The Kirkstead Education Trust - Scheme of Delegation for Governance Functions 2017-18

	Function	Members	Trustees	Governing Board	Resources & Audit	Personnel	Pay	Teaching and Learning	Standards
Members	Appoint / Remove Trustees	✓							
	Appoint / Remove Members	✓							
Trustees	Appoint a clerk to the Trustees		✓						
	Prepare and file the Trust's Annual Report		✓						
	Monitor the allocation of funds		✓						
	File an annual return to Companies House, including the register of significant persons		✓						
	Monitor Ofsted inspections, targets and priorities		✓	✓					
	Approve the School Action Plan		✓	✓					
	Appoint the Principal of each Academy		✓						
	Appoint local Governing Boards at each Academy		✓						
	Subject to the articles, determine the constitution, membership and proceedings of any committee		✓						
	Ensure Parents, stakeholders, contractors and all interested parties are updated on policies, events, acheivements and associated matters and that the lines of communication are always open		✓	✓					
	Monitor and assess risk		✓	✓					
Governing Board - Oversight of school systems and processes including:	In consultation with the Trustees, set the aims and objectives of the Academy			✓					
	Determination of the educational vision of the Academy in consultation with the Trustees, including, but without limitation, determination of the Academy's development plan			✓					
	Maintenance of the Academy estate in accordance with the guidelines established by the Company			✓					
	Set the annual budget for the Academy and providing termly expenditure reports to the Trustees and any other financial reports requested by the Trustees			✓					
	Maintain a fixed asset register			✓					
	Notify the Company of any changes to fixed assets used by the Academy			✓					
	Determination and implementation of the admissions policy and arrangements for the Academy in accordance with admissions law and DfE codes of practice			✓					
	Implementation of actions required to comply with statutory regulations and the Funding Agreements			✓					
	Ensure that racist incidents and incidents of physical intervention are recorded			✓					
	General personnel matters including pay, and performance management			✓		✓	✓		
	Health and Safety including safeguarding			✓	✓				
Resources & Audit	Consider the financial implications of the priorities in the School Improvement Plan				✓				
	Form an Audit Committee and carry out the responsibilities of an Audit Committee				✓				
	Agree the level of delegation to the Head Teacher for the day to day financial management of the school				✓				
	Produce an annual budget for approval by the Governing Board and Trustees.				✓				
	Monitor the budget and present a report to a scheduled meeting of the Governing Board termly				✓				
	Authorise expenditure requests up to £25,000, providing three quotations are presented for consideration. Expenditure in excess of £25,000 should be presented to the Governing Board or Trustees (depending upon the level of expenditure) with three quotations for approval.				✓				
	Exercise virement within the budget up to limit of £50,000				✓				
	Decide rates and make all other decisions relating to the hiring of School facilities.				✓				
	Oversee any funding bid.				✓				
	Be responsible for the premises and the learning environment.				✓				
	Deal with matters of school security.				✓				
	Monitor the implementation of the School Development Plan regarding premises management.				✓				
	Manage the Governing Board's responsibilities for Health and Safety at Work				✓				
	Review and approve relevant non-statutory policies.				✓	✓	✓	✓	
	Monitor the adequacy and effectiveness of the Academy's systems of internal control (including review of the statement of internal control) and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).				✓				
	Advise the Trustees on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and the internal audit service.				✓				
	Advise the Trustees on the scope and objectives of the work of the internal audit service and the financial statements auditor				✓				

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	Ensure effective co-ordination between the internal audit service and the financial statements auditor				✓				
	Consider and advise the Trustees on the audit strategy and annual internal audit plans for the internal audit service				✓				
	Advise the Trustees on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor, and management's responses to these				✓				
	Monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports and the financial statements auditor's management letter				✓				
	Monitor the Academy's risk management plan and advise the Trustees on its adequacy and effectiveness.				✓				
	Monitor and advise the Trustees on any alleged fraud and irregularity in the Academy's financial and other control systems and ensure that all allegations of fraud and irregularity are properly followed up.				✓				
	Recommend the annual financial statements to the Trustees for approval.				✓				
	Monitor the effectiveness of the Academy's whistleblowing procedures.				✓				
Personnel	Review the staffing structure / pay whenever a vacancy arises and review procedures for recruitment and selection ensuring that procedures are in place for managing staff levels (including re-deployment, early retirement, redundancy)					✓			
	Ensure safer recruitment principles are adhered to					✓			
	Make reccommendations relating to the award of discretionary payments for temporary additional responsibility for the approval of the Governing Board					✓			
	Ensure all staff have appropriate skills and training to deliver high quality teaching and learning					✓			
	Ensure CPD (Continuous Professional Development) meets the needs of the school, all staff and pupils					✓			
	Ensure that all teaching staff and support staff are valued and receive proper recognition for their work and contribution to school life			✓		✓			
	Encourage Governors to attend training to enable them to carry out their duties effectively					✓			
	Ensure meetings are conducted in an open manner, enabling Governors to countribute in the discussions			✓		✓			
	Review and evaluate the Head Teacher's performance: to set new objectives and to agree and implement arrangements for monitoring against objectives and appropriate CPD					✓			
	Make appropriate recommendations to the Pay Committee					✓			
	To convene a panel comprising the Chair of the Governing Board, the Chair of the Personnel Committee and at least one other Governor to consider cases of potential dismissal					✓			
	To report to the full Governing Board				✓	✓	✓	✓	✓
Pay	Determine the Pay policy for the school						✓		
	To advise the Governing Board/Resources Committee on current and future pay levels						✓		
	To ratify appropriate salary ranges and starting salaries for members of the leadership group						✓		
	To ratify annual pay progress for teachers by the end of October as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy						✓		
	To approve applications to be paid on the Upper Pay Range						✓		
	To approve annual pay progress for the Head Teacher by the end of December, taking account of the recommendation made by the Head Teacher's Performance Review Panel, following the annual review						✓		
	To determine the application of national inflationary increases as required						✓		
	To monitor and report to the full Governing Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils						✓		
	Any other matters as directed by the Governing Board				✓	✓	✓	✓	✓
	Monitor the SDP/SIP (School Development Plan/School Improvement Plan)				✓	✓	✓	✓	✓
	Ensure that a broad and balanced curriculum is provided and to ensure governors have a knowledge of how the curriculum is designed, taught, evaluated and resourced							✓	
	Receive reports on school innovations and how the school is responding to legislative requirements in the curriculum							✓	
	Review policies on a regular basis and to ensure that staff are aware of the policies							✓	

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Teaching and Learning	Ensure that the requirements of children with SEND and looked-after children are met and to ensure that the school has a designated member of staff for co-ordinating safeguarding within school & liaising with other agencies							✓	
	Review the school prospectus							✓	
	Review the provision for collective worship and RE							✓	
	Review, after consultation with the Head Teacher, staff, parents and pupils, policies on welfare, health & safety of pupils and the dress and appearance of pupils with due regard to their spiritual, moral, cultural & social well-being whilst encouraging opportunities for their personal development							✓	
	Review the procedures for school journeys, visits and residential activities – to ensure thorough risk assessments have taken place and that policies have been reviewed on charging, remission and conduct of these visits							✓	
	To ensure that racist incidents and incidents of physical intervention are recorded and reported to the LA								
	Consider ways of promoting the school in the community, developing positive links and providing extended services for the local community			✓				✓	
	Consider all issues regarding the welfare of pupils with due regard to their spiritual, moral, cultural and social well-being, whilst encouraging opportunities for their personal development			✓				✓	
	Promote extra-curricular activities and to assist the school when planning for any special events in school			✓				✓	
	Promote community cohesion			✓				✓	
	Monitor patterns of attendance and exclusions and to receive statistical information on any (un-named) pupil exclusions							✓	
	Ensuire records are up-to-date (ensure checks have been carried out on all staff and that there is evidence in school of these checks)							✓	
	Ensure that Governors have the opportunity to gain experience of the curriculum taught							✓	
Standards	Ensure the school promotes an ethos of high expectations of level of achievement and behaviour for all learners and that this is communicated to pupils, parents and staff								✓
	Be aware of any issues which may afffect standards and to look to how these may be addressed								✓
	Monitor achievement and standards at school and subject level								✓
	Monitor achievement and standards by different groups, e.g. by gender, ethnicity and for those taking free school meals, children in care, young carers and children with special educational needs								✓
	Monitor attendance								✓
	Discuss and recommend for approval, key targets								✓
	Monitor progress against targets								✓
	Be familiar with the school's data on Analysing School Performance and Fischer Family Trust			✓					✓
	Review the information provided in published school performance data			✓					✓
	Monitor trends in the quality of teaching and learning through review of the outcomes of lesson observation								✓
	Help to determine the format of reporting information about outcomes to the Governors								✓
	Report to the Teaching and Learning Committee and to the full Governing Board								✓