

Woodside Academy



Governing Body Scheme of Delegation

The tasks and responsibilities set out are based on:

- > The Key's article on [the role and functions of the governing board](#)
- > The rules on delegation as set out in Part 5 of the [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#)
- > [The Governance Handbook](#)
- > [The Academy Trust Handbook](#)
- > [School suspensions and permanent exclusions](#)
- > [Model articles of association for academy trusts](#)

The Board of Governors can delegate any functions **except the approval of the budget** (pages 20 and 21 of the [Academy Trust Handbook](#)).

'FGB' stands for 'full governing board' throughout this document.

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	Principal	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓			FGB
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			FGB
	Establish an independent appeals panel when there are admissions appeals	✓				FGB
Attendance	Designate an attendance governor who oversees and reviews attendance data, taking an active role in attendance improvement.	✓	✓	✓		Aimee Joiner
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days	✓			✓	FGB / Principal
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about a suspension or permanent exclusion in some circumstances	✓	✓			FGB
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓				FGB
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16				✓	Principal – Jen Ryder
Finance and budgets	Make day-to-day spending decisions under the amount of £10,000				✓	Principal – Jen Ryder
	Appoint a senior executive leader as the accounting officer and a chief financial officer of the trust	✓				FGB

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
	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	✓	✓			FGB
	Appoint an auditor	✓	✓			FGB
	Participate in annual accounts consolidation exercises as communicated by the Department for Education	✓	✓			FGB
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				FGB
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓			FGB
	Establish an audit and risk committee If your trust's annual income is less than £50 million, you can combine it with another committee	✓				FGB
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA	✓				FGB
	Maintain a published register of interests , including the business and pecuniary interests of members, trustees, local governors and senior employees	✓				F.Gardner (CFO & Company Secretary), on behalf of the FGB
	Monitor impact of pupil premium funding	✓	✓		✓	FGB
	Monitor impact of PE and sport premium funding	✓	✓		✓	FGB
Governing board procedures	Hold full governing board meetings at least 3 times a year	✓				FGB
	Elect a chair and vice-chair of trustees	✓				FGB

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
	Appoint a clerk	✓				FGB
	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	✓				FGB
	Check that all statutory policies and documents are in place	✓				FGB
	Delegate functions to committees and individuals	✓				FGB
Health and safety	Monitor the implementation of the health and safety policy	✓	✓			FGB
	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓	✓		✓	Principal – Jen Ryder (Carl Radford - appointed H&S)
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	Principal – Jen Ryder
	Approve a complaints procedure	✓	✓	✓	✓	Principal – Jen Ryder
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				FGB
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			FGB
	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)	✓	✓			FGB
Pupil wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)	✓	✓		✓	Principal – Jen Ryder

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training	✓	✓		✓	Principal – Jen Ryder
	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	✓				FGB
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	Principal – Jen Ryder
Safe-guarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			FGB
	Make sure the school has effective safeguarding policies and procedures in place	✓				FGB
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓			Nafisa Mathurine
	Make sure governors receive safeguarding training	✓	✓	✓	✓	Nafisa Mathurine
	Appoint a member of staff to be the designated safeguarding lead				✓	Principal – Jen Ryder
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	Principal – Jen Ryder
Special Educational needs and disabilities (SEND)	Designate a member of the governing board to have oversight of the school's arrangements for SEND	✓				FGB (Sara Muldowney as appointed SEND governor)
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	As Above
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	Principal – Jen Ryder

Function	Task	FGB	Committee	Individual governor	Principal	We have delegated this to:
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	Principal – Jen Ryder
	Co-operate with the local authority in developing the local offer		✓		✓	Principal – Jen Ryder
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	Principal – Jen Ryder
	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	✓	✓		✓	Leah Cottis (SENDCo) & Rebecca Wilkinson
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	Principal – Jen Ryder
Staffing matters	Appoint a senior executive leader (who should be the academy's principal)	✓				FGB (Principal – Jen Ryder)
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				FGB
	Make sure employment law and guidance is being followed	✓	✓			FGB
	Approve staffing structure changes	✓	✓			FGB
	Dismiss the Principal	✓				FGB