**Pear Tree Primary School incorporating Pips Before and After School Club**





Scheme of Delegation – June 2023

Pear Tree Alliance is accountable in law for all decisions concerning the school.

Many decisions can be delegated to the head teacher, local governing board (LGB) and their committees and individual governors. The decision to delegate a function to a LGB is made by the Alliance as per the scheme of delegation. They in turn can delegate to their committees within the LGB

Without such formal delegation, the individual or committee has no power to act.

The Scheme of Delegation (SoD) will be reviewed and approved annually by the Alliance in conjunction with the LGB. Revisions will be made as a response to changing circumstances and statutory requirements.

The SoD remit is to:

* Ensure the school leadership is clear about which decisions the LGB remain in control of
* Ensure that the role of the head teacher is fully understood
* Promote a culture of honesty and accountability
* Identify responsibility for the appointment and performance management of the head teacher
* Identify responsibility for policy and practice in the school
* Identify responsibility for oversight of the school’s budget
* Identify responsibility for assessment of risk in the academy
* Identify responsibility for oversight of educational performance in the school.

The LGB delegates responsibility for the day to day, operational running of the school to the head teacher. The LGB will hold the head teacher to account for the performance of the school in line with its core functions as stated in the Governance Handbook. The head teacher in turn holds other members of the senior leadership team to account by line managing them.

While the Alliance board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making to the LGB. The head teacher will report to the governing board on the performance of the school, although this will be supplemented by monitoring by the LGB and its committees.

The head teacher’s performance is managed by the LGB.

Members

Guardians of the governance of the trust

 

Local Governing Board

The accountable body - determines which functions it delegates

   

Finance Committee including Audit & Risk

Teaching, Learning & Communities Committee

Strategic Development Committee

Head Teacher

**Committees/Panels**

Head Teacher Appraisal

**Working Groups**

MAT

**Role of the Members**

Members are the guardians of the governance of Pear Tree Primary School Academy Trust (Pear Tree Alliance). Members appoint governors to ensure that the LGB’s charitable object is carried out and can remove governors if they fail to fulfil this responsibility.

The Members:

* Appoint and remove the auditors
* Receive a copy of the signed Annual Accounts and Report
* Ensure the success of the school
1. Outcomes – are the students in the school making expected progress and reaching the required level of attainment?
2. Financial oversight – is the school spending public money wisely?
* Approve any amendments to the school’s Articles of Association.

**Role of Governors**

The school is a charitable company and so governors are both charity trustees and company directors. The governors are responsible for the general control and management of the administration of the school, and in accordance with the provisions set out in the Memorandum and Articles of Association and its Funding Agreement. Governors are legally responsible and accountable for all statutory functions, for the performance of the LGB, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements.

In addition, it must carry out the four core governance functions:

* Ensure clarity of vision, ethos and strategic direction
* Hold the executive to account for the educational performance of the school and their students, and the performance management of staff
* Oversee the financial performance of the school and make sure its money is well spent
* Ensure that other key players with a stake in the organisation get their voices heard.

The LGB has the right to review and adapt its governance structure at any time which includes removing delegation.

**Role of the Committees**

The purpose of the committees is to enable the LGB to effectively fulfil its role in a time efficient way. The LGB reviews the establishment, terms of reference, constitution and membership of the committees annually. Any decisions made by a committee will be deemed a decision of the LGB. The remit and responsibilities of the committees are set out in the committee’s individual terms of references.

**Role of the Head Teacher**

The head teacher has the delegated responsibility of the operation of the school. The head teacher is the accounting officer and has overall responsibility for the operation of the school’s financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability, avoiding waste and securing value for money. The head teacher leads the senior leadership team of the school. The head teacher will delegate management functions to the SLT and is accountable to the governing board for the performance of the SLT.

The following table sets out all the main school functions and identifies roles and responsibilities for each.

* **Responsible:** The person who does the work to achieve the task. They have responsibility for getting the work done or decision made.
* **Accountable:** The person who is accountable for the correct and thorough completion of the task.
* **Consulted**: The people who provide information for the project and with whom there is two-way communication.
* **Informed:** The people kept informed of progress and with whom there is one-way communication.
* Note: Actions taken by a committee or delegated to an individual governor or to the Head teacher, are taken on behalf of the LGB. The LGB will remain accountable.
* **Clerk:** Clerk to the Governing Board
* **LGB:** Local Governing Board
* **GBC:** Governing Board Committee/Panel which has delegated powers
* **HT:** Head Teacher
* **M:** Members
* **OD:** Operations Director (Business Manager)
* **SIP:** School Improvement Partner
* **Staff:** Decisions delegated to other members of staff
* **Fin:** Finance Committee
* **SD:** Strategic Development Committee
* **TLC:** Teaching, Learning and Communities Committee

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| --- | --- | --- | --- | --- | --- |
|  | Decision/Task | Responsible | Accountable | Consulted | Informed |
| Members | Appoint (and remove) members | M | M |  |  |
| Receive the Annual Report and Financial Statement | M | M | LGB |  |
| Agree, review and amend (when required) the Articles of Association | M | M |  |  |
| Decide whether to join or form a multi-academy trust | M | M | HT, LGB |  |
| Establish role descriptions for members | M | M |  |  |
| Being Strategic | Local Governing Board’s strategy: agree the strategic architecture and ethos. Identify the vision and strategic objectives. Agree the key priorities and key performance indicators against which progress towards achieving the vision can be measured | LGB | LGB | GBC | Staff, students, the school community |
| Determine and approve policies which reflect the Local Governing Board’s ethos and values | LGB | LGB | GBC, HT |  |
| Management of risk: establish risk register, review and monitor. Produce an annual programme of work to deliver internal scrutiny | GBC (SD) | LGB | HT, OD |  |
| Set the times of the school day as well as the dates of school terms and holidays | HT | LGB | LGB |  |
| Engagement with stakeholder | LGB | LGB |  |  |
| Governance | Appoint (and remove) the Chair and Vice-Chair of governors | LGB | LGB |  |  |
| Appoint and dismiss the clerk to the Local Governing Board | LGB | LGB |  |  |
| Appoint and dismiss the clerk to a committee | GBC | LGB |  |  |
| Appoint the Chair and Vice Chair of a committee | LGB | LGB |  |  |
| Run Parent Governor elections | HT | LGB |  |  |
| Appoint and remove Community Governors | LGB | LGB |  |  |
| Run Staff Governor elections | HT | LGB |  |  |
| Appoint the Head teacher Performance Management panel | LGB | LGB |  |  |
| Establish role descriptions for governors/chair/specific role | LGB | LGB |  |  |
| Establish and approve Terms of Reference for all committees | LGB | LGB | GBC |  |
| Review at least annually the committee structures and any delegated powers | LGB | LGB | GBC, HT, OD |  |
| Complete skills audit and use to inform recruitment | LGB  | LGB |  |  |
| Complete a self-review of the Local Governing Board and committee performance on a regular basis | LGB | LGB | GBC |  |
| Succession: plan | LGB | LGB | Clerk |  |
| Agree Annual Schedule of Work for the Local Governing Board and committees | LGB | LGB | GBC, HT |  |
| Review and approve the policies for the school in line with annually agreed policy list | GBC | LGB | HT, OD |  |
| Training needs are met to achieve effective governance | LGB | LGB | Clerk |  |
|  | Decision/Task | Responsible | Accountable | Consulted | Informed |
|  | Approve the Annual Report and Accounts and submit to the EFSA by Dec 31st | LGB | LGB | HT, OD |  |
| Financial and Operational Management | Establish the whole School Improvement Plan annually | HT | LGB | GBC | Staff |
| Write the self-evaluation report | HT | LGB | GBC, Staff |  |
| Approve financial procedures in accordance with legal and DfE requirements and best practice | LGB | LGB | GBC, HT, OD |  |
| Write a scheme of delegation of financial powers | OD | LGB | GBC (Fin) |  |
| Ensure that the financial procedures are implemented effectively | OD | LGB | GBC (Fin) |  |
| Maintain accurate, reconciled and up to date records to provide financial and statistical information | OD | LGB |  |  |
| Establish and maintain asset registers in accordance with financial procedures | OD | LGB | GBC (Fin) |  |
| Ensure that any disposal of assets complies with the financial procedures | OD | LGB | GBC (Fin) |  |
| Ensure the use of resources has provided good value for money | HT, GBC (Fin) | LGB | OD |  |
| Maintain a register of pecuniary and business interests of governors, members and staff | OD, Clerk | LGB | Staff, LGB |  |
| Establish and maintain procedures for effective audit in accordance with legal and DfE requirements | OD | LGB | GBC (SD) |  |
| Receive reports from audit inspections and hold to account against the resulting Action Plan | GBC (Fin), (SD) | LGB | OD |  |
| Ensure appropriate insurance arrangements are in accordance with the financial procedures | OD | LGB | GBC (Fin) |  |
| To approve the formal budget plan each financial year taking into account the school strategy and priorities of the whole School Improvement Plan. To complete in accordance with DfE timeframes | GB | LGB | GBC (Fin), HT, OD |  |
| To monitor and review the Trust’s actual financial performance throughout the year and at year end | GBC (Fin) | LGB | OD | Chair of Governors |
| Ensure all transfers between budget headings (virements) comply with the financial procedures | OD | LGB | GBC (Fin) |  |
| Establish and implement procedures for staff and governors to claim expenses | OD | LGB | GBC (Fin) | Staff Govs |
| Ensure that any debts written off complies with financial procedures | OD | LGB | GBC (Fin) |  |
| Ensure that all procurement processes and resulting contracts and agreements conform with the financial procedures | OD | LGB | GBC (Fin) |  |
| Comply with VAT and CIT regulations | OD | LGB |  |  |
| Establish an estate management strategy | OD | LGB |  |  |
| Establish an estate management programme | OD | LGB | HT, GBC (Fin) |  |
|  | Decision/Task | Responsible | Accountable | Consulted | Informed |
|  | Authorise payments on receipt of correct invoices where goods have been received to the correct price, quantity and quality standard | OD | LGB |  |  |
| Retain the appropriate financial records, and storing them appropriately, to comply with legal and / or DfE requirements | OD | LGB |  |  |
| Investigate financial irregularities (not involving the head teacher) | HT | LGB | OD |  |
| Ensure the school adheres to the complaints’ procedure | HT | LGB | GBC (TLC) |  |
| Ensure compliance with health and safety legislation | HT | LGB | OD |  |
| Ensure the school adheres to GDPR | OD | LGB |  |  |
| HR / Staffing | Appoint the head teacher | LGB | LGB |  |  |
| Appoint the Accounting Officer | LGB | LGB |  |  |
| Appoint the Chief Financial Officer | HT | LGB |  |  |
| Performance management of the head teacher (including salary) | Chair of Govs/GBC | LGB | SIP |  |
| Ensure the Pay and Appraisal Policies are being implemented effectively | GBC (Fin) | LGB | HT, OD |  |
| Approve the national annual pay awards as recommended or make alternative decision on annual pay awards | GBC (Fin) | LGB | HT, OD |  |
| Establish and ensure accurate payroll management | OD | LGB |  |  |
| Appoint teaching staff | HT | LGB | GBC (Fin) |  |
| Appoint support staff | HT | LGB | GBC (Fin) |  |
| Ensure all pre-employment safeguarding checks have been completed on all starters, or appropriate risk assessments completed | OD, HT | LGB | GBC (Fin) |  |
| Ensure Single Central Record is complete and kept up to date | OD | LGB |  |  |
| Ensure staffing procedures (including recruitment) follow equalities legislation | OD, HT | LGB | GBC (Fin) |  |
| Approve policies that cover terms and conditions | GBC (SD) | LGB |  |  |
| Establish, agree and review the pay policy | GBC (Fin) | LGB | OD |  |
| Implement, monitor, review and propose amendments to the HR policies | GBC (Fin) | LGB | OD |  |
| Suspend or dismiss the head teacher | LGB | LGB |  |  |
| Suspend staff (besides the head teacher) | HT | LGB |  |  |
| Dismiss staff (besides the head teacher) | GBC | LGB |  |  |
| To oversee any process leading to staff reductions | HT | LGB | GBC |  |
| Approve any leaving payments (redundancy, dismissal, early retirement) | HT | LGB | GBC |  |
| Student Development | Ensure that the curriculum complies with the legal and Funding Agreement requirements | HT | LGB | GBC (TLC) |  |
| Ensure the provision for the teaching of religious education and for a daily act of collective worship | HT | GB | GBC (TLC) |  |
| Ensure the provision of free school meals to eligible students | HT | GB | OD |  |
| Student Development | Decision/Task | Responsible | Accountable | Consulted | Informed |
| Receive any external assessments of academy performance and any associated Action Plan | GB | GB | GBC |  |
| Ensure the school is compliant with Keeping Children Safe in Education, safeguarding policies, procedures and the law | GBC (TLC), HT | GB | Staff (DSL) |  |
| Appoint a designated teacher to promote the educational achievement of looked after children and previously looked after children. To ensure the teacher undertakes appropriate training | HT | GB | GBC (TLC) |  |
| Appoint a member of staff as SENCO. Ensure the school carries out its legal duties under the Children and Families Act 2014 in relation to students with special educational needs and disabilities | HT, GBC (TLC) | GB |  |  |
| Ensure the effective use of the Pupil Premium | HT | GB |  |  |
| Adopt, implement and review any home–academy agreements | HT | GB | GBC |  |
| Approve the curriculum | HT | GB | GBC (TLC) |  |
| Set the public examination targets | GB | GB | HT, SIP |  |
| Set and ensure the school meets the attendance targets | GB | GB | GB, SIP |  |
| Exclude a student (fixed term) | HT | GB |  |  |
| Exclude a student (permanently) | HT | GB | HT, GBC |  |
| Convene a GDP to review exclusion of a student (permanently) | GB | GB |  |  |
| Reporting | Governor details on website are correct (including Pecuniary Interests) | Governance Professional | GB |  |  |
| Annual report on performance of the Local Governing Board: submit to members and publish | GB | GB | OD |  |
| Ensure the school adheres to the required statutory published information on the school website | GB | GB | GBC, HT, Governance Professional |  |