

IJDS: Scheme of Delegation

Function	Task	FG B	Co m m i t t e e	Indi vidu al gov ern or	Hea d t e a c h e r	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓			Admissions Directors & approved at FGB
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			Admissions Directors & approved at FGB
	Establish an independent appeals panel when there are admissions appeals	✓				Admissions Directors
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days				✓	With approval from FGB, as part of suspension and exclusion policy
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances	✓	✓	✓		SEND Director & Safeguarding Directors, with HT
	Arrange an independent review panel to consider permanent exclusions, where requested by parents	✓				
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 11				✓	Overseen by Education Directors
Finance and budgets	Make day-to-day spending decisions under the amount of £500				✓	
	Appoint a senior executive leader as the accounting officer and a chief financial officer of the trust	✓				HT is the Senior Executive Leader. SBM is the CFO.

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	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	✓	✓			Finance Committee, CFO, approved by FGB
	Appoint an auditor	✓	✓			Finance Committee and FGB
	Participate in annual accounts consolidation exercises as communicated by the Department for Education	✓	✓			Finance Committee and FGB
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓	✓		✓	HT as Senior Executive Leader, with finance committee and FGB approval
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓			Finance and Premises Committee and FGB
	Establish an audit and risk committee If your trust's annual income is less than £50 million, you can combine it with another committee	✓				Is combined with Finance and Premises Committee
	Approve a balanced budget each financial year and submit to the ESFA	✓				
	Maintain a published register of interests , including the business and pecuniary interests of members, trustees and local governors	✓				
	Monitor impact of pupil premium funding	✓	✓		✓	SEND & Education Committee.
	Monitor impact of PE and sport premium funding	✓	✓		✓	Education Committee

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Governing board procedures	Hold full governing board meetings at least 3 times a year	✓				
	Elect a chair and vice-chair of trustees	✓				
	Appoint a clerk	✓				
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee	✓				
	Check that all statutory policies and documents are in place	✓				
	Delegate functions to committees and individuals	✓				
Health & Safety	Monitor the implementation of the health and safety policy	✓	✓		✓	Premises Committee & Safeguarding Committee
	Make sure there is an appointed person in charge of first aid	✓	✓		✓	Safeguarding Committee
Parents and the community	Make sure the required information is published on the school website	✓			✓	Headteacher reports to FGB
	Approve a complaints procedure	✓	✓	✓	✓	
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				Chair
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			
	Make sure the school complies with the General Data Protection Regulations (GDPR)	✓	✓		✓	Safeguarding Committee

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Pupil wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)	✓	✓		✓	Finance Committee
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training	✓	✓		✓	SEND committee
	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	✓	✓		✓	SEND Committee
Safe-guarding	Check that the school complies with statutory guidance on safeguarding	✓	✓		✓	Safeguarding Committee
	Make sure there's a child protection policy in place	✓				
	Make sure a senior board level governor takes leadership responsibility for safeguarding and that they receive training	✓	✓		✓	
	Make sure governors 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	✓	✓		✓	Safeguarding Committee
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	✓				
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	Send Committee

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	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	Reported to SEND Committee
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	SEND Committee
	Co-operate with the local authority in developing the local offer		✓		✓	SEND Committee
	Make sure the school follows the statutory SEND Code of Practice	✓	✓		✓	SEND Committee
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓	SEND Committee
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching		✓		✓	SEND Committee
Staffing matters	Appoint a senior executive leader (who should be the academy's principal)	✓				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓	✓		✓	HT & Safeguarding Committee
	Make sure employment law and guidance is being followed	✓	✓		✓	
	Approve staffing structure changes	✓	✓			Education and Finance Committee
	Dismiss the headteacher	✓				