



**Lostock Hall Academy Trust**

# **SCHEME OF DELEGATION**

**Policy Reviewed and Adopted by The Governing Body, at their meeting of: 26<sup>th</sup> April 2017 (updated 17<sup>th</sup> April 2018)**

**Version: Two**

**Date of Next Review: 26/04/2019**

## **Delegation - General**

The governors may delegate to any governor, committee, the principal or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the governors may impose and may be revoked or altered.

Where any power or function of the governors has been exercised by any committee, that person or committee shall report to the governors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the governors immediately following the taking of the action or the making of the decision.

The governors may establish any committee to exercise powers and functions of the governors. The constitution, membership and proceedings of any committee of the governors shall be determined by the governors. The establishment, terms of reference, constitution and membership of any committee of the governors shall be reviewed at least once in every twelve months. The membership of any committee of the governors may include persons who are not governors, provided that a majority of members of any such committee shall be governors. The governors may determine that some, or all of the members of a committee who are not governors, shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the governors unless the majority of members of the committee present are governors.

The Governing Body is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the Academy, addressing such matters as:

- Policy development and strategic planning, including target-setting to keep up momentum on improvement.
- Ensuring sound management and administration, and ensuring that senior staff are equipped with relevant skills and guidance.
- Ensuring compliance with legal requirements.
- Establishing and maintaining a transparent system of prudent and effective internal controls.
- Management of financial, human and other resources.
- Monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon.
- Be responsive to the needs of parents and the community and making it more accountable through consultation and reporting.
- Setting the standards of conduct and values.
- Assessing and managing risk (including preparation of a statement on the risk management of Lostock Hall Academy Trust for its annual report and accounts).

## **Scheme of Delegation**

The Governing Body should agree a formal schedule of matters reserved for their decision, i.e. those which should not be delegated. These are listed below.

Beyond this, the Governing Body should consider establishing separate committees to deal with specific areas of the business, and should determine the delegated responsibilities to be assigned to those committees, to ensure that matters can be dealt with in appropriate detail and with sufficient frequency. However, as a minimum, it is a requirement that all establishments set up a finance committee separate from the Governing Body to deal with financial matters.

Where the Governing Body decides to delegate certain matters for consideration by committees, each committee should be chaired by a governor. The membership of the committee may include persons who are not governors, provided that a majority of the members are governors. All members of the committee, including those not Governors, are entitled to vote at committee meetings. The Governing Body should ensure that it receives adequate feedback on the work of those committees and is able to consider their decisions formally. The establishment of committees does not absolve the Governing Body of its overall responsibility to manage the finances of the Academy.

## **Governors' Meetings**

It is a requirement of all governing bodies that they meet at least once a term. No business can be conducted at any meeting unless a quorum is present.

Governors must appoint a clerk to the Governing Body, who must be someone other than a governor, head or Principal.

Each meeting of the Governing Body should consider:

- A report of the financial position, including the original budget, re-forecast/current budget, income/expenditure to period, financial commitments and variances with explanation.
- Whether adequate financial monitoring of the budget and activities is being undertaken.
- Progress on any action identified to improve financial arrangements.
- Significant contracts proposed to be entered into by Finance & Business Development Manager.
- Details of any significant matters affecting Lostock Hall Academy staff.
- Details of any significant matters affecting the students' welfare or education.
- Details of any significant matters affecting assets e.g. computers, vehicles, whiteboards etc.

Matters that should be considered by Governor's at least once a year are:

- The Academy's goals and how they are being met.
- Review of the management structure to ensure it is operating effectively.

- Review of the performance of all external providers e.g. banks, professional services provided under SLAs.
- Review and approval of the annual accounts and associated reports.
- Review and approval of the financial budget for the following year.
- Review and approval of the levels of insurance cover for assets.
- Any findings made by external agencies, such as the Local Authority, auditors and any other financial reviews, and consideration of what actions should be taken arising from their recommendations.
- Review of the risks to which the establishment is exposed and determination of whether systems are in place to mitigate those risks.

The Governing Body may decide to delegate responsibility for specified matters, where it has power to do so, to individual members or committees. Decisions taken by individual members or committees under delegated powers should be recorded in written minutes available to the Governing Body as a whole.

### **Finance and Staffing Committee**

The Governing Body hereby resolves to establish a committee of the Governing Body to be known as the Finance and Staffing Committee and will cover Finance, Personnel and Premises.

The chair, members and secretary of the Finance and Staffing Committee shall be non-executive members and shall be appointed by the Governing Body. The chair shall be a non-executive member of the Governing Body other than its chair.

Governors who are not members of the Finance and Staffing Committee should have the right of attendance. The clerk will circulate minutes of meetings of the Finance and Staffing Committee to all members of the Governing Body.

The Assistant Vice Principal - Business & Finance will normally attend meetings of the Committee.

The Governing Body shall determine how often the Committee shall meet. The Principal may request a meeting if he or she considers one necessary.

### **Authority**

The Finance and Staffing Committee is an advisory body with no executive powers. However, it is authorised by the Governing Body to investigate any activity within its terms of reference, and to seek any information it requires from staff, which are requested to co-operate with the Committee in the conduct of its inquiries.

The Finance and Staffing Committee is authorised to obtain independent professional advice if it considers this necessary.

### **Duties**

The specific duties of the Finance and Staffing Committee shall be to:

- Review the Annual Budget in detail and to make recommendations to the Governing Body.
- Review the internal or external accounts if appropriate, and reports to ensure that they reflect best practice.
- Discuss with the Assistant Vice Principal - Business & Finance the nature and scope of each forthcoming audit and to ensure that the auditor has the fullest co-operation of staff.
- Consider all relevant reports by the Principal or the Assistant Vice Principal - Business & Finance including reports on the accounts, achievement of value for money and the response to any recommended actions.
- Review the effectiveness of Academy's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner
- Review any report in relation to the operation of the premises.
- Review new and existing policies relating to the employment and conditions of staff and make recommendations to the Governing Body.
- Review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors, and to make recommendations to the Governing Body.
- Review the recommendations of the Performance Management Pay Committee as to salaries particularly any discretionary awards;
- Review the operation of the code of practice for Governor Members and code of conduct for staff.

The Finance and Staffing Committee must ensure personnel management procedures have been identified, formally approved and documented to cover as a minimum:

- Recruitment (including references and police checks).
- Performance appraisal and review.
- Equal opportunities.
- Disciplinary (including absence policies).
- Grievance
- Consider any other matters where requested to do so by the Governing Body; and
- Report at least once a year to the Governing Body on the discharge of the above duties.

The Governing Body should also ensure that procedures are in place to ensure that employees are paid for work done in accordance with their contracts of employment.

In addition, the Governing Body must ensure there is adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

## **Principal / Accounting Officer**

The Funding Agreement requires each academy to identify the Principal or Principal as the Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the Principal / Accounting Officer is personally responsible to the governing body for:

- Ensuring regularity and propriety.
- Prudent and economical administration.
- Avoidance of waste and extravagance.
- Efficient and effective use of available resources; and
- The day to day organisation, staffing and management of the school.

The Principal may delegate, or appoint others to assist in these responsibilities, for example to the Assistant Vice Principal - Business & Finance.

Within the framework of the school development plan, as approved by the Governing Body, the Principal has overall executive responsibility for the school's activities including financial activities. Much of the financial responsibility has been delegated to Assistant Vice Principal - Business & Finance but the Principal still retains responsibility for:

- Approving new staff appointments within the authorised establishment, except for any senior staff posts which should be approved by the Finance and Staffing Committee.
- Authorising contracts between £5,000 and £25,000 provided that the expenditure can be met from within the approved budget heading. Contracts above £25,000 will need to be approved by the Finance and Staffing Committee.
- BACS payments/Cheques up to £25,000 authorised signatory. Two signatories are required on all cheques.

## **Assistant Vice Principal - Director of Business & Finance**

The main responsibilities are:

- The day to day management of financial issues including the establishment and operation of a suitable accounting system.
- The management of the Academy financial position at a strategic and operational level within the framework for financial control determined by the Governing Body;
- The maintenance of effective systems of internal control.
- Ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records.
- The preparation of monthly internal accounts.
- Authorising orders below £5,000 in conjunction with budget holders.
- BACS payments / Signing cheques up to £5,000 in conjunction with the Principal, or other authorised signatory. and

- Ensuring forms and returns are sent to the EFSA in line with the timetabled guidance. Signing such forms as necessary.

### **Academic Achievement and Student Welfare Committee**

The Governing Body hereby resolves to establish a committee of the Governing Body to be known as the Academic Achievement and Student Welfare Committee.

The chair, members and secretary of the Academic Achievement and Student Welfare Committee shall be non-executive members and shall be appointed by the Governing Body. The chair shall be a non-executive member of the Governing Body other than its chair.

Governing Body members who are not members of the Academic Achievement and Student Welfare Committee should have the right of attendance. The secretary will circulate minutes of meetings of the Academic Achievement and Student Welfare Committee to all members of the Governing Body.

The Governing Body shall determine how often the Committee shall meet.

The Assistant Principals or delegated member of the Strategic Leadership Team will normally attend meetings of the Committee.

### **Authority**

The Academic Achievement and Student Welfare Committee is an advisory body with no executive powers. However, it is authorised by the Governing Body to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

The Academic Achievement and Student Welfare Committee is authorised to obtain independent professional advice if it considers this necessary.

### **Duties**

The specific duties of the Academic Achievement and Student Welfare Committee shall be to:

- Monitor students' attainment and quality of learning.
- Ensure the curriculum offer is relevant and appropriate for all students.
- Advise the Governing Body on the curriculum statutory obligations.
- Review any proposals from senior leaders for changes to the curriculum and to consider the implications for staffing.
- Contribute towards the review, revision and monitoring of the Development Plan;
- To review the policy and provision for collective worship and religious education and make recommendations to the Governing Body.
- To review the policy on charging for curriculum activities and make recommendations to the Governing Body.
- To review the policy and provision for Sex and Relationship Education and make recommendations to the Governing Body.

- Review any report from the SIP (School Improvement Partner) in relation to the standards and achievement of the Academy..
- Report at least once a year to the Governing Body on the discharge of the above duties.
- To promote healthy lifestyles.
- To ensure all safeguarding and child protection policies are in place and acted upon.
- To monitor the implementation of the behaviour policy through the number and reasons for fixed term and permanent exclusions.
- To monitor attendance against targets, including persistent absentees.
- To engage with parents to support their child's learning.
- To promote community cohesion within the establishment and wider.
- To seek out ways to involve the local community in activities at the establishment.
- To monitor the diversity of activities and equity of access.
- To encourage the local community to take an active interest in the establishment.
- To consider any other matters where requested to do so by the Governing Body; and
- To report at least once a year to the Governing Body on the discharge of the above duties.



### Delegation to Other Committees

The Governing Body recognises that it may need to delegate duties to a Committee other than the Finance and Staffing Committee; the Academic Achievement and Student Welfare Committee, and shall need to amend this document accordingly.

<b>Chair of Governors</b>	<b>Print Name: -</b>	
	<b>Sign</b>	
	<b>Date</b>	
<b>Chair of Finance &amp; Staffing Committee</b>	<b>Print Name: -</b>	
	<b>Sign</b>	
	<b>Date</b>	
<b>Chair of Academic Achievement &amp; Students Welfare Committee</b>	<b>Print Name: -</b>	
	<b>Sign</b>	
	<b>Date</b>	