

Southend High School for Boys

Scheme of Delegation

Key:

A: Provide advice and support to those accountable for decision making

Column shaded: Statutory regulation does not permit the task to be completed at this level

Column blank: Action may be completed at this level

* Headteacher may delegate the duty, but not the responsibility, to a team member

| Governance Task | Decision level | | | | |
|---|----------------|-------------------------|------------------------|--------------------|------------------------------------|
| | Members | Trust Board (Governors) | Trust Board Committees | Individual Trustee | Headteacher (Accounting Officer) * |
| Budgets & Accounts | | | | | |
| To submit to Members and publish an annual report on performance of the Trust. | | ✓ | | | |
| To approve and submit Annual Report and Accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money. | | ✓ | A | | |
| To receive the Annual Report and Accounts | ✓ | | | | |
| To establish, review and monitor management of risk. | | ✓ | A | | A |
| To agree budget plan to support delivery of the school's key priorities. | | ✓ | A | | A |
| To monitor monthly expenditure | | | | | ✓ |
| To appoint and dismiss Chief Financial Officer (CFO). | | ✓ | A | | A |
| To establish and review the school's Financial Scheme of Delegation. | | ✓ | ✓ | | A |
| To enter into contracts (refer to Financial Scheme of Delegation) | | ✓ | A | | ✓ |
| To receive and respond to external auditors' report. | | ✓ | A | | A |
| To ensure robustness of benchmarking and school value for money. | | ✓ | | | A |
| To develop procurement strategies and efficiency savings programme. | | ✓ | | | A |
| To review and approve procurement strategies and efficiency programme. | | ✓ | A | | |
| To appoint external auditors. | ✓ | A | A | | |
| To establish appropriate internal controls for the Trust. | | ✓ | A | | A |
| To agree annual action plans and monitor how school premiums are spent (eg Pupil Premium) | | ✓ | A | | A |
| Staffing | | | | | |
| To appoint and dismiss the Headteacher | | ✓ | A | | A |
| To appoint the Deputy Headteacher | | ✓ | A | | A |
| To suspend the Headteacher | | ✓ | A | | |

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|---|----------------|-------------------------|------------------------|--------------------|------------------------------------|
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| To end the suspension of the Headteacher | | ✓ | | | |
| To suspend other staff | | | | | ✓ |
| To end the suspension of other staff. | | | ✓ | | ✓ |
| To appoint teaching and support staff | | | | | ✓ |
| To dismiss staff, other than the Headteacher. | | | ✓ | | ✓ |
| To agree school's staffing structure. | | ✓ | | | A |
| To determine staffing requirements. | | | ✓ | | ✓ |
| To establish and review procedure for addressing staff disciplinary, conduct and grievance. | | | ✓ | | A |
| To produce and maintain a central record of recruitment and vetting checks. | | | | | ✓ |
| To agree dismissal payments/early retirement | | | ✓ | | ✓ |
| Performance Management | | | | | |
| To undertake performance management of Headteacher. | | | ✓ | | A |
| To agree Headteacher pay award. | | | ✓ | | A |
| To review and agree staff appraisal procedure and pay progression. | | | ✓ | | A |
| To implement the Performance Management policy | | | | | ✓ |
| Discipline/Exclusions | | | | | |
| To determine and approve a behaviour and discipline policy. | | ✓ | | | A |
| To draft content of school behaviour policy and publicise it to staff, pupils and parents. | | | A | | ✓ |
| To review all permanent exclusions and fixed term exclusions and decide whether or not to confirm permanent and fixed-term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Exclusions involving a public examination can be delegated to chair/vice chair in case of urgency). | | | ✓ | | A |
| To direct reinstatement of excluded pupils. | | | ✓ | | ✓ |
| Admissions | | | | | |
| To determine and approve the admission criteria annually. | | ✓ | | | A |
| To carry out consultation where changes are proposed, or where the Trust Board has not consulted on arrangements in the last 7 years. | | ✓ | | | A |
| To ensure a register of pupil attendance is maintained. | | | | | ✓ |
| To have responsibility for an individual child's education. | | | | | ✓ |
| Admissions to the school according to the published admissions criteria | | | | | ✓ |
| Curriculum | | | | | |
| To ensure a broad and balanced curriculum is in place, including activities outside the school day. | | ✓ | A | | A |
| To embed agreed curriculum and enrichment offer within the day to day operation of school and extra-curricular activities. | | | | | ✓ |
| To agree times of school sessions and dates of school terms (ensure the Academy offers 380 sessions in the academic year) | | ✓ | | | A |
| To be responsible for the standards of teaching. | | | | | ✓ |

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|--|----------------|-------------------------|------------------------|--------------------|------------------------------------|
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| To ensure the provision of Sex & Relationships Education and maintain an up-to-date policy. | | | | | ✓ |
| To ensure the provision of Careers Education and maintain an up-to-date policy. | | | | | ✓ |
| Target setting | | | | | |
| To set and publish targets for pupils' achievements. | | | | | ✓ |
| To determine the Trust's vision and strategy and to agree key priorities and key performance indicators against which progress towards achieving the vision can be measured. | | ✓ | A | | ✓ |
| Collective worship | | | | | |
| Arrangements for collective worship | | | | | ✓ |
| Premises & Insurance | | | | | |
| To ensure buildings insurance, personal liability and Trustees' indemnity insurance. | | ✓ | | | |
| To develop Trust building strategy. | | ✓ | A | | A |
| To procure and maintain buildings, including properly funded maintenance programme. | | ✓ | A | | A |
| Health & Safety | | | | | |
| To institute Health & Safety Policy. | | ✓ | | | |
| To ensure Health & Safety regulations are followed. | | | ✓ | | ✓ |
| People & Structure | | | | | |
| To appoint and remove Members. | ✓ | | | | |
| To appoint and remove Trustees (Governors). | ✓ | | | | |
| To appoint and remove Trustees (Co-opted, Parent, Staff) | | ✓ | | | |
| To appoint and remove the Committee/Working Group chairs. | | ✓ | | | |
| To appoint and remove the clerk. | | ✓ | | | |
| To review clerk's performance annually | | ✓ | | | A |
| To review and agree the Articles of Association. | ✓ | A | A | | |
| To explore alternative structures for the Trust (eg MAT, Federation etc) | ✓ | A | | | A |
| To establish and review annually the governance structure. | | ✓ | A | | |
| To review and agree annually the terms of reference for Trust Board Committees and Working Groups | | ✓ | | | |
| To review and agree annually the scheme of delegation. | | ✓ | A | | A |
| To complete skills audit and recruit to fill any gaps. | | ✓ | A | | |
| To complete annually self-review of Trust board and committees. | | ✓ | | | |
| To plan succession of Governors and Headteacher/Deputies | A | ✓ | | | ✓ |
| To approve and set up Trustees' expenses. | A | ✓ | | | |
| To set up and publish a register of Trustees, attendance at meetings and governors business interests. | | ✓ | | | |
| To delegate 'chair's action' to the chair of Trustees. | | ✓ | | | |
| To ensure that governance details and other statutory requirements are published on the website. | | ✓ | | | A |
| To agree the Governors' Year Planner annually | | ✓ | | | A |
| To review annually and appoint the Responsible Officer | | ✓ | | | |

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| | | | | | |
| Inclusion & Equality | | | | | |
| To establish and publish annually an Equality Information and Objectives Statement and review equality objectives every four years. | | ✓ | A | | A |
| To designate a Trustee 'responsible person' for Safeguarding. | | ✓ | | | |
| To designate a Trustee 'responsible person' for SEND. | | ✓ | | | |
| To designate a Trustee 'responsible person' for Looked After Children. | | ✓ | | | |
| To designate a Trustee 'responsible person' for Careers. | | ✓ | | | |
| To designate a Trustee 'responsible person' for Sex & Relationships Education. | | ✓ | | | |
| To publish and update annually a SEND information report. | | ✓ | | | A |
| To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the Child Protection Policy. | | ✓ | A | | A |
| To ensure provision of Free School Meals to those pupils whose parents meet the criteria. | | | | | ✓ |
| To establish and approve an Accessibility Policy. | | | ✓ | | A |
| Policy & Compliance | | | | | |
| To approve Trust policies which are identified on the Policy Review Schedule for Governing Body approval | | ✓ | ✓ | | A |
| To agree Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S employment) | | ✓ | ✓ | | A |