



# SCHEME OF DELEGATION/TERMS OF REFERENCE FOR ALL COMMITTEES 2024-2025

[The rules in academies are simple](#) – boards can delegate any functions **except the approval of the budget** (pages 23 and 24 of the [Academy Trust Handbook](#)). So, we've included some recommendations from our expert Harry James, but you need to decide based on your school's arrangements.

Remember, the governing board as a whole is responsible for any decision delegated. Any decisions taken by a committee must therefore be reported back to the governing board in a timely manner.

**Please note:** We haven't included tasks related to approving policies in this document. Read [this article](#) for the full list of policies you must have, including information on the type of approval needed.

This list isn't exhaustive and you should add anything else you require.

'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	Executive Principal	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	✓	✓			Quality of Education, PDBW and Safeguarding Committee
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			Quality of Education, PDBW and Safeguarding Committee
	Establish an independent appeals panel when there are admissions appeals	✓				
<b>Behaviour and Suspensions</b>	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term Suspension of more than five school days				✓	
	Convene <a href="#">a meeting to consider reinstating an excluded pupil</a> and consider parents' representations about an Suspension in some circumstances	✓	✓	✓		Quality of Education, PDBW and Safeguarding Committee

Function	Task	FGB	Committee	Individual governor	Executive Principal	We have delegated this to:	
	Arrange an <a href="#">independent review panel</a> to consider permanent Suspensions, 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 <a href="#">careers guidance</a> from year 8 to year 13	✓	✓		✓	Principal/ Executive Principal	
<b>Finance and budgets</b>	Make day-to-day spending decisions under the amount specified below The spending limit under which spending doesn't need approval <ul style="list-style-type: none"> <li>• up to £1,000 - Head of Operations</li> <li>• up to £20,000 - Executive Principal</li> <li>• from £20,000 to £75,000 - Executive Principal &amp; Chair</li> <li>• Over £75,000 - Finance and Risk Committee</li> </ul>				✓		
	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	✓	✓				FAR Committee
	Appoint an auditor to be approved by the members	✓	✓				FGB
	Participate in annual accounts consolidation exercises as communicated by the Department for Education	✓	✓			FGB	

Function	Task	FGB	Committee	Individual governor	Executive Principal	We have delegated this to:
	Refer potentially novel and contentious 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)	✓	✓			FGB
	Establish an <a href="#">audit and risk committee</a> If your trust's annual income is less than £50 million, you can combine it with another committee	✓				FAR
	Approve a balanced budget each financial year and submit to the ESFA	✓				
	Maintain a published <a href="#">register of interests</a> , including the business and pecuniary interests of members, trustees and local governors	✓				
	Monitor impact of pupil premium funding	✓	✓		✓	Executive Principal
<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	✓				
	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	✓				

Function	Task	FGB	Committee	Individual governor	Executive Principal	We have delegated this to:
	Delegate functions to committees and individuals	✓				
<b>Health &amp; Safety</b>	Monitor the implementation of the health and safety policy	✓	✓			FGB
	Make sure there is an appointed person in charge of first aid	✓	✓		✓	Executive Principal
<b>Parents and the community</b>	Make sure the required information is published on the school website	✓	✓		✓	Executive Principal
	Approve a complaints procedure	✓	✓	✓	✓	Executive Principal
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				Chair
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓		✓	Executive Principal
	Make sure the school complies with the General Data Protection Regulations ( <a href="#">GDPR</a> )	✓	✓		✓	Executive Principal
<b>Pupil wellbeing</b>	Make sure eligible pupils receive free school meals	✓	✓		✓	Executive Principal
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training	✓	✓		✓	Executive Principal
	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	✓			✓	Executive Principal
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	Executive Principal

Function	Task	FGB	Committee	Individual governor	Executive Principal	We have delegated this to:
<b>Safe-guarding</b>	Check that the school complies with statutory guidance on safeguarding	✓	✓			Quality of Education, PDBW and safeguarding committee
	Make sure there's a child protection policy in place	✓				Executive Principal
	Make sure a senior board level governor takes leadership responsibility for safeguarding and that they receive training	✓	✓			FGB
	Make sure governors receive safeguarding training	✓	✓	✓	✓	Executive Principal
	Appoint a member of staff to be the designated safeguarding lead				✓	Executive Principal
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	Executive Principal
<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		✓	✓	✓	Executive Principal
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	Executive Principal
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	Executive Principal
	Cooperate with the local authority in developing the local offer		✓		✓	Executive Principal

Function	Task	FGB	Committee	Individual governor	Executive Principal	We have delegated this to:
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	Executive Principal
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓	Executive Principal
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	Executive Principal
<b>Staffing matters</b>	Appoint Members of Senior Leaders excluding Executive Principal and Principal	✓				Executive Principal
	Appoint Executive Principal	✓				
	Appoint Principal	✓				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓			✓	Executive Principal
	Make sure employment law and guidance is being followed	✓	✓			FGB
	Approve staffing structure changes	✓	✓			FGB
	Dismiss the headteacher	✓				