



**Churchdown School Academy, Scheme of Delegation 2023**

Function	Task	Members	Trust Board	Committee	Individual Trustee	Headteacher
<b>MAT conversion</b>	Liaise with Department of Education (DfE) project lead			✓		✓
	Set up consultation and consider responses		✓	✓		
	Manage the MAT application process		✓	✓		✓
	Pass a resolution to convert		✓			
<b>Members</b>	Appoint/remove members	✓				
	Appoint/remove Trustees	✓				
	Articles of Association: ratify	✓				
	Receive external auditors report	✓				
	Consulted on review of local governance	✓				
	Change the name of the trust, and ultimately wind up the trust	✓				
<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		✓			✓



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	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about a suspension or permanent exclusion in some circumstances		✓	✓	✓	
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents		✓		✓	
<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 8 to year 13		✓	✓		✓
<b>Finance and budgets</b>	Make day-to-day spending decisions under the amount of £50,000					✓
	Appoint a senior executive leader as the accounting officer and a chief financial officer of the trust		✓			
	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		✓	✓		
	Consultation on approval and removal of auditors		✓	✓		
	Participate in annual accounts consolidation exercises as communicated by the Department for Education		✓	✓		
	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)		✓	✓		



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	Establish an audit and risk committee If your trust's annual income is less than £50 million, you can combine it with another 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 register of interests, including the business and pecuniary interests of members, trustees, local governors and senior employees		✓			
	Monitor impact of pupil premium funding		✓	✓		✓
<b>Governing board procedures</b>	Hold full governing board meetings at least 3 times a year		✓			
	Co-opt Trustees on to Trustees board		✓			
	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 at least annually. Appoint or elect a chair for each committee		✓			
	Approve and monitor the School Improvement Plan		✓			✓
	Establish policies are compliant and work within the agreed ethos and values of the school		✓	✓		
	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		✓	✓		✓



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<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		✓			
	Ensure all parents and carers are given an opportunity to feedback on the school's performance and provision		✓			✓
	Make sure the school complies with the Freedom of Information Act 2000		✓	✓		
	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)		✓	✓		✓
<b>Pupil wellbeing</b>	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>Safe-guarding</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		✓		✓	



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	Make sure governors receive safeguarding training		✓	✓	✓	✓
	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 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		✓			✓
	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		✓			
	Monitor and evaluate the provision of CPD for all staff and so improving staff performance		✓			✓



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	Establish procedures for: <ul style="list-style-type: none"> <li>Regulation of staff conduct and discipline</li> <li>Staff Grievance</li> <li>Capability of staff</li> </ul>		✓			✓
	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		✓	✓		
	Respond to any external or internal report that raises serious concerns about the performance of the headteachers		✓			
	Dismiss the headteacher		✓			