	Make sure the school complies with the Freedom of Information Act 2000		✓ Resources		
	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)		✓ Resources		
	Make sure eligible pupils receive free school meals				✓
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training				✓
Student wellbeing	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		✓ Standards		
	Check that the school complies with statutory guidance on safeguarding	✓	✓		
	Make sure the school has effective safeguarding policies and procedures in place	✓			
	Approve and evaluate educational off-site visits and activities		✓ Standards		✓

Safeguarding	Make sure a trustee takes leadership responsibility for safeguarding and that they receive appropriate training	✓			
	Review maintenance of the Single Central Record (SCR)		✓ Resources		
	Make sure all trustees receive safeguarding training	✓			✓
	Appoint a member of staff to be the designated safeguarding lead				✓
	Make sure that effective support is provided for any employee facing an allegation	✓			✓
	Designate a member of the trust board and 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		✓ Standards	✓ SEND Link Trustee	✓
Special Educational needs and disabilities (SEND)	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		✓ Standards		✓

	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 and that they have sufficient time and resources to carry out their role effectively		✓ Standards		✓
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓
	Appoint & Dismiss Head, Deputy Heads, Director of TLSP, Finance & Business Director and assistant Heads.	✓			
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓			
	Appoint an external adviser to assist with the Head teacher's Performance Management Nominate 3 Trustees to conduct Head teacher's Performance Management	✓			

Staffing matters	Approve Teachers' Pay decisions following recommendations of the Head teacher		✓ Resources		
	Make sure employment law and guidance is being followed	✓	✓ Resources		
	Approve staffing structure changes	✓	✓ Resources		
	Agree school's Self Evaluation process (SEF)	✓			
	Agree long term vision for the strategic plan and review ongoing progress	✓			
School evaluation and improvement planning	Approve annual School Action Plan (SAP)	✓			
	Monitor progress, implementation and evaluate the impact has on raising standards. Ensure OFSTED recommendations are incorporated into the SAP				