



The White Hills Park Federation Trust scheme of delegation 2016/17

Academy trusts have almost complete flexibility to shape their governance arrangements and design the constitution of their boards and local governing bodies as they see fit. Their specific arrangements are set out in their individual Articles of Association.

A standalone academy is a single legal entity responsible for one academy that has its own articles of association and funding agreement with the Secretary of State.

Multi-academy trusts (MATs) are also a single legal entity but its board of trustees is accountable for a number of academies in its chain. Each academy may have a local governing body to which the MAT trustees may delegate some governance functions. Local governors who sit on local governing bodies are not trustees of the academy trust unless they also sit on the trust's board.

All individuals involved in the governance of a multi-academy trust, whether at trust level or at the local governing body level, should know who the trustees are and understand what functions have been delegated by the trust to the local governing body or bodies.

Purpose of the Decision Planner

This decision planner is to support governing bodies or local governing bodies to record their delegation of functions by listing areas of business and the types of decision typically taken each year. (It will also provide useful evidence for Ofsted). This document can also be used to create the governing body's committee remits; the listed business functions are the suggested list of business areas that each committee will undertake during the year.

Annual Review

The governing body/local governing body must review the delegation of functions annually. Each governing body will remain accountable for any decisions taken, including those relating to functions delegated to a committee or an individual.

Quoracy

Decisions may only be made if a meeting is quorate. The quorum for a full governing body meeting is three governors or one third of the total number of governors in office whichever is greater. The quorum is two thirds of the total number of governors (rounded up to a whole number) to vote on:

- Appointment of parent governor
- Removal of a governor appointed by the governing body
- Vote on the removal of the chair

The minimum quorum for a committee meeting is three governors but the full governing body may set this at a higher level if it wishes.

Reporting back to the full governing body

All decisions are taken on behalf of the governing body/local governing body. The governing body should receive reports/minutes from any individual or committee to whom a decision has been delegated and consider whether any further action is necessary.

Delegation of functions of the governing body

A governing body can delegate any of its statutory functions to a committee, a governor, the principal, or individuals subject to prescribed restrictions in the Articles of Association.

Review of committees and delegation

Subject to the Articles of Association, the governing body/local governing body must review the establishment, terms of reference and membership of any committee annually. In addition, the governing body/local governing body may review the delegation of functions to committees and individuals annually.

How to use the decision planner

The decision planner provides one grid for each of the main areas of governing body/local governing body business. Each individual grid is divided into two columns. The first column lists the function statement relating to the main business and the second column indicates the delegation of each function.

The governing body/local governing body will need to decide where the decision making function should be allocated, subject to the Articles of Association. The governing body/local governing body will need to agree the committee or individual, for example principal, bursar, chair of governors, and write this information in the blank box. This will indicate the governing body/local governing body's decision as to who will carry out the function relating to each of the main business tasks.

Academy/Trust who have adopted the NCC HR related policies for Appraisal Policy and Guidance and Pay Policy and Guidance

More detailed information is provided in the documentation for maintained schools where an Academy/Trust has adopted the NCC HR related policies for Appraisal Policy and Guidance and Pay Policy and Guidance

Constitutional decisions

| Function statement | | Delegated to |
|--------------------|--|--------------------|
| 1 | To appoint or remove Members | Members |
| 2 | To appoint or remove Directors (other than parent Directors) | Members |
| 3 | To appoint or remove parent Directors | Board of Directors |
| 4 | To appoint a Company Secretary to the Directors | Board of Directors |
| 5 | To determine voting rights for associate members on committees | Board of Directors |
| 6 | To suspend any Director | Board of Directors |
| 7 | To elect or remove the chair | Board of Directors |
| 8 | To elect or remove the vice-chair | Board of Directors |
| 9 | To appoint link or designated Directors, for example performance management, child protection and complaints | Board of Directors |
| 10 | To decide on additional attendance at full Directors' meetings | Board of Directors |
| 11 | To decide the arrangements for Board of Directors' meetings (legal minimum three per year) | Board of Directors |
| 12 | To regulate the procedures of meetings | Board of Directors |
| 13 | Establishment and membership of committees and their remits, including selection panels for Headteacher and Deputy Headteacher recruitment | Board of Directors |
| 14 | To appoint or remove a clerk to each committee | Board of Directors |
| 15 | To establish the Board of Directors' register of business interests and oversee its maintenance | Board of Directors |
| 16 | Approval of scheme of financial delegation/financial regulations | Board of Directors |
| 17 | To recruit a new Executive Headteacher | Board of Directors |
| 18 | Ratification of the appointment of the Executive Headteacher | Board of Directors |
| 19 | To determine the arrangements for the appointment of all other staff | Board of Directors |
| 20 | To appoint and dismiss the Clerk to Directors | Board of Directors |

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| 21 | To participate in the school self-review process including the review of the governing body effectiveness | Board of Directors |
| 22 | To set (determine) admission arrangements annually by 28 February ensuring that all appropriate bodies are notified. Publish a copy of the determined arrangements on the school website and send to the Local Authority by 15 March. | Student and Community Committee |

Policy Development, Planning and Public Accountability

| Function statement | | Delegated to |
|--------------------|--|--|
| 1 | To approve and monitor the School Improvement/ Development Plan | Board of Directors |
| 2 | To decide annual school holiday pattern | Board of Directors |
| 3 | To decide school session times taking into account recommended minimum weekly lesson time | Board of Directors |
| 4 | To ensure that the school meets for 380 sessions in a school year | Board of Directors |
| 5 | To approve new policies or amendments to policies | Board of Directors |
| 6 | To adopt and review the Home School Agreement | Student & Community Committee |
| 7 | To issue press statements | Executive Head |
| 8 | To determine matters relating to health and safety and the security of the premises and its occupants | Resources Committee |
| 9 | To monitor the use and suitability of the premises in relation to the above | Resources Committee |
| 10 | To set targets for pupil achievement | Achievement & Standards Committee |
| 11 | To monitor pupil achievement against set targets | Achievement & Standards Committee |
| 12 | To receive school improvement information from the school and Ofsted | Achievement & Standards Committee |
| 13 | To agree and organise an annual governing body self-evaluation process | Chair |
| 14 | To monitor school records | Student & Community Committee |
| 15 | To ensure a Single Central Record (SCR) Inc. safer recruitment vetting checks is constantly kept up to date in line with statutory requirements (expectation that the EHT will maintain) | Executive Headteacher / Safeguarding Link Director |
| 16 | To establish and monitor a directors expenses scheme | Resources Committee |
| 17 | To carry out an annual review of safeguarding children and child protection policy and procedures | Executive Headteacher / Safeguarding Link Director |
| 18 | To ensure a designated teacher for looked after children has been appointed and reports to governing body at least once per year | Executive Headteacher/ Student & Community Committee |

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| 19 | To formulate the information required to be published on academy website | Board of Directors |
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Financial Matters

| Function statement | | Delegated to |
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| 1. | To establish an Audit Committee or equivalent | Board of Directors |
| 2. | To approve the annual budget plan and budget forecast | Board of Directors |
| 3. | To monitor expenditure against the budget plan and agree adjustments as necessary | Resources Committee |
| 4. | To approve finance policies | Resources Committee |
| 5. | To apply internal delegation levels | Resources Committee |
| 6. | To enter into contracts | Resources Committee |
| 7. | To write off bad debts | Resources Committee |
| 8. | To operate the governing body's arrangements for obtaining quotations and inviting tenders | Resources Committee |
| 9. | To maintain inventories and security of assets | Resources Committee |
| 10. | To monitor and approve use of income from the sale of assets | Resources Committee |
| 11. | To establish a lettings policy | Resources Committee |
| 12. | To establish a charging and remissions policy | Resources Committee |
| 13. | To determine insurance arrangements | Resources Committee |
| 14. | To ensure that the grant from the EfA is used only for the purpose intended | Resources Committee |
| 15. | To ensure that annual accounts are kept in accordance with the EfA guidance | Resources Committee |
| 16. | To appoint or remove the external auditors | Board of Directors |
| 17. | To sign the audit report | Board of Directors |
| 18. | To ensure spending decisions represent value for money | Resources Committee |

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| 19. | To appoint a Responsible Officer or equivalent | Board of Directors |
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Personnel Functions and Pay

| Function statement | | Delegated to |
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| 1 | To determine the staff complement | Resources Committee |
| 2 | To determine and review staffing structure including any temporary appointments | Achievement and Standards Committee / Resources Committee |
| 3 | To review annually the appraisal policy | Executive Head |
| 4 | To implement the appraisal policy | Executive Head |
| 5 | To review annually the school's pay policy | Pay Committee |
| 6 | To monitor implementation of the pay policy | Pay Committee |
| 7 | To manage the annual salary review, including post-threshold progression for teachers | Executive Head |
| 8 | To recruit staff on the leadership spine* | Executive Head & Achievement and Standards |
| 9 | To recruit all other staff* | Executive Head |
| 10 | To suspend the principal | Chair |
| 11 | To end the suspension of the principal | Chair |
| 12 | To suspend other staff | Executive Head |
| 13 | To end the suspension of other staff | Executive Head |
| 14 | To develop and systematically review policies relating to staffing matters and to make recommendations for adoption/amendment of these to the Board of Directors E.g. disciplinary/capability procedures/absence management | Board of Directors |
| 15 | To hear appeals made by staff in relation to the above and to ensure that any hearing or appeal panels set up to consider staffing matters are properly convened | Discipline Committee |
| 16 | To determine dismissal payments/early retirement | Board of Directors |
| 17 | To dismiss the principal | Discipline Committee |
| 18 | To dismiss other staff | Discipline Committee |
| 19 | To agree and monitor a training strategy for teachers, support staff and directors | Chair and Executive Head |

*** Notes**

The normal expectation is for the principal to lead the process of making staff appointments outside the leadership group (i.e. other than principal, deputy and assistant headteacher) and for making initial dismissal decisions. The Board of Directors should delegate these functions to the principal unless there are good grounds not to do so.

Admissions and Exclusions

| Function statement | | Delegated to |
|--------------------|---|--|
| 1 | To hear pupil exclusions representations and determine outcome | Discipline Committee |
| 2 | To annually review the behaviour policy and anti-bullying policy and the use of exclusion in comparison with local and national data | Executive Head |
| 3 | To appoint a clerk to the discipline committee (who is not a director or the principal) | Executive Head |
| 4 | To monitor and review pupil attendance | Student & Community Committee |
| 5 | To carry out statutory consultation when changes are proposed to admission arrangements, as outlined in the School Admission Code (paragraphs 1.42-1.45). This includes supplementary information forms and 6 th form arrangements | Executive Head |
| 6 | To set (determine) school admission arrangements annually and notify the LA | Board of Directors |
| 7 | To apply the admissions criteria to applications for admissions according to the DfE co-ordinated scheme | Executive Head |
| 8 | To attend admissions appeals as necessary (presenting the school's case) | Executive Head/Deputy Heads' Inclusion |

Strategic Development

| Function statement | | Delegated to |
|---------------------------|---|--|
| 1 | To establish and implement the curriculum policy | Executive Head |
| 2 | To monitor and review the curriculum policy implications | Executive Head & Achievement & Standards Committee |
| 3 | To monitor standards of teaching and attainment | Achievement & Standards Committee |
| 4 | To ensure that the delivery of sex education and RE are in line with the directors' policies and legal guidance | Executive Head |
| 5 | To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues | Executive Head |
| 6 | To monitor the arrangements for collective worship and monitor provision | Executive Head |
| 7 | To ensure the curriculum complies with the Equality Act legislation | Executive Head |
| 8 | To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils | Executive Head & Achievement and Standards Committee |
| 9 | To monitor the arrangements for school visits/ residential visits | Executive Head |
| 10 | To be involved in the formulation and review of school self- evaluation | Executive Head & Achievement and Standards Committee |
| 11 | To comply with the requirements of the Ofsted Inspection Framework | Executive Head & Achievement and Standards Committee |
| 12 | To consider in detail any inspection report made by Ofsted | Executive Head & Achievement and Standards Committee |
| 13 | To ensure that recommendations following an Ofsted inspection are incorporated into the School Improvement/ Development Plan | Executive Head & Achievement and Standards Committee |
| 14 | To decide which subject options should be taught having regard to resources and implement provision for flexibility in the curriculum (including activities outside school day) | Executive Head & Achievement and Standards Committee |

Chair's SignatureDate