



## **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, aspiration and kindness.
- To create a 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:

- *Members: Claire Shiers, James Bennett, Lyndsey Kane*
- *Chair of Trustees: James Bennett*
- *Appointed by the members: Jamie Cree, Simon Kane*
- *Parent Governors: Chloe Brooks, Timothy Salter*
- *Headteacher/Accounting Officer: Timothy Hughes*
- *Co-opted Governors: Jonathan Dickson, Richard Whiffin, Ms M McGregor*

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 Governance Professional /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 Subject to Change - SC	School Level Review	Full Board of Trustees	Education & Standards	Finance Audit & Risk	Staff /Pay	Review	Date of Next Review	Statutory/Good Practice/Academies Handbook	Required on Website	Available on Website
<b>STAFFING/PAY</b>										
Pay Policy (new from LA each year)		A				Spring 24	Aut 25	GP	NO	NO
DfE School Teachers' Pay & Conditions		A				Aut 23	Aut 24	GP	NO	NO
Staffing Appraisal (Performance Management)		A				Aut 23	Aut 24	GP	NO	YES
Discretionary Policy Statement Local Government Pension Scheme		SC				Sum 20	WU	GP	NO	NO
Code of Conduct of Employees		SC				Aut 23		GP	NO	YES
Review of Staffing Structure		A				Sum 23	Sum 24	GP	NO	YES

<b>Annual – A Bi-Annual – B Subject to Change - SC</b>	<b>School Level Review</b>	<b>Full Board of Trustees</b>	<b>Education &amp; Standards</b>	<b>Finance/ Audit</b>	<b>Staff /Pay</b>	<b>Review</b>	<b>Date of Next Review</b>	<b>Statutory/Good Practice/Academies Handbook</b>	<b>Required on Website</b>	<b>Available on Website</b>
Leave of Absence_Policy	SC					Sum 18		GP	NO	YES
Allegations of Abuse Against Members of Staff or Volunteers		SC				Aut 23		S	NO	NO
Capability Policy & Procedures		SC				Sum 22		S	NO	YES
Disciplinary Policy (for Employees)		SC						S	NO	YES
Equality information statement incl. Equal Opportunities in Employment		SC						S	YES	YES
Grievance Procedure		SC						S	YES	YES
Maternity (& Paternity) Scheme		SC						GP	NO	YES
Schools Shared Parental Leave		SC				2020		GP	NO	NO
Redundancy & Re- organisation Policy		SC						GP	NO	YES
Early Career Teacher Induction Policy		A				Sum 23	Sum 24	S	NO	YES
Safer Recruitment Policy		B				Aut 23	Aut 25	GP	NO	YES
Records Management Policy		SC				Aut 21		GP	NO	YES

<b>Annual – A Bi-Annual – B Subject to Change - SC</b>	<b>School Level Review</b>	<b>Full Board of Trustees</b>	<b>Education &amp; Standards</b>	<b>Finance/ Audit</b>	<b>Staff /Pay</b>	<b>Review</b>	<b>Date of Next Review</b>	<b>Statutory/Good Practice/Academies Handbook</b>	<b>Required on Website</b>	<b>Available on Website</b>
Staff Expenses Policy				A		Sum 23	Sum 24	GP	NO	NO
Criminal Records Disclosure – Self Declaration for Shortlisted Candidates	SC					Sum 22				
Policy Statement on Recruiting Applicants with Criminal Records	SC					Sum 22				
Single Central Record Policy		B				Aut 23	Aut 25	GP	NO	YES
<b>Single Central Record</b>	<b>LIVE DOCUMENT HELD CENTRALLY</b>									
DBS Policy		B				Aut 23	Aut 25	GP	NO	YES
<b>FINANCE/AUDIT</b>										
Annual School Budget		A		A		Sum 22	Sum 24	AH	NO	NO
Finance & Financial Malpractice Policy		A		A		Summer 23	Spring 24 Summer 24	AH	NO	YES



<b>Annual – A Bi-Annual – B Subject to Change - SC</b>	<b>School Level Review</b>	<b>Full Board of Trustees</b>	<b>Education &amp; Standards</b>	<b>Finance/ Audit</b>	<b>Staff /Pay</b>	<b>Review</b>	<b>Date of Next Review</b>	<b>Statutory/Good Practice/Academies Handbook</b>	<b>Required on Website</b>	<b>Available on Website</b>
Reserves & Investments Policy				A		Jan 24	Spring 24	AH	NO	YES
Risk Management Strategy & Policy				A		Autumn 23	Autumn 24	AH	NO	NO
Risk Register	<b>Live Document Reviewd at FA&amp;R and shared at FBT</b>									
Anti -Fraud & Corruption/Gifts & Hospitality				3 years		Spring 24	Spring 27	AH	NO	YES
Charges & Remissions Policy for School Activities				SC				S	YES	YES
Whistleblowing Policy		A				Sum 23	Sum 24	AH	NO	YES

Annual – A Bi-Annual – B Subject to Change - SC	School Level Review	Full Board of Trustees	Education & Standards	Finance Audit & Risk	Staff /Pay	Review	Date of Next Review	Statutory/Good Practice/Academies Handbook	Required on Website	Available on Website
<b>CURRICULUM</b>										
<b>The content of the curriculum is available on the website</b>										
Admissions Arrangements		A				Autumn 24	Aut 24 – confirm to LA by 28 <sup>th</sup> Feb – publish on website by 15 March	S	YES	YES
Attendance		SC				Aut 20	WU	GP	NO	YES
Curriculum Policy			A			Aut 23	Aut 24	GP	NO	NO
Anti-Bullying Policy		A				Aut 23	Aut 24	GP	NO	YES
Full Behaviour Policy		A				Spring 21	Spring 22 Moved to Aut 23	S	YES	YES
Online Safety Policy		B				Aut 23	Aut 25	GP	NO	YES
Home School Agreement	A					Sum 21	Sum 22 moved to Autumn 23	GP	NO	NO

Collective Worship			B			Sum 21	Aut 23	GP	NO	NO
Early Years Foundation Stage (EYFS) Policy		A						S	NO	NO
<b>Annual – A Bi-Annual – B Subject to Change - SC</b>	<b>School Level Review</b>	<b>Full Board of Trustees</b>	<b>Education &amp; Standards</b>	<b>Finance /Audit</b>	<b>Staff /Pay</b>	<b>Review</b>	<b>Date of Next Review</b>	<b>Statutory/Good Practice/Academies Handbook</b>	<b>Required on Website</b>	<b>Available on Website</b>
Jigsaw Sex Education & Relationships		B				Sum 21	Sum 23 – move to Autumn 23	S	NO	YES
Special Education Needs & Disabilities		B				Spring 24	Spring 26	S	YES	YES
<b>Safeguarding</b>										
Keeping Children Safe in Education		A				Aut 23	Aut 24	S	YES	YES
Safe Touch and Positive Handling		SC				Sum 22		GP	NO	YES
Complaints Policy		B				Spring 23	Spring 25	S	YES	YES
Cared For Children		B				Sum 22	Sum 24	GP	NO	YES
<b>Alternative Provision</b>						<b>Aut 22</b>		<b>GP</b>		
CP Child Protection (Safeguarding)		A				Aut 23	Aut 24	S	NO	YES
Pupils with additional Health Needs Attendance		A				Sum 23	Sum 24	S	NO	NO

Suspension & Inclusion Policy	Included in DFE exclusion from maintained schools, academies and PR Units in England							GP	NO	NO
<b>Annual – A Bi-Annual – B Subject to Change - SC</b>	<b>School Level Review</b>	<b>Full Board of Trustees</b>	<b>Education &amp; Standards</b>	<b>Finance Audit &amp; Risk</b>	<b>Staff /Pay</b>	<b>Review</b>	<b>Date of Next Review</b>	<b>Statutory/Good Practice/Academies Handbook</b>	<b>Required on Website</b>	<b>Available on Website</b>
<b>Board of Trustees</b>										
Register of Business Interests		A				Aut 23	Aut 24	AH	YES	YES
Terms of Reference		A				Aut 23	Aut 24	AH	NO	NO
Chairman's Committee TOR Pupil Discipline Committee TOR		A				Aut 23	Aut 24	AH	NO	NO
Trustees Expenses		A				Aut 23	Aut 24	AH	NO	NO

Code of Conduct for Trustees/Members		SC							NO	YES

Annual – A Bi-Annual – B Subject to Change - SC	School Level Review	Full Board of Trustees	Education & Standards	Finance Audit & Risk	Staff/Pay	Review	Date of Next Review	Statutory/Good Practice/Academie s Handbook	Required on Website	Available on Website
<b>Health and Safety Premises Management Documents as listed available in folder in School back office</b>										
Health & Safety Policy		A				Sum 23	Sum 24	S	NO	YES
<b>Business Continuity Management Plan</b>		<b>A</b>				<b>Sum 19</b>	<b>Sum 21</b>	<b>GP</b>	<b>NO</b>	<b>NO</b>
Fire Policy		A				Spring 23	Sum 24	GP	NO	NO
School Uniform Policy		B				Sum 22	Sum24	S	YES	YES
Dynamic Lockdown Procedures	SC							S	NO	NO
Bomb Threat Procedures	SC							S		
Visitor Procedures	SC							GP	NO	NO
Contractor Policy	SC					Sum 22		GP	NO	NO
COSHH Policy	SC					Sum 22		GP	NO	NO

<b>Annual – A Bi-Annual – B Subject to Change - SC</b>	<b>School Level Review</b>	<b>Full Board of Trustees</b>	<b>Education &amp; Standards</b>	<b>Finance Audit &amp; Risk</b>	<b>Staff/Pay</b>	<b>Review</b>	<b>Date of Next Review</b>	<b>Statutory/Good Practice/Academie s Handbook</b>	<b>Required on Website</b>	<b>Available on Website</b>
<b>Health and Safety <i>Premises Management Documents as listed available in folder in School back office</i></b>										
Manual Handling Risk Assessment	SC							GP	NO	NO
Working at Heights Risk Assessment	SC							GP	NO	NO
Lone Working Policy		B				Sum 22	Sum 24	GP	NO	NO
Managing Attendance & Stress Policy		B				Spring 22	Spring 24	GP	NO	YES
Display Screen Equipment (DSE) Policy	SC							GP	NO	NO
Staff Drug and Alcohol Policy	B					Sum 22	Sum 24			
Evacuation Procedure	SC							GP	NO	NO
Asbestos Control & Management Form	SC					Spring 24		GP	NO	NO

Annual – A Bi-Annual – B Subject to Change - SC	School Level Review	Full Board of Trustees	Education & Standards	Finance Audit & Risk	Staff/Pay	Review	Date of Next Review	Statutory/Good Practice/Academie s Handbook	Required on Website	Available on Website
Health and Safety <i>Premises Management Documents as listed available in folder in School back office</i>										
Supporting Children with Medical Conditions		SC				Spring 23	Spring 24	S	NO	YES
First Aid Policy		B				Spring 23	Spring 24	S	NO	YES
Infection Control Policy		B				Aut 23	Aut 25	GP	NO	NO
Severe Weather School Closure Flow Chart										
Allergen and Anaphylaxis Policy		B				Aut 23	Aut 25	GP	NO	NO
Whole School Food Policy		B				Reviewe d Sum 22	Sum 24	GP	NO	YES
Animals in School Policy	B					Spring 22	Spring 24	GP	NO	YES



Smoke-Free Policy	B					Sum 22	Sum 24			
<b>Annual – A Bi-Annual – B Subject to Change - SC</b>	<b>School Level Review</b>	<b>Full Board of Trustees</b>	<b>Education &amp; Standards</b>	<b>Finance Audit &amp; Risk</b>	<b>Staff/Pay</b>	<b>Review</b>	<b>Date of Next Review</b>	<b>Statutory/Good Practice/Academie s Handbook</b>	<b>Required on Website</b>	<b>Available on Website</b>
<b>Health and Safety Premises Management Documents as listed available in folder in School back office</b>										
School Security Policy	SC					Sum 22				
Accessibility Plan		3 Years				Sum 22	Sum 25	S	NO	YES
Legionella Scheme of Control		SC				Sum 22				
Educational Visits & Offsite Activities	SC							GP	NO	NO
After School Club Breakfast Club	B					Sum 22	Sum 24	GP	NO	YES

<b>Annual – A Bi-Annual – B Subject to Change - SC</b>	<b>School Level Review</b>	<b>Full Board of Trustees</b>	<b>Education &amp; Standards</b>	<b>Finance Audit &amp; Risk</b>	<b>Staff/Pay</b>	<b>Review</b>	<b>Date of Next Review</b>	<b>Statutory/Good Practice/Academie s Handbook</b>	<b>Required on Website</b>	<b>Available on Website</b>
<b>GDPR</b>										
Information Security Policy		SC				Aut 21	WU	GP	NO	YES
Schools Publications Scheme on Info. Under the Freedom of Information Act		SC				Aut 18		S	YES	YES
Data Protection/GDPR		A				Aut 23	Aut 24	S	NO	YES
Data Breach		SC				Adopted Aut 21		GP	NO	YES
DBS Policy		B				Aut 23	Aut 25	GP	NO	YES
Acceptable use	SC					Sum 22		GP	NO	YES
Surveillance & CCTV Policy		A				Sum 23	Sum 24	GP	NO	YES
Privacy Notices		SC						GP	NO	YES