

# **THE CORSHAM SCHOOL ACADEMY GROUP SCHEME OF DELEGATION FRAMEWORK**

**Key:**

**BOD – Board of Directors**

**Committees:**

**FIN – Finance Committee (BOD committee)**

**R & A – Audit Committee (BOD committee)**

**CAL – CAL Committee (sub-committee of CGB, reporting directly to BOD)**

**C & G – CGSL Committee (sub-committee of CGB, reporting directly to BOD)**

**CGB – The Corsham School Local Governing Body (BOD committee)**

**RGB – Regis Primary Academy Local Governing Body (BOD committee)**

**PMP – Performance Management and Pay Panel (BOD delegated panel)**

**Individual Governors:**

**H & S – Health & Safety rep for each separate school**

**SO – Academy’s Safeguarding Officer (Each Academy should have its own)**

**EHT – Executive Head**

**CHT – The Corsham School Principal**

**RHT – Corsham Regis Principal**

<b>General and Procedural Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>Leadership</b>
Draft instrument of governance and any subsequent amendments	X			
Co-Opt Directors ( <i>School Governance Constitution regulations 2012?</i> )	X			
Co-opt governors (if constituted under 2012 regulations?)		<b>CGB/RGB</b>		
Agree suspension of governors	<b>CGB/RGB</b>			
Appoint (and remove) the chair and vice chair of the board of directors	X			
Appoint (and remove) the chair and vice chair of FIN and R&A	X			
Elect or appoint committee chairs		<b>Relevant committee</b>		
Determine period of office of chair and vice chair (between 1 and 4 years) of the board of directors and LGBs	X			
Appoint (and dismiss) the clerk to the LGBs and Secretary	X			
Determine the functions to be performed by the clerk to the LGB		Relevant LGB		
Publication of directors and governors' details on appropriate academy's websites.	X			
Establish (publish and update annually) a register of Directors' business interests	X			
Establish (publish and update annually) a register of local governors' business interests		<b>CGB/RGB</b>		

Approve Annual Governance Statement	X			
Determine governors' code of conduct	X			
Determine level of delegation of functions to individuals or committees annually	X			
Establish any required LGB procedures (where not set out in law)	X			

<b>School Self Evaluation/School Improvement Planning Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>Leader-ship</b>
Agree the outcomes of the School's Self Evaluation process		<b>CGB/RGB</b>		
Agree and Approve long term vision and strategic plan for the Trust	X			
Approve School Improvement Plans and evaluate their impact for Academies with budget > £1.5m	X			
Approve School Improvement Plans and evaluate their impact (if Academy Budget is <£1.5 m)				<b>EHT</b>
Appoint governors for SEN, safeguarding, whistle blowing and any others agreed by LGB		CGB/RGB		
Ensure OFSTED recommendations are incorporated into the Academy improvement plan & schools with budget > £1.5m	X			
Ensure OFSTED recommendations are incorporated into the School improvement plan (if budget is <£1.5 m)				<b>EHT</b>

<b>Data Analysis and Target Setting Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>Leadership</b>
Scrutinise a range of pupil performance data to evaluate the school's performance		<b>CAL/RGB</b>		
Scrutinise a range of pupil performance data to evaluate the Governors' performance	<b>X</b>	<b>RGB</b>		
Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis and monitor performance against them				<b>EHT</b>
Scrutinise analysis of examination results and key stage assessments against agreed targets		<b>CAL/RGB</b>		
Ensure rigorous assessment processes are in place		<b>CAL/ RGB</b>		

<b>Extended Services Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>Leadership</b>
Decide whether to offer additional services and what form these should take		<b>FIN</b>		
Decide whether to cease provision of additional services		<b>FIN</b>		
Review provision and impact of additional services		<b>FIN</b>		

<b>Discipline/Exclusions Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>Leadership</b>
Agree a behaviour principles statement and ensure that this is posted on the school website		<b>C&amp;G/RGB</b>		
Create & maintain a school behaviour policy and publicise to staff, students and parents				<b>CHT/RHT</b>
Decide whether to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or at risk of being unable to sit a public examination		<b>C&amp;G/RGB</b>		

Consider parents' representation about exclusions		Relevant LGB Set up relevant Academy Exclusions Panel		
Consider parents' representation about exclusions – ultimate appeal		C&G/RGB		

<b>Premises Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>H T</b>
Agree long term strategy for use of Academy's premises		FIN		
Establish all legally required and Local Authority recommended premises related policies and monitor the effectiveness of their implementation		FIN		
Arrange for regular monitoring and inspection of relevant school's premises			H & S (relevant LGB)	
Agree a funded maintenance plan		FIN		
Approve hiring policy and charges		FIN		
Ensure security of school premises and equipment				CHT/RHT
Agree level of maintenance service the school will buy from service providers		FIN		
Ensure risk assessments of school site are conducted and considered as appropriate				CHT/RHT

<b>Staffing Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>H T</b>
Formally approve appointments of Executive Head, Principals and deputy head teachers	X			
Appoint an external adviser to assist with the Executive Head's and Senior Leadership performance management		<b>PMP</b>		
Nominate 2/3 governors to conduct Executive Head 's performance management	X			
Nominate a named governor for the staff whistle blowing policy	X			
Approve, and keep under review, a school pay policy		<b>FIN</b>		
Fulfil role expected of governing Bodies in adopted procedures for range of staffing issues e.g. discipline, grievance, redundancy, termination of employment, dignity at work		<b>FIN</b>		
Approve a Statement of procedures for dealing with allegations of abuse against staff				<b>EHT</b>
Approve applications for early retirement, secondment and leave of absence not covered by local agreements		<b>FIN</b>		
Approve, and keep under review, a teacher performance management policy	X			
Make teachers' pay progression decisions following recommendations of head teacher (by end of October?)		<b>PMP</b>		
Consider a report from the Principals on the operation of the performance management policy (to include information as outlined in the group's appraisal policy)		<b>PMP</b>		
Determine the Academies' staffing complement		<b>FIN</b>		

Seek to ensure safer recruitment requirements are met	X			
Seek to ensure that required staffing policies and procedures are in place		FIN		
Seek to ensure that required staffing policies and procedures are implemented				EHT
Appoint selection panel for Executive Head, Principal(s) and deputy head teacher appointments	X			
Appoint selection panel for other members of the senior leadership team	X			
Seek to ensure that at least one person on the selection panel for Executive Head or Principal appointment has completed safer recruitment training			SO	

<b>Finance Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>H T</b>
Determine levels of authorisation, including debt write off	X			
Approve transfers between budget headings		FIN		
Agree the first budget plan, prioritised against the Academies' improvement priorities		FIN		
Approve annual budget	X			
Seek to ensure that the budget is only spent for school purposes		R & A		
Agree an annual Best Value Statement		FIN		
Develop and monitor procurement policy		FIN		

Seek to ensure contracts and services are awarded in line with procurement policy		R & A		
Monitor adequacy of financial management competency amongst staff and governors		R & A		
Approve signatories for authorising orders and payments		FIN		
Seek to ensure that the Academies are compliant with the Schools Financial Value Standards (SFVS)		R & A		
Monitor income and expenditure reports and approve returns		FIN		
Establish (and keep under review) a charging and remissions policy		FIN		
Appoint (annually) external auditors		FIN		
Appoint (annually) internal auditors		R & A		
Receive an annual report on the audited accounts	X			
Approve ordering and payment systems				X
Approve the disposal of surplus and damaged equipment		FIN		
Consider annual financial benchmarking data and analyse outcomes		FIN		
Seek to ensure the budget has allocated funds to support the school improvement plan, any agreed changes to staffing structure, and any salary increases approved following appraisal outcomes		FIN		
Ensure all required finance policies and procedures are in place and monitor implementation		FIN		
Agree end of year budget rollover		FIN		
Receive, and where appropriate respond to, reports from auditors		R & A		



Evaluate the impact of the allocation of pupil premium funding on overcoming barriers to learning	<b>X</b>			
Approve (and keep under review) a governors' allowances scheme	<b>X</b>			
Agree allocation for governor training and evaluate the impact of spending	<b>X</b>			

<b>School Organisation Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>H T</b>
Publish proposals to change category of Academy	<b>X</b>			
Consider forming, joining or leaving a federation or academy	<b>X</b>			
Set the times of schools sessions and the dates of school terms and holidays	<b>X</b>			
Ensure the schools meet for 380 sessions in a school year	<b>X</b>			

<b>Health, Safety/Child Protection/ Safeguarding Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>H T</b>
Seek to ensure compliance with health & safety legislation applied to schools			<b>H &amp; S (relevant LGB)</b>	
Seek to ensure compliance with safeguarding legislation applied to schools			<b>SO (relevant LGB)</b>	
Approve a health and safety policy and monitor its implementation		<b>FIN</b>		
Seek to ensure effectiveness of health and safety policy		<b>FIN</b>		
Conduct inspections of buildings, plant and equipment			<b>H &amp; S (relevant LGB)</b>	
Approve Child Protection Policy and review its effectiveness at least annually		<b>C &amp; G /RGB</b>		
Seek to ensure effectiveness of record keeping related to health & safety responsibilities, including maintenance of central record of recruitment and vetting checks		<b>FIN</b>		
Seek to ensure effectiveness of record keeping related to safeguarding responsibilities, including maintenance of central record of recruitment and vetting checks		<b>C &amp; G /RGB</b>		
Consider school's annual safeguarding audit and monitor subsequent action plans		<b>C &amp; G /RGB</b>		

Seek to ensure school meets national school food standards		C & G /RGB		
Seek to ensure compliance with statutory guidance regarding pupils with medical needs		C & G /RGB		
<b>School Admission Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>H T</b>
Consult annually before setting an admissions policy		C & G /RGB		
Establish an admissions policy and publish		C & G /RGB		
Consider admissions applications		C & G /RGB		

<b>Curriculum/Inclusion/ Equality Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>H T</b>
Ensure that the relevant national curriculum programmes of study are taught				<b>EHT</b>
Establish (and keep under review) a policy on sex education and publicise to parents and carers		<b>CAL or RGB</b>		
Consider any disapplication for pupils (from the National Curriculum)				<b>CHT/RHT</b>
Decide which subject options should be taught, giving due regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)		<b>CAL or RGB</b>		
Approve the school's SEN policy and publicise to parents and carers and report annually to parents on provision for pupils with SEN	<b>X</b>			

Seek to ensure appropriate provision is provided for gifted, more able and talented pupils		<b>CAL or RGB</b>		
Ensure that only approved external qualifications and syllabuses are offered to pupils		<b>CAL or RGB</b>		
Prohibit political indoctrination and ensure the balanced treatment of political issues				<b>CHT/RHT</b>
Designate a “responsible person” for pupils with SEN				<b>CHT/RHT</b>
Designate a “responsible person” for Looked After Children				<b>CHT/RHT</b>
Establish an accessibility plan and review it every three years		<b>FIN</b>		
Seek to Ensure that the September 2014 statutory requirements for Early Years Foundation Stage are implemented				<b>RHT</b>
Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea				<b>CHT/RHT</b>
Establish and publish annually an “Equality information and objectives statement” and review equality objectives every four years	<b>X</b>			
Ensure provision of RE in line with the school’s basic curriculum				<b>CHT/RHT</b>
Review provision of careers education, information and advice (secondary schools)		<b>C &amp; G</b>		

<b>Pupils, Parents and Community Responsibilities</b>	<b>BOD</b>	<b>Ctte</b>	<b>Ind. Gov.</b>	<b>H T</b>
Seek to ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.		<b>C &amp; G /RGB</b>		
Seek to ensure legally required information is published online, including annually required information e.g. report on SEN, pupil premium funding				<b>EHT</b>
Agree parental complaints procedure and publicise to parents		<b>C &amp; G /RGB</b>		
Seek to ensure the governing Body can demonstrate its accountability to parents	<b>X</b>			
Adopt (and keep under review) home-school agreements		<b>C &amp; G /RGB</b>		
Consider matters relating to the role of the school in the community	<b>X</b>			
Ensure the school has a published freedom of information scheme				<b>EHT</b>
Establish a data protection policy and review it at least every two years		<b>FIN</b>		
Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant School Meals where applicable)				<b>CHT/RHT</b>