

School Scheme of Delegation

September 2018

The purpose of a scheme of delegation is to make clear who is responsible for particular decisions or actions. It thus offers a basis for improved accountability. The remits offer guidance for forming agendas and should enable committees to review their effectiveness.

Committees discuss their remits and terms of reference in the summer term and make alterations. These are put together by the clerk and submitted as a complete scheme for approval by the Full Governing Body ("FGB") at the first meeting of each academic year.

Full Governing Body Remits

The FGB aims to handle business efficiently in order to focus on school improvement

School Improvement Matters

1. Ensure that the school has a clear vision which includes ambitions for the future.
2. Set the strategic direction of the school. The strategy should provide a robust framework for setting priorities, creating accountability and monitoring progress in realising the school's vision. Formally approve and adopt the School Improvement Plan ("SIP")
3. Monitor and evaluate progress towards achievement of aims and objectives set and regularly review the strategic framework for the school in the light of that progress.
4. Set an ethos of high expectations of everyone in the school community which includes the promotion of fundamental British values.
5. Ensure the school fulfils its statutory duties, including compliance with the requirements of the Ofsted Inspection Framework
6. Consider any inspection report made by Ofsted and ensure that its recommendations are incorporated into the SIP
7. Hold the Headteacher to account for the performance of the school and receive his or her report once a term
8. Make sure that the school maintains and develops a broad and balanced curriculum
9. Offer educational, recreational and other facilities to improve local people's quality of life
10. Ensure that the needs of vulnerable and disadvantaged and also gifted and talented pupils are met
11. Understand strategic relationships with organisations beyond the school

Business Matters

1. Agree constitutional matters, including procedures where the Governing Body has discretion
2. Maintain and update annually a register of pecuniary and business interests
3. Ensure that statutory and other policies are in place and that there is a timetable for their review by designated committees or individuals
4. Recruit new members as vacancies arise, appoint new governors where appropriate and decide on additional attendance at FGB meetings

5. Consider training requirements on a regular basis, both for the whole board and for individual governors, including induction training for new governors.
6. Suspend or end suspension of the Headteacher.
7. Suspend or remove any governor for acting in a way contrary to the NGA Code of Conduct
8. Appoint or remove the chair (or co-chair(s)), vice chair or a clerk to the Governing Body and its committees
9. Receive reports from any individual or committee to whom a task has been delegated and consider whether any further action by the Governing Body is necessary
10. Establish the committees of the Governing Body, their remits and terms of reference, including selection panels for Headteacher and Deputy Headteacher recruitment
11. Decide which functions of the board will be delegated to committees, groups and individuals, and review delegation arrangements annually
12. Annually elect governors for: SEN, Looked After Children, Child Protection, Health and Safety and Careers
13. Receive Resources Committee reports as a check that money is being well spent. Adopt a balanced budget, taking into account the priorities of the SIP.
14. Appoint or reappoint auditors as recommended by the Resources Committee
15. Agree and organise a governing body self-evaluation process

Full Governing Body Terms of Reference

1. There will be a minimum of five FGB meetings a year, each held with at least 14 days' notice.
2. The FGB will be made up of: 4 staff governors, 6 parent governors and 8 appointed governors
3. Any three governors may requisition a meeting of the FGB
4. A meeting of the FGB is quorate when a third of all current governors are present
5. When the chair (or both co-chairs) is absent, the vice-chair will act as chair; if none is present the meeting will elect a chair for that meeting.
6. In the event of a tied vote the chair of the meeting shall have a second or casting vote.
7. The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

Students Committee Remits

1. To review and agree Allestree Woodlands School's policy for assessing student progress in line with the NAHT assessment framework and to review other policies as delegated by the Policy Review Planner
2. To monitor and evaluate student progress through timely review of relevant data, providing input into school improvement.
3. To monitor the school curriculum provision against statutory requirements and to ensure high quality teaching and learning is maintained across all groups.
4. Receive reports from subject leaders on specific curriculum areas in line with the school improvement plan priorities.
5. To maintain an awareness of the student experience provided by Allestree Woodlands School through communication with the Student Council.

6. Determine the allocation of student places at the school whilst adhering to the clauses in the School Admissions Code, especially with regard to exceeding the published admission number and the effect of doing so on adjacent schools.
7. To review and agree Allestree Woodlands School's Admission Criteria for Year 7.
8. To review and agree Allestree Woodlands School's Admission Criteria for Post 16 Education.
9. To review current & prospective pupil numbers, exploring opportunities to increase student numbers if required.
10. Arrange for the publication of information about: admissions arrangements for the school, arrangements for parents to appeal against a refusal to admit a child to the school and such other matters of interest to parents of pupils seeking admission to the school as may be prescribed.
11. Consider applications made outside the normal round of admissions against the admissions criteria. This will normally be carried out by the head teacher and the committee chair; the latter will call a meeting to consider the application if a place may be refused or if to allocate a place would be outside the school's admissions policy.
12. Reserve the right to verify information provided in an application for a student place at the school and, if misrepresentation is confirmed, refuse the application or cancel the place.
13. Annually review the behaviour principles and the use of exclusion in comparison with local and national data
14. Monitor the curriculum in respect of Special Needs provision and receive reports from the SEN governor
15. Review a safeguarding report every term
16. Review the impact of the pupil premium on improving outcomes for young people
17. To provide relevant feedback to the Full Governing Body.

Students Committee Terms of Reference

1. There will be at least three meetings a year, each held with at least 14 days' notice to all members of the FGB
2. A chair, who must be a non-staff member of the FGB, will be appointed at the first meeting of the FGB each school year.
3. Remits and terms of reference will be reviewed at the last meeting of the academic year for inclusion in the scheme of delegation to be agreed at the first FGB of the autumn term
4. The committee may make recommendations to the FGB for co-option of non-governor members
5. A Students Committee meeting is quorate when three appointed members of the committee are present
6. In the absence of the chair or clerk, the committee shall choose an acting chair or clerk for that meeting from among their number
7. In the event of a tied vote the chair or acting chair shall have a second or casting vote
8. Draft minutes will be circulated to all members of the FGB and brief reports of the committee's business will be given at meetings of the FGB

Resources Committee Remits

Personnel Matters

1. Review policies appropriate to the committee, as stated in the policy planner, ensuring that staff are informed of any amendments.
2. Oversee the operation of the school's Appraisal Policy, for all staff except the Headteacher.
3. Review the school's staffing complement and structure, ensuring that it is staffed sufficiently for the fulfilment of the school's improvement plan and the effective operation of the school.
4. Oversee any process leading to staff reductions, ensuring that the appropriate staff consultation process is followed.
5. Oversee the selection and appointment procedure for all staff, ensuring that it conforms with safer recruitment practice.
6. Ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
7. Review staff working arrangements and well-being, including the monitoring of absence.
8. Review leadership development and the school's management structure, ensuring that appropriate opportunities for CPD are available and encouraged for all staff and governors.
9. Review and monitor procedures for staff discipline and grievance and ensure that staff are kept informed of these.

Premises Matters

1. Manage the Governing Body responsibilities for premises, grounds and the learning environment
2. Establish and keep under review, a rolling three year maintenance plan
3. Oversee arrangements for repairs and maintenance, including contracts
4. Approve expenditure on premises related matters in line with the school's Financial Scheme of Delegation
5. Consider funding priorities and premises-related expenditure where necessary and oversee premises related funding bids
6. Consider and recommend to the FGB possible improvements for which resources might be sought
7. Co-ordinate and progress any self-help development projects approved by the FGB
8. Oversee arrangements for the use of school premises by outside users
9. Review the Building Development plan, Accessibility plan and a Crisis plan
10. Review the lettings policy and charges and agree any changes

Health and Safety Matters

1. Review the Health and Safety Policy annually, making revisions where appropriate and monitoring its implementation
2. Review the security of pupils and staff as well as the protection of buildings and property
3. Review the annual Fire Risk Assessment and conduct other reviews as necessary, eg. site cleanliness

Finance Matters

1. Ensure that the Academy Trust's ("AT's") funds are used only in accordance with: the law; the governing body's powers under the Funding Agreement (including the Articles of Association); and the Academies Financial Handbook and that the AT uses reasonable discretion over the use of funds and takes into account relevant guidance on accountability and propriety.
2. Draft and propose to the FGB a balanced budget for the AT's financial year and provide termly reports on the AT's current and forecast financial position at FGB meetings, agreeing adjustments as necessary so as to secure the AT's short-term and long-term financial health including decisions on expenditure following recommendations from other committees.
3. Have in place sound internal control and risk management processes and be able to show that public funds have been used as intended by Parliament.
4. Ensure that governors and managers have the skills, knowledge and experience to run the AT and review from time to time the management organisation, accountancy systems and financial procedures of the school and their effectiveness.
5. Approve/amend policies as appropriate to the committee and update annually the Allestree Woodlands School Financial Policy, Scheme of Procurement Delegation and Insurance arrangements.
6. Ensure economy, efficiency and effectiveness (the three key elements of value for money) in the use of the AT's funds by entering into contracts and service agreements through operation of the governing body's arrangements for obtaining quotations and inviting tenders.
7. Maintain inventories and security of assets and approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment.
8. Determine arrangements for, and the monitoring of actions following, the internal and annual auditing of the school accounts and approve the submission of audited accounts to the EFA.
9. Annually review Governors allowances.

Resources Committee Terms of Reference

1. There will be a minimum of three Resources Committee meetings a year, each held with at least 14 days' notice to all members of the FGB
2. Any governor may attend the Resources Committee meetings but voting members will be appointed annually, usually at the first FGB meeting in the autumn term
3. The committee may make recommendations to the FGB for co-option of non-governor members
4. A chair, who must be a non-staff member of the FGB, will be appointed at the first meeting of the FGB each school year.
5. Remits and terms of reference will be reviewed at the summer term meeting for inclusion in the scheme of delegation to be agreed at the first FGB of the autumn term.
6. A Resources Committee meeting is quorate when three appointed members of the committee are present
7. In the absence of the chair or clerk, the committee shall choose an acting chair or clerk for that meeting from among their number
8. In the event of a tied vote the chair or acting chair shall have a second or casting vote

9. Draft minutes will be circulated to all members of the FGB and brief reports of the committee's business will be given at meetings of the FGB
10. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
11. When the subject for consideration is the pay, performance or discipline of any member of staff that member, where a governor, may not attend if he/she is under discussion or if there is a perceived conflict of interest

Pay Committee Remits

1. Review annually the school's pay policy for all categories of staff and be responsible for administering and reviewing it.

Pay Committee Terms of Reference

1. The Pay Committee shall meet at least annually.
2. Membership: Chair (or co-chairs), Vice-Chair, Chairs of Students and Resources Committees
3. Hearings and Appeals Committee
4. Hearings and Appeals Committee Remits
 1. Consider any written representations from parents or carers about exclusions
 2. Conduct hearings, in line with school policy, to decide whether action to exclude a pupil was appropriate
 3. Make arrangements for the governing body to be represented at the hearing of any appeal submitted by parents against a decision of this committee to an independent appeals panel, including agreement of a submission on behalf of the governing body
 4. Consider any appeal against a decision by the Headteacher to warn or dismiss a member of staff
 5. Consider any appeal against selection for redundancy
 6. Consider any appeal against a decision on pay grading or pay awards
 7. Consider any formal complaint which neither the Headteacher nor the Chair (or Co-Chair) of Governors have resolved under the school's complaints procedure and send a suitable response to the complainant
 8. Monitor the formal complaints received and recommend to the Resources committee any changes to the school's policies, practices or procedures
 9. Decide whether to uphold or overturn any decision taken by a committee of the governing body which has been referred to this committee for consideration

Hearing and Appeals Committee Terms of Reference

- The FGB will appoint a pool of governors from which three will serve on any one occasion to consider a particular matter - one or two governors may be asked to be reserves
- The FGB will appoint a chair normally at the first FGB meeting of the school year
- Any governor with prior knowledge of the person or incident concerned that could affect their ability to act impartially should not serve at the hearing. Governors employed at the school shall not be appointed to the committee. Experienced governors will normally hear staff disciplinary appeals
- The clerk will call meetings of the committee as and when necessary.

- If the Chair of the Committee is not present at a hearing or appeal, the governors present will elect a chair for that hearing or appeal from among themselves.
- The clerk will keep confidential minutes of each hearing or appeal and circulate them to all governors present before they are signed by the chair for that hearing or appeal
- The chair of the committee will give a confidential summary of decisions taken to the FGB

Headteacher's performance review group

- Monitor and review the Headteacher's performance against targets.
- Arrange to meet with an agreed External Adviser to discuss the Headteacher's performance targets
- Decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- Monitor through the year the performance of the Headteacher against the targets.
- Make recommendations to the Pay Committee in respect of awards for the successful meeting of targets set
- Membership: chair (or one of the co-chairs), vice chair and another non-staff governor
- Remits for Individual Responsibility

Any individual to whom the Governing Body delegates responsibility is expected to work within the following remits:

- Liaise with the appropriate member(s) of staff
- Visit the school to gather information concerning an area of responsibility and to increase their understanding of the school in line with the Governor Visits policy
- Report to the FGB, or whichever committee the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- Raise the profile of the area of responsibility when related matters are considered by the FGB or the appropriate committee
- Attend training as appropriate

The Role of the Chair of the Governing Body

If there are Co-Chairs, these responsibilities are held by the co-chairs.

1. Make sure the Board's affairs are conducted in accordance with the Law
2. Manage meetings effectively, focusing on priorities and making the best use of time available, ensuring that all members have an equal opportunity to participate in discussion and decision-making
3. Establish and foster an effective relationship with the head teacher based on trust and mutual respect for each other's roles, keeping other governors well informed
4. Ensure that the Board acts as a sounding board to the head teacher and provides strategic direction
5. Encourage the development of the Vice Chair role and help the Board work as a team
6. Represent the Board in its relationships with stakeholders and others

The Role of the Clerk to the Governing Body

1. Work effectively with the chair of governors, other governors and the head teacher to support the Governing Body
2. Advise the FGB and its committees on constitutional, procedural and legal matters
3. Convene meetings of the FGB and its committees
4. Attend meetings of the FGB and its committees to take minutes, or liaise with the appropriate committee chair if unable to be present
5. Maintain a register of members of the Governing Body
6. Give and receive notices in accordance with relevant regulations
7. Perform such other functions as may be determined by the Governing Body from time to time

The Role of the Chair of a Committee

1. Ensure the business of the Committee is conducted properly, in accordance with legal requirements
2. Ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Chairs' Committee Remits

(Although this committee has not met recently, this remains an option)

1. Review the work and priorities of the Governing Body and its committees
2. Monitor the progress of work being undertaken by committees and individuals
3. Respond to matters of particular difficulty, sensitivity or emergency and offer advice to the head teacher
4. Establish and keep under review a protocol for the FGB
5. Review arrangements for Governors' visits to school
6. Oversee arrangements for FGB involvement in formulating and monitoring the SIP
7. Make recommendations to the FGB to establish exceptional working arrangements or a working party where particular circumstances arise
8. Undertake tasks delegated to them by the FGB

Membership: Chair (or co-chairs), Vice-Chair, Chairs of Students and Resources Committees

Document History

September 2016 – Agreed by the Full Governing Board.

September 2017 – Agreed by the Full Governing Board.

September 2018 – Updated to reflect the revised committee structure and the possibility of Co-Chairs of the Governing Body. Note – the Committees are each expected to review their remits under the revised structure and to recommend any further required changes to the FGB.