

CFS BOARD OF TRUSTEES

SCHEME OF DELEGATION

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DECISION PLANNER

The following table sets out all the main School functions. For each function it suggests a decision level. The decision levels are:

BOARD OF TRUSTEES - Decisions made by the Board of Trustees.

COMM - Decisions made by one of the Committees of the Board of Trustees. E.g. Resources and Risk and Audit Committee, Education Committee or Disciplinary Committee
N.B. Actions taken by a constituted committee, or delegated to an individual governor or to the Headteacher are taken on behalf of the Board of TRUSTEES, and they remain accountable for them.

PRINCIPAL - Decisions delegated to the Principal.

CFO - Decisions delegated to the Chief Financial Officer.

The table below concentrates on the division of responsibility between the Board of TRUSTEES (whether as a whole or in committee or through an individual governor) and the Principal of the School.

The Board of TRUSTEES must review their delegations annually or if circumstances change.



BOARD OF TRUSTEES DECISION PLANNER

Key

✓	Action can be taken at this level
	Not recommended for action to be taken at this level (this is a recommendation only, you can choose not to follow this if that works for your board)
	Action cannot be carried out at this level

SCHOOL BUDGETS

KEY FUNCTION	ACTION SHEET TASKS	BOARD OF TRUSTEES	COMMITTEE	PRINCIPAL	CFO
Accounting		✓			
		✓	✓		
				✓	✓
			✓		
		✓			
Assets	Authorising the disposal of unusable or obsolete equipment included in the inventory	✓	✓		

KEY FUNCTION	ACTION SHEET TASKS	BOARD OF TRUSTEES	COMM	PRINCIPAL	CFO
Audit		✓	✓		•
		✓			
	Implementing recommendations arising from an audit inspection		✓		
	Receiving the report from an audit inspection and the response to the Action Plan		✓		
	Maintain a Risk Register and use this, amongst other things, to identify key areas for the auditors to focus upon to ensure we comply with the Academies Handbook Part 3		✓		
	Adopting and promoting a Whistle Blowing Policy	✓	•		
		✓			
Budget				✓	✓
		✓•			
		✓•			
	Keep under review the School's actual financial performance throughout the year, including a review at the end of the Financial Year	✓	✓		
	Approving transfer between budget headings (virements) within agreed limits (specified in finance manual)	✓	✓	✓	✓
		✓	✓	✓	
		✓	✓	✓	
Governor Expenses	Establishing procedures for Trustees to claim expenses	✓	✓	✓	✓
Income (incl. lettings)	Approving a lettings policy/PFI contributions, and fees	✓	•		

KEY FUNCTION	ACTION SHEET TASKS	BOARD OF TRUSTEES	COMM	PRINCIPAL	CFO
	Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another	✓	.		
	Notifying Chief Internal Auditor of receipts > £10,000	✓	✓	✓	✓
	Writing off of debts	✓	✓.	.	
	Controlling systems, security and privacy of data			✓	✓
Insurance	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓.	✓.		
Investments	Setting aside funds in Accumulating Fund	.	✓		
Orders and Paying for Goods/Services	Ensuring that all contracts and agreements conform with the Standing Orders	.	.	✓	✓
	Make day-to-day spending decisions under the amount of £25,000			✓	
	Accepting tenders and authorising contracts for goods, works and services over £25,000 in value	✓	✓		
	Receipting and custody of all tenders	✓	✓		
	Authorising staff to open tenders	✓	✓		
	Approving applications for Business/Credit Cards	✓	✓		
Salaries, Wages and Pensions	Notifying the RESOURCES committee of any matters affecting payments to employees	.	.	.	✓
	Certifying pay documents and other time records		.	.	✓

KEY FUNCTION	ACTION SHEET TASKS	BOARD OF TRUSTEES	COMM	PRINCIPAL	CFO
	Approving salary policy and annually reviewing Principal's salary	✓			
Taxation	Complying with VAT and CIT regulations		▪	▪	✓
Voluntary Funds	Administering of voluntary funds	▪	▪	▪	✓
	Appointing an independent Examiner / Auditor	▪	✓		
Voluntary Funds Continued	To investigate financial irregularities (involving Principal)	✓			
	To investigate irregularities (other)			✓	✓

OTHER

Staffing	Principal appointment	★	▪		
	Business Manager, Deputy Head & Assistant Head appointments and other members of SLT		▪	✓	
	Head of Subject & Head of Year appointments	▪	▪	✓	▪
	Appoint other teachers	▪	▪	✓	▪
	Appoint non-teaching staff	▪	▪	✓	
	Pay discretions	▪	✓	▪	
	Establishing disciplinary/capability procedures	▪	✓	▪	
	Dismissal of Headteacher*	★	▪		

KEY FUNCTION	ACTION SHEET TASKS	BOARD OF TRUSTEES	COMM	PRINCIPAL	CFO
	Dismissal (other staff)	▪		✓	
	Suspending Headteacher	★	▪		
	Suspending other staff	▪	▪	✓	▪
	Ending suspension of Headteacher	★	▪		
	Ending suspension of other staff	▪	▪	✓	
	Determining dismissal payments/early retirement	▪	✓	▪	▪
Curriculum					▪
	To draft curriculum policy	▪	▪	✓	▪
	To implement curriculum policy	▪	▪	✓	▪
	To agree or reject and review curriculum policy		▪✓		
	To decide which options are to be taught having regard to resources and implement provision for flexibility in the curriculum	▪	▪	✓	▪
	Responsibility for individual child's education	▪	▪	✓	▪
	To draw up a charging and remissions policy for activities		✓	▪	▪



KEY FUNCTION	ACTION SHEET TASKS	BOARD OF TRUSTEES	COMM	PRINCIPAL	CFO
	To prohibit political indoctrination and ensuring the balanced treatment of political issues*		•✓	•	
Performance Management	To establish a performance management policy	✓	✓	☒	☒
	To implement the performance management policy	☒	☒	✓	☒
	To review the annual performance management policy	•	•	✓	
Target Setting	To set and publish targets for pupil achievement	•	•	✓	
Behaviour					
Exclusions					
Religious	Responsibility for ensuring a provision of RE in line with the curriculum	✓	•	•	•
Collective Worship	Ensure that the school holds an appropriate daily act of collective worship*	✓	•		
Premises	Buildings insurance	•		•	✓•
	Strategy (including budgeting and repairs etc.)	•		•	•✓



	To ensure Health and Safety issues are met	▪	▪	✓	▪
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KEY FUNCTION	ACTION SHEET TASKS	BOARD OF TRUSTEES	COMM	PRINCIPAL	CFO
Organisation	To draft a School Action Plan following OFSTED inspection and distribute copies to parents	✓	▪	▪	▪
	To set the times of School sessions and the dates of School terms and holidays	✓	▪		
	To provide information to be published by the Board of TRUSTEES*	✓	▪		
	To ensure the provision of free school meals to those pupils meeting criteria	▪	▪	✓	
	Adoption and review of home-School agreements		▪✓		
Complaints	First stage of complaints, as per Complaints Policy	▪	▪	✓	
	Second stage of complaints	✓	▪		
SEN Information Report	To produce, maintain and to review and re-approve each year		✓		
Board of TRUSTEES Procedures	To appoint (and remove) the chair and vice-chair of the Board of TRUSTEES*	✓	▪		
	To appoint and dismiss the clerk to the TRUSTEES	✓	▪		
	To appoint the Chair of a Committee	✓	▪	▪	▪
	To hold a Board of TRUSTEES meeting once a term or as often as occasion may require*	✓	▪		
	To appoint and remove co-opted, including temporary additional co-opted TRUSTEES*	✓	▪		
	To approve and set up an expenses scheme	▪	✓		
	To consider whether or not to exercise delegation of functions to individuals or committees*	✓	▪		
	To review at least once a year the establishment, terms of reference and membership of committees	✓	▪		



STATUTORY POLICIES AND DOCUMENTS 2020 -2021

Admissions

Policy/Document	Review Frequency	Approval Level
Admissions arrangements	Annually You must consult on changes, and must consult at least every 7 years even if you make no changes during that period [You don't need to consult on an increase to your published admission number (PAN) or any changes needed to comply with the admissions code, according to page 7 of the code]	Resources Committee

Administration and Data

Policy/Document	Review Frequency	Approval Level
Charging and remissions	Annually	The Principal
Data protection	2 Years	The Principal
Protection of children's biometric information	Annually	Resources
Admission register	Live document	The Principal
Pupil Premium Report	Annually	Education Committee



Attendance register	Live document; you must update it daily	The Principal
School complaints	Annually	The Principal
Staffing and Human Resources		
Policy/Document	Review Frequency	Approval Level
Capability of staff	Annually	Resources Committee
Newly qualified teachers (NQT)	3 Years	Board of Trustees
Staff discipline, conduct and grievance	Annually	Resources Committee
Single central record	Live document	The Principal
Statement of procedures for dealing with allegations of abuse against staff	Annually	The Principal



Pupil Wellbeing and Safeguarding

Policy/Document	Review Frequency	Approval Level
Accessibility plan	Every 3 years	The Principal
Child protection policy and procedures	Annually	Board of Trustees
Children with health needs who cannot attend school	Annually	Board of Trustees
Designated teacher for looked-after and previously looked-after children	2 Years	Board of Trustees
Early Years Foundation Stage (EYFS) policies	3 Years	The Principal
Special educational needs (SEN) policy and SEN information report	Annually	Board of Trustees
Supporting pupils with medical conditions	Annually	Board of Trustees

Relationships and Sex Education

Policy/Document	Review Frequency	Approval Level
Relationships and sex education (RSE)	Annually	Board of Trustees [The DfE's list hasn't yet been updated to reflect this requirement for academies and free schools, so this approval info may be subject to change. It may be best to assume the governing board needs to approve the policy, until we hear otherwise]

Behaviour

Policy/Document	Review Frequency	Approval Level
Behaviour policy including Exclusions	2 Years	The Principal

Facilities

Policy/Document	Review Frequency	Approval Level
Health and safety	Annually	The Principal
First aid	Annually	The Principal



Premises management documents	Annually	The Principal
Governance		
Policy/Document	Review Frequency	Approval Level
Equality information and objectives statement	Equality information updated and published at least every year Equality objectives at least every 4 years	The Principal
Register of business interests	Live document; you should update this as soon as possible after a change	Board of Trustees
Careers Guidance		
Policy/Document	Review Frequency	Approval Level
Careers and Provider access statement	Annually	Board of Trustees

Not included in current DfE list but do have a statutory grounding

Policy/Document	Review Frequency	Approval Level
Acceptance of gifts, hospitality, awards, prizes or benefits	2 Years	Board of Trustees
Competitive tendering	2 Years	Resources Committee
Examination contingency plan – only required for schools acting as exam centres	Annually	Assistant Principal: Secondary Pupil Progress
Non-examination assessment – only required for schools acting as exam centres	Annually	Assistant Principal: Secondary Pupil Progress
Freedom of information publication scheme	2 Years	Resources
Risk register	Live document, and reviewed at least annually	Board of Trustees
Whistle-blowing procedures	2 Years	Board of Trustees
Governing Expenses	Annually	Principal