

Scheme of Delegation 20-21

Decision	Delegation		
	FGB (Trust Board)	Finance, Audit and Resources Sub-Committee	Academic and Pastoral Sub-Committee
Governance Framework			
Members: Appoint/Remove			
Trustees: Appoint/Remove	✓		
Role descriptions for members, including governing Conduct Agreements	✓		
Role descriptions for trustees/chair/specific roles/committee members: agree	✓	CA	CA
Committee chairs: appoint and remove	✓	CA	CA
Clerk to board: appoint and remove	✓		
Funding Agreement and Articles of Association: agree and review	✓	CA	CA
Governance structure (committees for the trust: establish and review annually)	✓	CA	CA
Terms of reference for trust committees including audit if required, and scheme of delegation: agree annually	✓	CA	CA
Skills audit: complete and recruit to fill gaps	✓		
Annual self review of FGB and committee performance: complete annually	✓		
Chair's performance: carry out 360 periodically	✓		
Trustee contribution: review annually	✓		
Succession Planning	✓		
Annual schedule of business for trust board: agree	✓	CA	
Reporting			
Trust governance details on website: ensure	✓	CA	CA
Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish	✓	CA	CA
Annual report on performance of the trust: submit to members and publish	✓	CA	CA
Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit	✓	CA	CA
Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met	✓	CA	CA
Agree policy and protocol for governor visits to School	✓		
To review progress in relation to the School Improvement Plan	✓	✓	✓
To review Ofsted Self-Evaluation and to hold HM to account for Inspection readiness	✓		CA
To publish and update at least annually a SEN information report (meeting requirements set out in the SEN and Disability regulations 2014)	✓		CA
Being Strategic			
Determine trust policies which reflect the School's ethos and values, including: SEN, safeguarding, child protection, and curriculum	✓		CA
Determine trust staffing policies which reflect the trust's ethos and values, including appraisal, capability, discipline, conduct and grievance: approve	✓	CA	
Determine policy for expenses, complaints, H&S, accessibility plan, premises management, GDPR and FOI: approve	✓	✓	
To ensure the Catholic, Oratorian charism of the School is promoted and safeguarded	✓	✓	✓
Establish policy for RSE, careers guidance			✓
Determine behaviour and discipline policy that promotes good behaviour among pupils and defines sanctions to be adopted where pupils misbehave	✓		CA
To draft content of school behaviour policy and procedure and publicise it to staff, pupils and parents			
To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing body has not consulted on their arrangements in the last 7 years	✓	CA	CA
Ensure a broad and balanced curriculum is in place	✓		CA
To set the times of school sessions and dates of school terms and holidays	✓		
To develop a school buildings strategy	✓	✓	
Agree enrichment/co-curricular offer including any additional services required	✓		✓
Embed agreed curriculum and enrichment offer within the day to day operation of the School			
To establish and agree a Pay Policy	✓	✓	
Management of risk: establish register, review and monitor	✓	✓	
Engagement with stakeholders	✓	✓	✓
LOS vision and strategy, agreeing key priorities and KPIs against which progress towards achieving the vision can be measured: determine	✓	CA	CA
Headmaster: appoint and dismiss	✓		
To decide whether to join MAT	✓		
Budget plan to support delivery of trust key priorities: agree	✓	CA	
Academy staffing structure: agree	✓	CA	
Appoint DHMs	✓		
Appoint DFO	✓		
Holding to account			
Auditing and reporting arrangements for matters of compliance, e.g. safeguarding, H&S, employment: agree	✓	CA	CA
To produce and maintain a central record of recruitment and vetting checks			
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 child protection policy	✓	CA	CA
Reporting arrangements for progress on key priorities in SIP: agree	✓	✓	✓
Appraisal for Headmaster: undertake	✓		
Appraisal of staff: undertake			
Establish and review procedures for addressing staff discipline, conduct and grievance	✓	✓	
Trustee monitoring: agree arrangements	✓	CA	CA
To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination			✓
To ensure that H&S regulations are followed	✓	✓	
Ensure that school lunch nutritional standards are met			
To review Section 48 Inspection materials and be involved as governors in process			✓
Maintain a register of pupil attendance			
Review security of school premises and equipment	✓	✓	
To monitor and review recruitment, including safer recruitment, retention and absence	✓	✓	
To monitor and review staff wellbeing and engagement initiatives		✓	

Ensure provision of FSM to those pupils meeting the criteria			
Ensuring financial probity			
Chief financial officer for delivery of trusts detailed accounting processes: appoint	✓	CA	
School's scheme of financial delegation: establish and review	✓	CA	
External auditors' report: receive and respond	✓	CA	
Headmaster pay award: agree	✓		
Staff appraisal procedure and pay progression: monitor and agree	✓	CA	
Benchmarking LOS value for money: ensure robustness	✓	CA	
Develop LOS procurement strategies and efficiency savings programme		✓	
Approve first formal budget plan for each financial year	✓	CA	
Agree annual Action Plans and monitor how school premiums are spent (i.e. PE and sports premium, first form numeracy and maths catch up premium and PP)	✓		✓
Establish and agree charging and remissions policy	✓	✓	
Buildings insurance and personal liability	✓		
Internal financial audit	✓	✓	