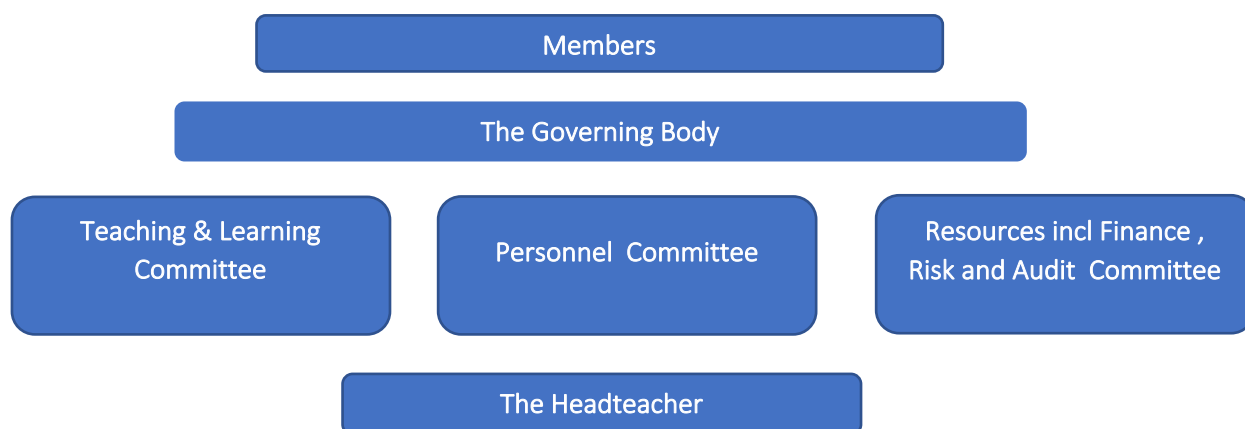


AYLESBURY HIGH SCHOOL SCHEME OF DELEGATION



Governance structure and lines of accountability

The Governing Body delegates responsibility for the day to day running of the School to the Headteacher. The Governing Body will hold the Headteacher to account for the performance of the School. The Headteacher in turn holds other members of the senior leadership team to account by line managing them. Whilst the Governing Body cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making.

The Headteacher will report to the Governing Body on the performance of the School, although this will be supplemented by the monitoring of committees and individual Governors with any delegated responsibilities.

The Headteacher's performance is managed by the Governing Body.

Roles and responsibilities

The role of the Members

The members of the Academy Trust have a different status to Governors. The Governing Body submits an annual report on the performance of the School to the Members. Members are also responsible for approving any amendments made to the Academy's Articles of Association (a document which outlines the governance structure and how the School will operate). The Articles of Association will also describe how Members are recruited and replaced, how Governors are appointed to the Governing Body and the numbers and categories of each types of Governor. The Members have the right to remove Governors if necessary and following specified procedures.

The role of the Governors

The School is a charitable company and so Governors are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because governors are bound by both charity and company law, the terms 'trustees', 'directors' and 'governors' are often used interchangeably.

The Governing Body (and the Governors individually) 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. It is legally responsible and accountable for all statutory functions, for the performance of the School, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements (the Financial Procedures manual). In addition, it must carry out the three core governance functions:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold the Headteacher and senior leadership team to account for the educational performance of the School and their pupils, and the performance management of staff
3. Oversee the financial performance of the School and make sure its money is well spent

The Governing Body has the right to review and adapt its governance structure at any time, subject to the Articles of Association and the Funding Agreement, which includes removing delegation.

The role of committees

The Governors have established three standing committees; Learning and Teaching Committee, Resources including Finance, Risk and Audit Committee and the Personnel Committee, to carry out some of its governance functions which may include making decisions, although any decisions made will be deemed decisions of the Governing Body. The Committees keep the Governing Body informed of the decisions they have taken by submitting minutes of their meetings to the Governing Body and by appropriate discussions by the Committee members at Governing Body meetings. The membership of committees is set out in the committee's terms of reference as approved by the Governing Body. In addition, there are occasional committees established by the Governing Body which meet as and when needed to include Pupil Discipline Committee, Staff Review Committee, Staff Appeals Committee.

The role of the Headteacher

The Headteacher has the delegated responsibility for the day to day leadership and operation of the School.

The Headteacher is the Accounting Officer so 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 Headteacher leads the senior leadership team (SLT) of the School. The Headteacher will delegate management functions to the SLT and is accountable to the Governing Body for the performance of the SLT.

Key

Level 1: Members

Level 2: Governing Body

Level 3: Governing Body Committees

Level 4: Headteacher (accounting officer)

✓ Action to be undertaken at this level

A Provide advice and support to those accountable for decision making

<> Direction of advice and support

Where items are under the Headteacher's responsibilities these may be delegated by the Headteacher to the SLT

		Members	Governing Body	Committee	Headteacher
People	Members: Appoint/Remove	✓			
	Governors: Appoint/Remove	✓	✓		
	Role descriptions for members	✓			
	Role descriptions for governors/chair/ specific roles/committee members: agree		✓	<A	
	Parent governor: elected		✓		
	Committee chairs: appoint and remove		✓	<A	
	Clerk to board: appoint and remove		✓		
Systems and Structures	Articles of association: agree and review	✓	<A	<A	
	Governance structure (committees) for the trust: establish and review annually		✓	<A	
	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually		✓	<A	
	Skills audit: complete and recruit to fill gaps		✓		
	Annual self-review of trust board and committee performance: complete annually		✓		
	Chair's performance: carry out 360 review periodically		✓		
	Succession planning		✓	<A	
Trust governance details on trust website: ensure		✓	<A	<A	

		Members	Governing Body	Committee	Headteacher
		Reporting	Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish		✓
	Annual report on performance of the trust: submit to members and publish		✓	<A	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A	<A
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met		✓		✓
	To publish and update at least annually a SEND information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		✓	✓	✓
Being Strategic	Determine trust policies which reflect the trust's ethos and values		✓	<A	<A
	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last seven years.		✓	<A	<A
	Ensure a broad and balanced curriculum is in place		✓	✓	✓
	To set the times of school sessions and the dates of school terms and holidays		✓		<A
	Agree enrichment/extra-curricular offer including any additional services required				✓

		Members	Governing Body	Committee	Headteacher
		To establish and agree a Pay policy		✓	✓
Management of risk: establish register, review and monitor			✓	✓	✓
Engagement with stakeholders	✓	✓	✓	✓	✓
Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			✓	<A	<A
Headteacher: Appoint and dismiss			✓		
To decide whether to join or form a multi-academy trust	✓		✓	<A	
Budget plan to support delivery of trust key priorities: agree			✓	<A	<A
School staffing structure: agree			✓	<A	<A
Appoint teaching staff					✓
Appoint non-teaching staff					✓
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	<A	<A
	To produce and maintain a single central record of recruitment and vetting checks		✓		✓
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary		✓	<A	<A

		Members	Governing Body	Committee	Headteacher
	procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy				
	Reporting arrangements for progress on key priorities: agree		✓	✓	<A
	Performance management of the Headteacher: undertake		✓	✓	
	Performance management of staff: undertake				✓
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	✓	
	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term of would lose the opportunity to sit a public examination.		✓	✓	
	To ensure that health and safety regulations are followed		✓		✓
	Maintain a register of pupil attendance				✓
	To ensure provision of free meals to those pupils meeting the criteria				✓
	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓		

Ensuring Financial probity		Members	Governing Body	Committee	Headteacher
	Trust's scheme of financial delegation: establish and review		✓	<A	<A
	External auditors' report: receive and respond		✓	<A	<A
	Headteacher pay award: agree		✓	<A	
	Staff appraisal procedure and pay progression: monitor and agree		✓	<A	<A
	Benchmarking and School value for money: ensure robustness		✓	<A	<A
	Develop trust procurement strategies and efficiency savings programme			✓	<A
	To approve the first formal budget plan each financial year		✓	<A	
	To agree annual action plans and monitor how school premiums are spent (i.e. service premium and the pupil premium)		✓	✓	<A
	To establish and agree charging and remissions policy		✓	✓	<A
Buildings insurance and personal liability		✓		<A	