

# Helena Romanes Academy Board of Governors/Directors Scheme of Delegation 2018-2019

## Key

Level 1:	Academy Trust (Members)
Level 2:	Governors/Directors
Level 3:	A committee of the Board of Governors/Directors
Level 4:	The Accounting Officer (Headteacher)

Column blank:	Action can be undertaken at the level
Column shaded:	Function cannot legally be carried out at this level.

Key Function	No	Task	Decision Level			
			1	2	3	4
Budgets & Accounts	1	Approve budget plan for the financial year		X		
	2	Monitor monthly expenditure				X
	3	Establish charges & remissions policy				
	4	To enter into contracts (refer to Financial Scheme of Delegation)			X	X
	5	Ensure Academy annual accounts are prepared within the appointed time frame			X	
	6	To approve and submit the annual accounts		X		
	7	To receive the Annual Report and Accounts	X			
	8	Review annually and appoint the External Auditors	X			
	9	Review annually and appoint the Responsible Officer			X	
	10	Review annually and appoint Internal Auditors			X	
Staffing	11	Headteacher appointments		X		
	12	Deputy Headteacher appointments		X		
	13	Teaching staff appointments				X
	14	Non-Teaching staff appointments				X
	15	Pay policy		X		
	16	Establish and review procedure for addressing staff disciplinary, conduct and grievance			X	
	17	Dismissal of the Headteacher		X		
	18	Dismissal of other staff			X	X

Helena Romanes Academy Board of Governors/Directors  
Scheme of Delegation 2018-2019

	19	Suspension of the Headteacher		X		
Key Function	No	Task	Decision Level			
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	20	Suspension of other staff				X
	21	Ending suspension of the Headteacher		X		
	22	Ending the suspension of all other staff			X	
	23	Determining staffing requirements			X	X
	24	Dismissal payments/early retirement			X	
Curriculum	25	Establish and Implement Curriculum policy				X
	26	Approval of Curriculum Policy			X	
	27	Responsibility for standards of teaching				X
	28	Decide which subject options will be taught including activities outside the school day			X	X
	29	Responsibility for individual child's education				X
	30	Provision of sex education – includes establishing and maintaining an up to date policy.				X
	31	To prohibit political indoctrination and ensuring a balanced treatment of political issues.				X
Performance Management	32	Establish performance management and review annually			X	
	33	Implement the performance management policy				X
Target setting	34	Set and publish targets for student achievement				X
Discipline/Exclusions	35	Establish a discipline policy				X
	36	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (can be delegated to Chair/Vice chair in an emergency)			X	
	37	Direct reinstatement of excluded students			X	X

Helena Romanes Academy Board of Governors/Directors  
Scheme of Delegation 2018-2019

Admissions	38	Consult annually before setting an Admission Policy		X		
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	39	Admissions: applications decision (main round)				X
Collective Worship	40	Arrangements for collective worship				X
Premises & Insurance	41	Buildings Insurance, personal liability & Governors' Indemnity Insurance			X	
	43	Procure & maintain buildings, including properly funded maintenance programme		X		
Health and Safety	44	Institute a health and safety policy			X	
	45	Ensure Health and Safety regulations are followed.				X
School Organisation	46	Set times of academy day and dates of academy terms and holidays.			X	
	47	Ensure academy meets 380 sessions in a school year.				X
	48	Ensure academy lunch nutritional standards are met.				X
Information for parents	49	Ensure provision for free school meals to those students meeting the criteria				X
	50	Prepare and publish the academy prospectus				X
	51	Adopt and review home school agreements.				X
GB procedures	52	Appoint (and remove) the Chair and Vice chair.		X		
	53	Appoint (and dismiss) the clerk to the governors/trustees		X		
	54	Hold a full GB meeting at least 3 times in the academy year.		X		
	55	Appoint (and remove) governors/trustees	X	X		
	56	Set up a register of Governors/trustees business interests		X		
	57	Approve and set up governor expenses scheme.		X		
	58	Discharge duties in respect of students with special needs by appointing a 'responsible person'		X		
	59	Consider whether or not to delegate functions to individuals or committees		X		

Helena Romanes Academy Board of Governors/Directors  
Scheme of Delegation 2018-2019

	60	To delegate "Chairs Action" to the Chair of Governors/Trustees		X		
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	61	Regulate the GB/Board of Trustees procedures		X		
Multi Academy Trusts	62	To consider forming a MAT or joining an existing MAT		X		
	63	To consider requests from other schools to join the MAT		X		
	64	To leave a MAT		X		
Extended schools	65	Decide to offer additional activities & what form these should take				X
	66	Put in place and ensure delivery of services to be provided				X
	67	Cease providing extended school provision				X
Inclusion and Equality	68	To establish and publish annually an "Equality Information and objectives statement" and review equality objectives every four years.				X
	69	To establish and review a special educational needs (SEN) and disability policy		X		
	70	To designate a "responsible person for Safeguarding.		X		
	71	To designate a "responsible person" for looked after children		X		
	72	To establish an accessibility plan and review it every 3 years				X
	73	To establish and review annually a child protection policy and relevant procedure.			X	