



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.
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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.

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, Jane Bruten, Bridget Duff*
- *Chair of Trustees: Nicholas Salter*
- *Appointed by the members: Jamie Cree, Simon Kane*
- *Parent Trustees: Chloe Brooks, Nicholas Salter, Kristina Buuttice*
- *Headteacher/Accounting Officer: Nikki O'Dyer*
- *Co-opted Governors: Jonathan Dickson, Richard Whiffin, Sara Pike*

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 – C Brooks

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 |
|---|---------------------------|------------------------------|-----------------------------|----------------------------|---------------|--------------|---------------------------|--|------------------------|-------------------------|
| STAFFING/PAY | | | | | | | | | | |
| Pay Policy (new from LA each year) | | A | | | | Aut 25 | Aut 26 | GP | NO | NO |
| DfE School Teachers' Pay & Conditions | | A | | | | Aut 25 | Aut 26 | GP | NO | NO |
| Staffing Appraisal (Performance Management) | | A | | | | Aut 25 | Aut 26 | GP | NO | YES |
| Discretionary Policy Statement Local Government Pension Scheme | | A | | | | Spring 25 | Spring 26 | GP | NO | NO |
| Code of Conduct of Employees | | SC | | | | Aut 24 | | GP | NO | YES |
| Review of Staffing Structure | | A | | | | Sum 25 | Sum 26 | GP | NO | YES |
| Violence Against Staff | | A | | | | Sum 25 | Sum 26 | GP | NO | YES |
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|--|------------------------------------|---------------------------------------|--|---------------------------|-----------------------|---------------|------------------------------------|---|--------------------------------|---------------------------------|
| 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 and information objectives | | B | | | | Aut 24 | Aut 26 | 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 25 | Sum 26 | S | NO | YES |
| Safer Recruitment Policy | | B | | | | Aut 25 | Aut 27 | GP | NO | YES |
| Records Management Policy | | SC | | | | Aut 21 | | GP | NO | YES |
| Annual – A | School | Full | Education | Finance/ | Staff | Review | Date of | Statutory/Good | Required on | Available on |

| Bi-Annual – B Subject to Change - SC | Level Review | Board of Trustees | & Standards | Audit | /Pay | | Next Review | Practice/Academies Handbook | Website | Website |
|---|-------------------------------------|--------------------------|------------------------|--------------|-------------|-----------|--------------------|------------------------------------|----------------|----------------|
| Staff Expenses Policy | | | | A | | Sum 25 | Sum 26 | 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 25 | Aut 27 | GP | NO | YES |
| Single Central Record | LIVE DOCUMENT HELD CENTRALLY | | | | | | | | | |
| DBS Policy | | B | | | | Aut 25 | Aut 27 | GP | NO | YES |
| Flexible Working Policy | | SC | | | | Aut 24 | | GP | No | No |
| Prevention of Sexual Harassment | | SC | | | | Aut 24 | | GP | No | No |
| FINANCE/AUDIT | | | | | | | | | | |
| Annual School Budget | | A | | A | | Sum 25 | Sum 26 | AH | NO | NO |
| Finance & Financial | | A | | A | | Summer 25 | Summer 26 | AH | NO | YES |

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|--|--|---------------------------------------|--|---------------------------|-----------------------|---------------|------------------------------------|---|--------------------------------|---------------------------------|
| Malpractice Policy | | | | | | | | | | |
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| Reserves & Investments Policy | | | | A | | Spring 25 | Spring 26 | AH | NO | YES |
| Risk Management Strategy & Policy | | | | A | | Autumn 25 | Autumn 26 | AH | NO | NO |
| Risk Register | Live Document Reviewd at FA&R and shared at FBT | | | | | | | | | |
| Anti -Fraud & Corruption/Gifts & Hospitality | | | | 3 years | | Spring 24 | Spring 27 | AH | NO | YES |
| Charges & Remissions Policy for School Activities | | | | SC | | Spring 25 | | S | YES | YES |
| Whistleblowing Policy | | A | | | | Sum 25 | Sum 26 | AH | NO | YES |

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|--|---------------------------|------------------------------|-----------------------------|----------------------------|---------------|--------------|---|--|------------------------|-------------------------|
| CURRICULUM | | | | | | | | | | |
| The content of the curriculum is available on the website | | | | | | | | | | |
| Admissions Arrangements | | A | | | | Autumn 24 | Aut 24 – confirm to LA by 28 th Feb – publish on website by 15 March | S | YES | YES |
| Attendance | | SC | | | | Aut 24 | WU | GP | NO | YES |
| Curriculum Policy | | | A | | | Aut 23 | Moved to Aut 2 - 25 | GP | NO | NO |
| Anti-Bullying Policy | | A | | | | Summer 25 | Summer 26 | GP | NO | YES |
| Full Behaviour Policy | | A | | | | Spring 24 | Moved to Aug 25 | S | YES | YES |
| Online Safety Policy | | A | | | | Aut 24 | Aut 25 | GP | NO | YES |
| Home School Agreement | A | | | | | Sum 25 | Sum 26 | GP | NO | NO |

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|--|----------------------------|-------------------------------|----------------------------------|-----------------------|-------------------|---------------|----------------------------|---|----------------------------|-----------------------------|
| Collective Worship | | | B | | | Sum 21 | Aut 23 | GP | NO | NO |
| Early Years Foundation Stage (EYFS) Policy | | A | | | | | | S | NO | YES |
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| Jigsaw Sex Education & Relationships | | B | | | | Aut 24 | Aut 26 | S | NO | YES |
| Special Education Needs & Disabilities | | B | | | | Spring 24 | Spring 26 | S | YES | YES |
| Safeguarding | | | | | | | | | | |
| Keeping Children Safe in Education | | A | | | | Aut 25 | Aut 26 | S | YES | YES |
| Safe Touch and Positive Handling | | SC | | | | Aut 25 | | GP | NO | YES |
| Complaints Policy | | B | | | | Spring 25 | Spring 27 | S | YES | YES |
| Cared For Children | | B | | | | Sum 24 | Sum 26 | GP | NO | YES |
| Alternative Provision | | B | | | | Summer 24 | Summer 26 | GP | No | YES |
| CP Child Protection (Safeguarding) | | A | | | | Aut 25 | Aut 26 | S | NO | YES |
| Pupils with additional Health Needs Attendance | | A | | | | Sum 25 | Sum 26 | S | NO | NO |

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| Suspension & Inclusion Policy | Included in DFE exclusion from maintained schools, academies and PR Units in England | B | | | | Aut 23 | Aut 25 | GP | NO | NO |
| Children Missing in Education | | SC | | | | Aut 24 | SC | GP | NO | NO |
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| Board of Trustees | | | | | | | | | | |
| Register of Business Interests | | A | | | | Aut 24 | Aut 25 | AH | YES | YES |
| Terms of Reference | | A | | | | Aut 24 | Aut 25 | AH | NO | NO |
| Chairman's Committee TOR Pupil Discipline Committee TOR | | A | | | | Aut 24 | Aut 25 | AH | NO | NO |

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|--------------------------------------|--|----|--|--|--|--------|--------|----|----|-----|
| Trustees Expenses | | A | | | | Aut 25 | Aut 26 | AH | NO | NO |
| Code of Conduct for Trustees/Members | | SC | | | | | | | NO | YES |

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|--|---------------------------|---------------------------|-----------------------------|----------------------------|-----------|----------------|---------------------------|---|------------------------|-------------------------|
| Health and Safety Premises Management Documents as listed available in folder in School back office | | | | | | | | | | |
| Health & Safety Policy | | A | | | | Sum 25 | Sum 26 | S | NO | YES |
| Business Continuity Management Plan | | A | | | | With LA | | GP | NO | NO |
| Fire Policy | | A | | | | Spring 25 | Sum 26 | GP | NO | NO |
| School Uniform Policy | | B | | | | Sum 24 | Sum26 | 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 |

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| Health and Safety Premises Management Documents as listed available in folder in School back office | | | | | | | | | | |
| Manual Handling Risk Assessment | SC | | | | | | | GP | NO | NO |
| Working at Heights Risk Assessment | SC | | | | | | | GP | NO | NO |
| Lone Working Policy | | B | | | | Sum 24 | Sum 26 | GP | NO | NO |
| Managing Attendance & Stress Policy | | B | | | | Spring 24 | Spring 26 | GP | NO | YES |
| Display Screen Equipment (DSE) Policy | SC | | | | | | | GP | NO | NO |
| Staff Drug and Alcohol Policy | B | | | | | Sum 24 | Sum 26 | | | |
| Evacuation Procedure | SC | | | | | | | GP | NO | NO |
| Asbestos Control & Management Form | SC | | | | | Spring 24 | | GP | NO | NO |

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|--|---------------------------|---------------------------|-----------------------------|----------------------------|-----------|------------------------|---------------------------|---|------------------------|-------------------------|
| Health and Safety Premises Management Documents as listed available in folder in School back office | | | | | | | | | | |
| Administering Medication | B | | | | | Aut 25 | Aut 27 | GP | NO | |
| Supporting Children with Medical Conditions | | SC | | | | Spring 23 | | S | NO | YES |
| First Aid Policy | | B | | | | Spring 26 | Spring 28 | S | NO | YES |
| Infection Control Policy | | B | | | | Aut 25 | Aut 27 | GP | NO | NO |
| Severe Weather School Closure Flow Chart | | | | | | | | | | |
| Allergen and Anaphylaxis Policy | | B | | | | Aut 25 | Aut 27 | GP | NO | NO |
| Whole School Food Policy | | B | | | | Reviewe d Sum 24 | Sum 26 | GP | NO | YES |

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|--|----------------------------|-------------------------------|----------------------------------|---------------------------------|------------------|---------------|----------------------------|---|----------------------------|-----------------------------|
| Animals in School Policy | B | | | | | Summer 24 | Summer 26 | GP | NO | YES |
| Smoke-Free Policy | B | | | | | Sum 24 | Sum 26 | | | |
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| Health and Safety Premises Management Documents as listed available in folder in School back office | | | | | | | | | | |
| 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 24 | Sum 26 | GP | NO | YES |
| Premises Management Policy | B | | | | | Sum 24 | Sum 26 | GP | NO | YES |

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| GDPR | | | | | | | | | | |
| 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 25 | Aut 26 | S | NO | YES |
| Data Breach | | SC | | | | Adopted Aut 21 | | GP | NO | YES |
| DBS Policy | | B | | | | Aut 25 | Aut 27 | GP | NO | YES |
| Acceptable use | SC | | | | | Sum 22 | | GP | NO | YES |
| Surveillance & CCTV Policy | | A | | | | Aut 25 | Aut 26 | GP | NO | YES |
| Privacy Notices | | SC | | | | | | GP | NO | YES |