

# WOODHOUSE ACADEMY

## SCHEME OF DELEGATION

Reviewed: July 2016  
To be reviewed: July 2018  
Accounting Officer: Principal

### DELEGATION - GENERAL

Under the Articles of Association of Woodhouse Academy, the governors may delegate to any governor, committee, the Principal or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the governors may impose and may be revoked or altered.

Where any power or function of the governors has been exercised by any committee, that person or committee shall report to the governors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the governors immediately following the taking of the action or the making of the decision.

The governors may establish any committee to exercise powers and functions of the governors. The constitution, membership and proceedings of any committee of the governors shall be determined by the governors. The establishment, terms of reference, constitution and membership of any committee of the governors shall be reviewed at least once in every twelve months. The membership of any committee of the governors may include persons who are not governors, provided that a majority of members of any such committee shall be governors. The governors may determine that some or all of the members of a committee who are not governors shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the governors unless the majority of members of the committee present are governors.

The governing body is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the academy, addressing such matters as:

- policy development and strategic planning, including target-setting to keep up momentum on school improvement;
- ensuring sound management and administration of the academy, and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;
- establishing and maintaining a transparent system of prudent and effective internal controls.
- management of the academy's financial, human and other resources
- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- helping the academy be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- setting the academy's standards of conduct and values;

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- assessing and managing risk (including preparation of a statement on the academy's risk management for its annual report and accounts).

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The governing body should agree a formal schedule of matters reserved for their decision, i.e. those which should not be delegated within the academy. These are listed below. Beyond this, the governing body should consider establishing separate committees to deal with specific areas of academy business, and should determine the delegated responsibilities to be assigned to those committees, to ensure that matters can be dealt with in appropriate detail and with sufficient frequency. However, as a minimum, it is a requirement that all academies establish a finance committee separate from the governing body to deal with financial matters.

Where the governing body decides to delegate certain matters for consideration by committees, each committee should be chaired by a governor. The membership of the committee may include persons who are not governors provided that a majority of the members are governors. All members of the committee, including those not Governors, are entitled to vote at committee meetings. The governing body should ensure that it receives adequate feedback on the work of those committees and is able to consider their decisions formally. The establishment of committees does not absolve the governing body of its overall responsibility to manage the finances of the academy.

### PRINCIPAL

The governors shall appoint the Principal who will act as an ex-officio governor. By signing this document the governors delegate such powers and functions as they consider are required by the Principal for the internal organisation, management and control of the Academy (including the implementation of all policies approved of by the governors) and for the direction of the teaching and curriculum at the Academy.

### GOVERNORS' MEETINGS

It is a requirement of all academy governing bodies that they meet at least once a term. No business can be conducted at any meeting unless a quorum is present.

Governors must appoint a clerk to the governing body, who must be someone other than a governor or the Principal of the academy.

Each meeting of the governing body should consider:

- a report of the financial position of the academy, including its income and expenditure and financial commitments;
- whether adequate financial monitoring of the academy's budget and activities is being undertaken;
- progress on any action identified to improve financial arrangements at the academy;

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- significant contracts proposed to be entered into by the academy;
- details of any significant matters affecting the academy's staff;
- details of any significant matters affecting the pupils' welfare or education;
- details of any significant matters affecting the academy's assets e.g. computers, cars, whiteboards etc;

Matters that should be considered by Governor's at least once a year are:

- the academy's goals and how they are being met;
- review of the management structure to ensure it is operating effectively;
- review of the performance of external providers e.g. bankers, services provided under SLAs;
- review and approval of the academy's annual accounts and report of the trustees;
- review and approval of the financial budget for the following year;
- review and approval of the levels of insurance cover for the academy's assets;
- findings made by the auditors and the auditor's management letter, and any other financial reviews, and consideration of what actions should be taken arising from their recommendations;
- review of the risks to which the academy is exposed and determination of whether systems are in place to mitigate those risks.

The board may decide to delegate responsibility for specified matters, where it has power to do so, to individual members or committees of the board. Decisions taken by individual members or committees of the board under delegated powers should be recorded in written minutes available to the board as a whole.

### **FINANCE AND GENERAL PURPOSES COMMITTEE (Audit committee)**

The Governing Body hereby resolves to establish a committee of the governing body to be known as the Finance and General Purposes Committee and will cover Finance, Personnel and Premises.

The chair, members and secretary of the Finance and General Purposes Committee shall be non-executive members and shall be appointed by the Governing Body. The chair shall be a non-executive member of the Governing Body other than its chair.

Governors who are not members of the Finance and General Purposes Committee should have the right of attendance. The secretary will circulate minutes of meetings of the Finance and General Purposes Committee to all members of the governing body.

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The Principal in his or her role as Accounting Officer and the Principal Finance Officer will normally attend meetings of the Committee.

The Governing Body shall determine how often the Committee shall meet. The external auditor may request a meeting if he or she considers one necessary.

### **Authority**

The Finance and General Purposes Committee is an advisory body with no executive powers. However, it is authorised by the Governing Body to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

The Finance and General Purposes Committee is authorised to obtain independent professional advice if it considers this necessary.

### **Duties**

The specific duties of the Finance and General Purposes Committee shall be to:

- review the Annual Budget in detail and to make recommendations to the Board
- review the Academy's internal and external financial statements and reports to ensure that they reflect best practice;
- discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff;
- consider all relevant reports by the Principal Finance Officer or the appointed external auditor, including reports on the Academy's accounts, achievement of value for money and the response to any management letters;
- review the effectiveness of the Academy's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner;
- review any report from the Principal Finance Officer in relation to the operation of the Academy Buildings and Grounds;
- review new and existing policies relating to the employment and conditions of staff at the Academy and make recommendations to the Governing Body;
- review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors to the Academy, and to make recommendations to the governing body;

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- review the operation of the Academy's code of practice for Governor members and code of conduct for staff;

The governing body must ensure personnel management procedures have been identified, formally approved and documented to cover as a minimum:

- recruitment (including references and police checks);
- performance appraisal and review;
- equal opportunities;
- disciplinary (including absence policies);
- grievance;
- staff expenses.
- consider any other matters where requested to do so by the governing body; and
- report at least once a year to the governing body on the discharge of the above duties.

The governing body should also ensure that procedures are in place to ensure that employees of the academy are paid for work done in accordance with their contracts of employment with the academy.

In addition, the governing body must ensure the academy has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

### **Accounting Officer**

The Funding Agreement requires each academy to identify the Principal as the Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the Accounting Officer is personally responsible to the governing body for:

- ensuring regularity and propriety;
- prudent and economical administration;
- avoidance of waste and extravagance;
- efficient and effective use of available resources; and
- the day to day organisation, staffing and management of the academy.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the Principal Finance Officer and/or the Business and Operations Manager. Within the

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framework of the academy development plan as approved by the governing body the Principal has overall executive responsibility for the academy's activities including financial activities. Much of the financial responsibility has been delegated to the Principal Finance Officer but the Principal still retains responsibility for:

- approving new staff appointments within the authorised establishment, except for any senior staff posts which should be approved by the Governing Body;
- authorising contracts between £3,000 and £50,000 in conjunction with the Principal Finance Officer; contracts above £50,000 will need to be approved by the Governing Body.
- signing cheques up to £5,000 in conjunction with the Principal Finance Officer or other authorised signatory. Signing cheques over £5,000 in conjunction with the Principal Finance Officer. Two signatories are required on all cheques. Most payments are to be made by BACS, so cheques above £20,000 should be rare. Where a cheque is for an amount over £20,000, one of the signatories should be a non-executive Board member of the Finance and General Purposes Committee.

### **Principal Finance Officer**

The main responsibilities of the Principal Finance Officer are:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
- the management of the academy financial position at a strategic and operational level within the framework for financial control determined by the governing body;
- the maintenance of effective systems of internal control;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the academy;
- the preparation of monthly management accounts;
- authorising orders below £3,000 in conjunction with budget holders
- signing cheques up to £20,000 in conjunction with the Principal or other authorised signatory and
- ensuring forms and returns are sent to the DfE in line with the timetable in the DfE guidance. Signing such forms as necessary.

### **Responsible Officer**

The governing body will need to consider how it monitors and checks the operation of the financial management arrangements that have been established and are operated by officers of the academy. To assist in this they will appoint a person who will have specific responsibility for

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overseeing the financial arrangements on their behalf. The appointment of this Responsible Officer (RO) must be notified to the DfE.

The RO post is intended to provide an independent oversight of the academy's financial affairs. The main duties of the RO are to provide the governing body with on-going independent assurance that:

- the financial responsibilities of the governing body are being properly discharged;
- resources are being managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained; and
- financial considerations are fully taken into account in reaching decisions.

### **CURRICULUM, STANDARDS AND ACHIEVEMENT COMMITTEE**

The governing body hereby resolves to establish a committee of the governing body to be known as the Curriculum, Standards and Achievement Committee.

The chair, members and secretary of the Curriculum, Standards and Achievement Committee shall be non-executive members and shall be appointed by the Governing body. The chair shall be a non-executive member of the Governing body other than its chair.

Governing Body members who are not members of the Curriculum, Standards and Achievement Committee should have the right of attendance. The secretary will circulate minutes of meetings of the Curriculum, Standards and Achievement Committee to all members of the Governing Body.

The Governing Body shall determine how often the Committee shall meet.

The Principal or delegated member of the Strategic Leadership Team will normally attend meetings of the Committee.

### **Authority**

The Curriculum, Standards and Achievement Committee is an advisory body with no executive powers. However, it is authorised by the Governing Body to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

The Curriculum, Standards and Achievement Committee is authorised to obtain independent professional advice if it considers this necessary.

### **Duties**

The specific duties of the Curriculum, Standards and Achievement Committee shall be to:

- monitor students' attainment and quality of learning;

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- ensure the curriculum offer is relevant and appropriate for all students;
- monitor and review the school's assessment provision and reporting arrangements;
- advise the governing body on the Academy's curriculum statutory obligations;
- review any proposals from the Principal for changes to the Curriculum and to consider the implications for staffing;
- contribute towards the review, revision and monitoring of the Academy Development Plan;
- monitor and review the school's SEN provision and intervention work, taking into account legal requirements;
- to review the policy and provision for collective worship and religious education and make recommendations to the governing body;
- to review the policy on charging for curriculum activities and make recommendations to the governing body;
- to review the policy and provision for Sex and Relationship Education and make recommendations to the governing body;
- review any report from the SIP (School Improvement Partner) in relation to the standards and achievement of the Academy;
- report at least once a year to the board on the discharge of the above duties;
- review procedures for dealing with parental complaints;
- ensure the school promotes healthy lifestyles;
- ensure all safeguarding and child protection policies are in place and acted upon;
- monitor the implementation of the behaviour policy through the number and reasons for fixed term and permanent exclusions;
- monitor attendance against targets, including Persistent Absentees;
- To engage with parents to support their child's learning and review procedures for dealing with parental complaints;
- To monitor the diversity of activities and equity of access;
- To consider any other matters where requested to do so by the governing body; and



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- To report at least once a year to the governing body on the discharge of the above duties.

### **PERFORMANCE REVIEW COMMITTEE**

The governing body hereby resolves to establish a committee of the governing body to be known as the Performance Review Committee.

The chair, members and secretary of the Performance Review Committee shall be non-executive members and shall be appointed by the Governing body. The chair shall be a non-executive member of the Governing body other than its chair.

The secretary will circulate minutes of meetings of the Performance Review Committee to all members of the Governing Body.

The Governing Body shall determine how often the Committee shall meet.

The Principal will normally attend meetings of the Committee.

### **Authority**

The Performance Review Committee is an advisory body with no executive powers. However, it is authorised by the Governing Body to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

The Performance Review Committee is authorised to obtain independent professional advice if it considers this necessary.

### **Duties**

The specific duties of the Performance Review Committee shall be to:

- to review teacher progress against their appraisal targets and, where appropriate, to ratify pay recommendations made by the Principal;
- to monitor and review the targets set for the forthcoming academic year;
- to support the appeals committee to deal with any appeals;
- to support the Principal in reviewing teacher progress against their performance targets;
- to raise the profile of the appraisal process as a vehicle for school improvement.

### **Delegation to Other Committees**

The Governing Body recognises that it may need to delegate duties to a Committee other than the Finance and General Purposes Committee; the Curriculum, Standards and Achievement Committee,

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or the Performance Review Committee in due course, and shall need to amend this document accordingly.