

## GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

**Date:** 16<sup>th</sup> January 2025 (to be reviewed annually)

**Review Date:** (on joining PAT or September 2025 whichever is earliest)

**Signed:**

**Scheme of Delegation Responsibility:** It is for each governing body to determine a scheme of delegation that allows them to:

- fulfil legal requirements;
- set the school's strategic direction;
- hold the Head Teacher to account for the performance of the school and its pupils
- hold the Head Teacher to account for the performance management of staff
- oversee the financial performance of the school, ensuring that its money is well spent.

The Scheme of Delegation (S Del) for Woodford Valley Primary Academy gives information on how the Governing Body distributes its responsibilities across the full governing body, its committees, as well as, where deemed appropriate, to the Head Teacher or individual governors. The framework includes the key responsibilities expected to be undertaken by governing bodies and indicates by shading of boxes where specific responsibilities **cannot** legally be undertaken (in black). Possible delegations are in blue and WVPA agreed delegations in green.

Whilst the S Del allows for many responsibilities to be delegated to the Head Teacher, it's expected that most of our responsibilities are agreed at either full governing body or committee level to ensure corporate decision- making. Please also note that the responsibilities listed under each heading are those for which the governing body retains overall responsibility. They do not include functions that fall within the Head Teacher's school management responsibility e.g. responsibility for each pupil's education.

Delegations cannot be exercised other than by the designated person or committee, unless otherwise directed or agreed by the governing body. In the absence or incapacity of the Head Teacher, the delegations stand delegated to the deputy Head Teacher unless otherwise directed or agreed by the governing body. In the absence or incapacity of a postholder other than the Head Teacher, the delegations stand delegated to the Head Teacher unless otherwise directed or agreed by the Governing Body.

The S Del adheres to expectations of academies as outlined in the Academies Trust Handbook 2024 and associated statutory requirements. The scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the governing body and its committees.



# GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

## ORGANISATION OF GOVERNANCE

### MEMBERS – Meet twice a year

#### Composition

The Board of Members consists of 5 members:

- The Chair of Governors
- A representative of the Diocesan Board of Education
- A representative of the PCC of the Parish of the Woodford Valley with Archers Gate
- A representative of Bath Spa University (Education Department)
- Another member who is not a governor

The Head Teacher will attend the meetings of the Members to provide information to the Members.

A quorum of the Board of Members consists of three members

#### Responsibilities and Authority

- have ultimate responsibility for the academy achieving its charitable objectives
- sign the articles of association
- have the power to appoint and remove trustees
- ensure clarity of vision, ethos and strategic direction
- must meet on an annual basis and record the minutes of the meeting
- holding the Head Teacher to account for the educational performance of the school and its pupils, and performance management of the staff
- oversee the financial performance of the school and making sure its money is well spent



# GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

## GOVERNING BODY      Core Features

- The right people with the necessary skills, time and commitment, and sufficient diversity of perspectives to ensure internal challenge, all actively contributing in line with clearly defined roles and responsibilities under an effective chair and an explicit code of conduct, and with active succession planning;
- Clear governance structures with tightly defined remits, particularly in relation to functions delegated to committees or other bodies;
- Clear separation between the strategic and operational in terms of the role of the board and its school leaders;
- A positive relationship between the board and its school leaders enabling robust constructive challenge on the basis of a good understanding of objective data particularly on pupil progress, staff performance and finances;
- The support and advice of an independent and professional clerk and, in the case of academies, company secretary;
- Robust processes for financial and business planning and oversight and effective controls for compliance, propriety and value for money;
- Processes for regular self-evaluation, review and improvement including; skills audits, training and development plans, and independent external reviews as necessary.

## Election process

The Chair and Vice-Chair will be elected annually at the first meeting of the academic year. Nominations can be submitted before the meeting with a proposer and seconder from the members of the governing body, or can be submitted orally at the meeting. If voting has to take place, it will be by secret ballot.

## Composition

The Full Governing Body **consists of 13 members:**  
**8 Foundation governors** appointed by the Parochial Church Council and approved by the Diocesan Board of Education  
**2 Parent Governors** elected by the parents of the children attending the academy  
The Head Teacher  
1 governor representing the teaching staff  
**1 governor representing the non-teaching staff**  
A Quorum shall consist of 6 governors

The Governing Body may also co-opt governors by a vote at a meeting of the full governing body.



## GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

### Responsibilities and authority

It is the responsibility of the FGB to:

- Co-opt or appoint persons to the Governing Body
- Elect or remove the Chair and Vice Chair
- Decide policy for Sex Education
- Decide policy on charging and remissions
- Agree any general principles on pupil discipline
- Approve the prospectus
- Take action as required or permitted by law on matters relating to school admissions
- Decide any changes in times of school sessions and dates of terms and holidays
- Appoint a Head Teacher
- Decide on a change of school category
- Approve the budget
- Adopt and review home-school agreements
- Agree the Instrument of Government
- Hold a meeting at least once a term
- Ensure the National Curriculum is implemented
- Ensure that RE and daily collective worship are provided
- Ensure balance in the presentation of political issues in the curriculum
- Provision of Sex Education Policy

### NB: None of the above duties may be delegated

All governors shall act as a member of at least one sub-committee.

All governors shall have a curriculum responsibility and shall make at least one observation visit per annum, liaising with the member of staff responsible for that curriculum area and reporting to the full governing body on this visit with a written report.

### **Governor Panels for Specific Duties**

Groups of governors are occasionally needed for specific tasks. These include:

<b>Panel</b>	<b>Purpose</b>	<b>See relevant policies</b>
<b>Head Teacher Appraisal</b>	Formal appraisal of HT performance Two meetings per year, one with an Education Advisor. Governors also have a responsibility to ensure training and support for the HT.	
<b>Pupil Exclusion</b>	Panel to hear representations from parents regarding a suspension or permanent exclusion. Specific time scales apply.	
<b>Staff Capability or Disciplinary Panel</b>	Relevant policies apply	
<b>Admissions</b>	Relevant policy and procedures apply	
<b>Complaints</b>	In line with the Complaints Policy	



## GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

### COMMITTEES All committees meet up to 6 times per year

#### Resources, Finance and Audit (RFA) Committee

##### Composition

The membership of the RFA Committee must include a minimum of 3 governors.

Trust employees should not be committee members, but the School Business Manager and the Chief Financial Officer (Head Teacher) should attend to provide information and participate in discussions.

The Chair of Governors should not be the Chair of the Finance, Audit and Staffing Committee.

A Quorum shall consist of 2 members of this committee.

Any governor may attend meetings of this committee.

##### Core Responsibilities and Authority

##### **Finance & Audit**

- To plan yearly school budget and bring to Full Governing Body for approval
- To monitor spending and budget throughout the year
- To acquire estimates for any work to be carried out and report on these costs the Full Governing Body
- To obtain costings for contracts and report to the Full Governing Body including:
  - Head Teacher / Committee decision up to £5,000
  - Quotes to the value of £5,000 – Tenders for £5,000 - £50,000[Seeking advice from Diocesan Board or other reliable source]
- To recommend contracts to full governing body
- To recommend payments to full governing body
- Audit committee to review reports and risk register
- Audit committee to review FCAR reports from LA
- HT/ SBM to arrange audit FCAR reports and report to governors

##### **Staffing**

- Agree the staffing structure of the school and make recommendations to the FGB
- Receive reports on performance management of teachers and other staff, content to be kept confidential.
- Agree all policies relating to human resources in line with Wiltshire Council recommendations, referring to the FGB where required.
- Ensure that staff are trained and supported effectively

##### **Buildings & Premises**

- To carry out an annual / monthly safety check
- Ensure Health and Safety issues are met
- To ensure building insurance is appropriate and seek advice from Diocese or LEA
- Be responsible for policies set out
- Responsible for Asset Management plans



## GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

### **Resources**

- Oversee effective and efficient provision of teaching and learning resources
- Oversee effective and efficient provision of digital resources and the safety and security of their use

### **Reporting**

Minutes of the RFA Committee's meetings are recorded and circulated to all governors before each full governors' meeting.

They are kept centrally in the academy's office.

The Chair of the Committee reports orally to the full governors' meeting and this report is recorded in the full governors' minutes.

### **Curriculum Committee**

#### **Composition**

The membership of the committee must include a minimum of 3 governors.

A quorum shall consist of at least two governors.

#### **Responsibilities and authority**

- To monitor that the National Curriculum is followed
- To oversee Curriculum Policy
- To be responsible for teaching standards (
- To be responsible for each child's individual education
- To monitor the effectiveness of the Early Years provision
- To monitor reported data on Reading, Writing and Maths at key points during the year for each class to ensure progress is being made
- To monitor reported data on Reading, Writing and Maths at key points during the year for SEND and Pupil Premium pupils to ensure progress is being made
- To receive reports from Subject Leaders in all subjects on progress towards the School Development Plan
- To engage in work scrutiny and other monitoring of pupil work as appropriate
- To report to the full governors on curriculum matters

#### **Reporting**

Minutes of the Curriculum Committee's meetings are recorded and circulated to all governors before each full governors' meeting.

They are kept centrally in the academy's office.

The Chair of the Committee reports orally to the full governors' meeting and this report is recorded in the full governors' minutes.



## GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

### **Ethos Committee**

#### **Composition**

The membership of the committee shall include all the Foundation governors. A quorum shall consist of at least 3 governors.

#### **Responsibilities and authority**

##### **Pastoral Care for Pupils**

- Monitor attendance of pupils and the school's actions to reduce absence
- Oversee safeguarding of all pupils
- Ensure that provision and support for all pupils, especially those who are disadvantaged or more vulnerable is of a high quality and effective

##### **Christian vision and values**

- To oversee collective worship
- To update and approve RE, collective worship and SMSE policies
- To ensure RE is being taught appropriately in line with Diocesan / SIAMS recommendations across the school
- To ensure that the school's vision and values are being upheld
- To ensure that pupils are being prepared for citizenship (British values)
- To oversee the support of all staff, their workload and wellbeing
- To ensure that the Admission Policy is in line with the academy's vision and values.

#### **Reporting**

Minutes of the Ethos Committee's meetings are recorded and circulated to all governors before each full governors' meeting.

They are kept centrally in the academy's office.

The Chair of the Committee reports orally to the full governors' meeting and this report is recorded in the full governors' minutes.



# GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

## Other Roles and Responsibilities

### Head Teacher and School Business Manager

#### Responsibilities and authority

The Head Teacher holds the title of Accounting Officer and as such, is held accountable for the financial performance of the school. She has appointed the School Business Manager to be the Chief Financial Officer.

The main HT / SBM roles include:

- Working with all committees and Full Governing Body, making appropriate reports and information available
- Maintaining correct accounting procedures and policies
- Management of daily finances in accordance with the decision planner
- Management of school personnel and contracts
- Updating and continuing to meet the Financial standard
- Implementing the decisions of the Governing Body
- Staff Training
- Maintain records, results and assessment
- Monitor impact of teaching on budgets
- To work within the School Development Plan
- To maintain children's Health and Safety
- Petty Cash expenditure up to £50 per transaction

### Clerk to Governors

The Clerk works closely with the HT and the Chair of Governors to provide administrative support and guidance on governance matters. This is a paid position. Further details can be found in the job description for the Clerk.

#### **Main responsibilities include:**

- Provide agenda for meetings
- Take minutes of meetings
- Distribute documentation for meetings
- Liaise with governors providing timely information
- Advise the Chair and other governors regarding key governance procedures
- Liaise with other schools and organisations in relation to governance matters, including Pickwick Academy Trust.





## GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

### GOVERNING BODY AND COMMITTEE CONSTITUTION

MEMBERS	FGB	
Kyriaki Anagnostopoulou Jacqui Goodall Luke March Mike Perry Suzanne Waters	(Kate Arrandale) Jacqui Goodall (Chair) Rachel Gordon Amand Iles (V.Chair) Colin Martin (V.Chair) Rev Mike Perry Emily Taylor Donna Young	
RESOURCES, FINANCE, AUDIT	CURRICULUM	ETHOS
Jacqui Goodall Amanda Iles (Chair) Colin Martin Donna Young	Kate Arrandale Jacqui Goodall Rachel Gordon Colin Martin Emily Taylor Donna Young	Jacqui Goodall Rachel Gordon Rev Mike Perry Donna Young

Further information regarding the roles and responsibilities of the Governing Body can be found in the Academy Trust Handbook

[https://assets.publishing.service.gov.uk/media/66a3909aab418ab055592dda/Academy\\_trust\\_handbook\\_2024\\_FIN\\_AL.pdf](https://assets.publishing.service.gov.uk/media/66a3909aab418ab055592dda/Academy_trust_handbook_2024_FIN_AL.pdf)



## GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

Function	Task	FGB	Committee	Individual governor	Head Teacher	We have delegated this to:
<b>Admissions</b>	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	?				FGB in consultation with the HT
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective		?			Ethos Cte
	Establish an independent appeals panel when there are admissions appeals	?				FGB
<b>Behaviour and exclusions</b>	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days				?	HT in consultation with the Chair
	Convene <a href="#">a meeting to consider reinstating an excluded pupil</a> and consider any representations from parents about a suspension or permanent exclusion	?				FGB / Chair in an emergency
	Arrange an <a href="#">independent review panel</a> to consider a permanent exclusion, where requested by parents	?				FGB
<b>Curriculum</b>	Make sure the school teaches a broad and balanced curriculum to the age of 16				?	HT
<b>Finance and budgets</b>	Make day-to-day spending decisions under the amount of Head Teacher / Committee decision up to £5,000 Quotes to the value of £5,000 – Tenders for £5,000 - £50,000				?	HT In consultation with F & R



## GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

Function	Task	FGB	Committee	Individual Governor	Head Teacher	We have delegated this to:
	Appoint senior executive leaders as an accounting officer <b>and</b> a chief financial officer of the trust (these must not be the same person)	?				
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction		?			Resources, Finance & Audit (RFA) Cte  In liaison with  SBM
	Appoint an auditor	?				FGB
	Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)	?				FGB / RFA  In liaison with SBM  HT
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	?				FGB
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)		?			RFA
	Establish an <a href="#">audit and risk committee</a> (If your trust's annual income is less than £50 million, you can combine it with another committee)	?				FGB
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA	?				FGB  In liaison with HT / SBM



## GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

Function	Task	FGB	Committee	Individual Governor	Head Teacher	We have delegated this to:
	Maintain a published <a href="#">register of interests</a> , including the business and pecuniary interests of members, trustees, local governors and senior employees	☑				FGB In liaison with Clerk
	Monitor impact of pupil premium funding	☑	☑	☑	☑	FGB overall in liaison with Ethos and Curriculum Ctes / Lead Gov.
	Monitor impact of PE and sport premium funding		☑		☑	Curriculum Cte
<b>Governing board procedures</b>	Hold full governing board meetings at least 3 times a year	☑				FGB
	Elect a chair and vice-chair of trustees	☑				FGB
	Appoint a clerk	☑				FGB
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this at least annually. Appoint or elect a chair for each committee	☑				FGB
	Check that all statutory policies and documents are in place	☑				FGB in liaison with ctes
	Delegate functions to committees and individuals	☑				FGB
<b>Health and safety</b>	Monitor the implementation of the health and safety policy	☑	☑			FGB in liaison with RFA cte
	Make sure there is an appointed person to make sure the school meets its health and safety duties	☑			☑	FGB / HT



## GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK

Function	Task	FGB	Committee	Individual Governor	Head Teacher	We have delegated this to:
	Make sure that the estate is managed strategically and is maintained in a safe working condition	?	?		?	HT / monitored by FGB / RFA
<b>Parents and the community</b>	Make sure the required information is published on the school website	?			?	HT / checked by FGB
	Approve a complaints procedure	?			?	FGB in liaison with HT
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	?				FGB
	Make sure the school complies with the Freedom of Information Act 2000	?				FGB
	Make sure the school complies with the UK General Data Protection Regulation ( <a href="#">UK GDPR</a> )	?	?			FGB in liaison with the RFA cte
<b>Pupil wellbeing</b>	Make sure eligible pupils receive free school meals (this includes all pupils in reception, year 1 and year 2)		?		?	HT
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training		?		?	HT monitored by Ethos Cte
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	?				FGB
	Make arrangements for supporting pupils with medical conditions		?		?	HT monitored by Ethos Cte
<b>Safeguarding</b>	Check that the school complies with statutory guidance on safeguarding	?	?			FGB / all ctes



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Function	Task	FGB	Committee	Individual Governor	Head Teacher	We have delegated this to:
	Make sure the school has effective safeguarding policies and procedures in place	☑				FGB
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	☑	☑	☑	☑	FGB + SG Lead Gov reporting to Ethos cte
	Make sure governors receive safeguarding training	☑			☑	FGB with support from HT
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school		☑	☑	☑	RFA Cte in liaison with HT
	Appoint a member of staff to be the designated safeguarding lead	☑	☑	☑	☑	HT
	Make sure that effective support is provided for any employee facing an allegation		☑	☑	☑	HT in liaison with Ethos Cte
<b>Special educational needs and disabilities (SEND)</b>	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	☑				FGB / SEND Gov reporting to Ethos Cte
	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness	☑	☑	☑	☑	HT monitored by SEND Gov / Ethos Cte
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child	☑	☑	☑	☑	HT
	Make sure the school produces its school SEN information report and publishes it online	☑	☑	☑	☑	HT Monitored by SEND Gov



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Function	Task	FGB	Committee	Individual Governor	Head Teacher	We have delegated this to:
	Co-operate with the LA in developing the local offer				☑	HT
	Make sure the school follows the statutory SEND Code of Practice	☑			☑	HT monitored by FGB
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school and that they have sufficient time and resources to carry out their role effectively				☑	HT monitored by SEND Gov / Ethos Cte
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				☑	
<b>Staffing matters</b>	Appoint a senior executive leader (who should be the academy's principal)	☑				FGB
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	☑				FGB in liaison with the HT
	Make sure employment law and guidance is being followed		☑			RFA Cte
	Approve staffing structure changes	☑				FGB
	Dismiss the Head Teacher	☑				FGB

	BLACK Not an option for delegation
	BLUE Possible delegation
	GREEN Agreed delegation
	Alternative if needed



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