Fosse Way Academy

Governing board

Scheme of Delegation

'FGB' stands for 'full governing board' throughout this document.

Committee is either The Finance Audit and Risk Committee or the Pay Committee.

✓	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	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓			Finance, Audit and Risk Committee and FGB
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			Finance, Audit and Risk Committee and FGB

	Establish an independent appeals panel when there are admissions appeals	✓				Full governing board
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	✓			✓	Head teacher and monitored by FGB
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents about a suspension or permanent exclusion	✓	✓	✓		The Chair of the FGB to arrange an exclusions panel
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓				The Clerk and Chair to arrange with the Local Authority
	Monitor pupil behaviour data across different pupil groups	✓			✓	FGB and Head Teacher
Curriculum	Make sure the school teaches a broad and balanced and inclusive curriculum				✓	Head Teacher
Finance and budgets	Make day-to-day spending decisions under the amount of *£5000*				✓	Headteacher
	Appoint senior executive leaders as an accounting officer **and** a chief financial officer of the Trust (these must not be the same person)	✓				Full governing board
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) Funding agency Accounts Direction	✓	✓			The Chair of the full governing board and Finance, Audit and Risk Committee with support from Accounting Officer
	Appoint an auditor	✓	✓			Members of the Trust
	Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)	✓	✓	✓		Finance, Audit and Risk Committee. Chair and linked governor to monitor monthly accounts
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency for explicit prior authorisation	✓				Full governing board with support from the Finance and Business Manager

	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓			Finance, Audit and Risk Committee
	Establish an audit and risk committee	✓				Full Governing board
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the DFE	✓				Full Governing board
	Maintain a published register of interests, including the business and pecuniary interests of members and governors.	✓				Full Governing board with support from the Clerk
	Monitor impact of pupil premium funding	✓	✓	✓		A pupil premium linked governor will report back to the FGB who has overall responsibility
	Monitor impact of PE and sport premium funding	✓	✓	✓		Linked governor and FGB
	Receive external auditor's report	✓				FGB
	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to	✓	✓			FGB and Finance, Audit and Risk Committee
Governing board procedures	Hold full governing board meetings at least 3 times a year	✓				Full Governing board to hold 6 meetings a year
	Elect a Chair and Vice-Chair of trustees	✓				Full Governing board
	Appoint a Clerk	✓				Head Teacher/ Chair
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this at least annually. Appoint or elect a chair for each committee	✓				Full Governing board
	Check that all statutory policies and documents are in place	✓				Full Governing board and linked Governors.
	Delegate functions to committees and individuals	✓				Full Governing board

	Set expectations of trustee and committee member (including local governor) conduct	✓				FGB
	Ensure an appropriate skill set on the board, including adequate financial skills and understanding					FGB
	Articles of association: review and make recommendation to members					FGB
	Approve academy level policies					FGB
	Establish and implement a process for parent and staff governor elections					Chair/Clerk
Health and safety	Monitor the implementation of the health and safety policy	✓		✓		Full Governing board and linked Governor
	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓		✓	✓	Full Governing board and linked Governor
	Make sure that the estate is managed strategically and is maintained in a safe working condition	✓		✓	✓	Full Governing board with linked Governor
Parents and the community	Make sure the required information is published on the school website	✓			✓	Head Teacher/ Clerk
	Approve a complaints procedure	✓				Full Governing Board
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				Full Governing board
	Make sure the school complies with the Freedom of Information Act 2000	✓			✓	Full Governing board
	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓			✓	Full Governing board and Head Teacher
	Ensure effective arrangements are in place for gathering pupil and parent views	✓				FGB
Pupil wellbeing	Make sure eligible pupils receive free school meals (this includes all pupils in Reception, Year 1 and Year 2)	✓			✓	Full governing board and Head Teacher

	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training				✓	Head Teacher
	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	✓			✓	Head Teacher and Full Governing board
	Make arrangements for supporting pupils with medical conditions	✓			✓	Full Governing board and Head Teacher
	Monitor the inclusiveness of the curriculum	✓			✓	FGB and Head Teacher
	Set targets for pupil outcomes across trust and monitor in-year data termly	✓			✓	FGB and Head Teacher
	Monitor attendance of pupils			✓	✓	Linked governor and Head Teacher
	Ensure school food standards are met for pupils			✓	✓	Head Teacher and linked governor
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓		✓		Full Governing board and Linked governor
	Make sure the school has effective safeguarding policies and procedures in place	✓				Full Governing Board
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓		✓		Full governing board and linked governor
	Make sure governors receive safeguarding training	✓				Clerk and Full Governing board
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓			✓	Full governing board and Head Teacher
	Appoint a member of staff to be the designated safeguarding lead				✓	Head Teacher
	Make sure that effective support is provided for any employee facing an allegation	✓			✓	Full governing board and Head Teacher
	Monitor the SCR	✓	✓			FGB and linked governor

Special educational needs and disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓				Full governing board
	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness			✓	✓	Head Teacher and linked governor
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child				✓	Head Teacher
	Make sure the school produces its school SEN information report and publishes it online	✓		✓	✓	Full governing board and Head Teacher and linked governor
	Co-operate with the Local Authority in developing the local offer				✓	Head Teacher
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	Full governing board and Head Teacher
	Make sure that there is a qualified teacher as the special educational needs coordinator (SENCO) for the school and that they have sufficient time and resources to carry out their role effectively				✓	Head Teacher
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	Head Teacher
Staffing matters	Performance manage academy level staff members				✓	Head Teacher
	Appoint a senior executive leader (who should be the academy's principal)	✓				Full governing board
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓	✓			Pay Committee and Full governing board
	Make sure employment law and guidance is being followed	✓	✓			Pay Committee and Full governing board
	Approve staffing structure changes	✓	✓			Pay Committee and Full governing board
	Dismiss the headteacher	✓				Full governing board

	Ensure appointment of DSLs and deputy DSLs and SENCO				✓	Head Teacher

Reviewed Sept 26
Next Review Sept 27