



Holbrook Academy

Scheme of Delegation

Date Approved	Governing Body	7 th December 2021
Signed		
Minuted	WGB 7 th December 2021	
Date of Next Review	Finance and Personnel Committee	Autumn 2022
	Governing Body	Autumn 2022

Key

✓	Action can be taken at this level
	Action cannot be carried out at this level

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓				
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓				
	Establish an independent appeals panel when there are admissions appeals	✓				
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days				✓	
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances	✓	✓	✓		This task can be delegated to the chair or vice-chair in cases of urgency.
	Arrange an independent review panel to consider permanent exclusions, where requested by parents	✓				
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16				✓	
	Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13	✓	✓		✓	
Finance and budgets	Make day-to-day spending decisions under the amount of £15,000				✓	
	Appoint a senior executive leader as the accounting officer for the trust and a chief financial officer	✓				
	Participate in annual accounts consolidation exercises as communicated by the Department for Education	✓	✓			

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				
	Appoint a registered statutory auditor and prepare annual financial statements in line with the ESFA's academies accounts direction	✓	✓			
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement	✓	✓			
	Establish an audit committee, or committee with an audit function, if annual income exceeds £50 million	✓				
	Approve a balanced budget each financial year and submit to the ESFA	✓				
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors	✓				
	Monitor impact of pupil premium funding	✓	✓		✓	
	Monitor impact of catch-up funding	✓	✓		✓	
Governing body procedures	Hold full governing board meetings at least 3 times a year	✓				
	Elect a chair and vice-chair of trustees	✓				
	Appoint a clerk	✓				
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee	✓				
	Check that all statutory policies and documents are in place	✓				
	Delegate functions to committees and individuals	✓				

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Health & Safety	Monitor the implementation of the health and safety policy	✓	✓			
	Make sure there is an appointed person in charge of first aid	✓	✓		✓	
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	
	Approve a complaints procedure	✓				
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			
Pupil wellbeing	Make sure of the provision of free school meals to those pupils meeting the criteria	✓	✓		✓	
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training	✓	✓		✓	
	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	✓				
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			
	Make sure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board	✓	✓		✓	
	Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the headteacher	✓	✓			

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Monitor the implementation of the child protection policy	✓				
	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	
Special Educational Needs and Disabilities (SEND)	Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND	✓				
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	
	Co-operate with the local authority in developing the local offer		✓		✓	
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓	
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
Staffing matters	Appoint a principal or chief executive	✓				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				
	Make sure employment law and guidance is being followed	✓	✓			
	Approve staffing structure changes	✓	✓			

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Dismiss the headteacher	✓				