



**SHENFIELD  
HIGH SCHOOL**

## **SCHEME OF DELEGATION**

Ratified by the Governing Board on:	12 <sup>th</sup> December 2023
Review Date:	September 2025

## 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					
Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
<b>Admissions</b>	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	✓				
<b>Behaviour and exclusions</b>	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days	✓			✓	
	Convene <a href="#">a meeting to consider reinstating an excluded pupil</a> and consider any representations from parents about a suspension or permanent exclusion	✓	✓	✓		<i>You might be able to delegate this task to the chair or vice-chair in <a href="#">cases of urgency</a></i>
	Arrange an <a href="#">independent review panel</a> to consider a permanent exclusion, where requested by parents	✓				
	Require a pupil to attend another education setting to improve their behaviour through an offsite direction in line with statutory guidance and local protocols	✓			✓	

<b>Curriculum</b>	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 7 to year 13	✓	✓		✓	
	Make sure all pupils at the school are provided with at least 6 encounters with technical education or training providers between years 8 and 13, as part of the school's career guidance offer	✓	✓		✓	
<b>Finance and budgets</b>	Make day-to-day spending decisions under the amount of £25,000				✓	
	Appoint senior executive leaders as an accounting officer <b>and</b> a chief financial officer of the trust (these must not be the same person)	✓				
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction	✓	✓			
	Appoint an auditor	✓	✓			
	Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)	✓	✓			
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓			

	Establish an <a href="#">audit and risk committee</a> (This combined with our Resources and Finance Committee)	✓				
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA	✓				
	Maintain a published <a href="#">register of interests</a> , including the business and pecuniary interests of members, trustees, local governors and senior employees	✓				
	Monitor impact of pupil premium funding	✓	✓		✓	<i>A pupil premium link governor or committee should report back to the full board who has overall responsibility</i>
<b>Governing board procedures</b>	Hold full governing board meetings at least 3 times a year	✓				
	Elect a chair and vice-chair of trustees	✓				
	Appoint a clerk/ governance professional	✓				
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this at least 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	✓				
<b>Health and safety</b>	Monitor the implementation of the health and safety policy	✓	✓			

	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓	✓		✓	
	Make sure that the estate is managed strategically and is maintained in a safe working condition	✓	✓		✓	
<b>Parents and the community</b>	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	✓	✓			
	Make sure the school complies with the UK General Data Protection Regulation ( <a href="#">UK GDPR</a> )	✓	✓			Chief Finance & Operations Officer
<b>Pupil wellbeing</b>	Make sure eligible pupils receive free school meals (this includes all pupils in reception, year 1 and year 2)	✓	✓		✓	
	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	✓	✓		✓	
<b>Safeguarding</b>	Check that the school complies with statutory guidance on safeguarding	✓	✓			

	Make sure the school has effective safeguarding policies and procedures in place	✓				
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓			
	Make sure governors receive safeguarding training	✓	✓	✓	✓	
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓	
	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	
<b>Special educational needs and disabilities (SEND)</b>	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓				
	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child				✓	<i>While these functions can be delegated to a committee, individual governor or headteacher, it's the board's responsibility</i>
	Make sure the school produces its school SEN information report and publishes it online	✓	✓		✓	
	Co-operate with the LA 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 and that they have sufficient time and resources to carry out their role effectively	✓	✓		✓	
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
<b>Staffing matters</b>	Appoint a senior executive leader (who should be the academy's principal)	✓				
	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	✓	✓			
	Dismiss the headteacher	✓				
	Dismiss staff other than the headteacher	✓	✓		✓	

### Appendix: Chairs Action

This can only be used if an urgent decision needs to be made and it is not reasonably practicable to call a meeting of the governing body or the relevant committee **and** the Chair believes delaying the decision could be detrimental to either the school, a pupil, the parent of a pupil or school employee.