



**COUNTESTHORPE LEYSLAND
COMMUNITY COLLEGE**

**SCHEME OF DELEGATION
2018 - 2019**

Policy Reviewed and Adopted by the Governing Board on:
Signed (Chair of Governors):
Date of Next Review:
Responsible Officer:

GENERAL

The Governing Board of Countesthorpe Leysland Community College operates at a strategic level, leaving the Principal and senior school leaders responsible and accountable to it for the operational day-to-day running of the school. The Board will focus on its three core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Under the Articles of Association of Countesthorpe Leysland Community College Trust, 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 Governing Board is responsible for ensuring that high standards of corporate governance are maintained. It will exercise its powers and functions with a view to fulfilling a strategic leadership role in the running of the College, 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 College and 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 College's financial, human and other resources
- Monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon
- Helping the College to be responsive to the needs of Parents and the community and making it more accountable through consultation and reporting
- Setting the College's standards of conduct and values
- Assessing and managing risk (including preparation of a statement on the College's risk management for its annual report and accounts).

The following functions may not be delegated and must remain the responsibility of the Full Governing Board:

Governing Board Procedures

- The election of the chair and vice-chair of the Full Governing Board
- The appointment of co-opted Governors
- The appointment of the clerk to Governors
- Suspension of any Governor
- Confirmation of the appointment of the Principal, Vice-Principals and Business Manager
- Decisions on Committee structures and the delegation of particular powers and responsibilities (as set out in Appendices A to F hereto)
- Monitoring of delegated powers – review reports and decide on necessary action
- The requirement to hold a meeting at least once a term

- The removal of the chair from office between elections.

School Management Matters

- Decisions on the length of College sessions
- Statutory information to Parents
- Approval of the Annual Report to Parents
- Guidelines on the College's discipline policy
- Approval of the annual budget
- Approval of the College's admissions and charging policies
- Approval of the College's policy on dual use of premises
- Decision to change the character of the College
- Approval and monitoring of Child Protection Policy and Procedures
- Approval and monitoring of Health and Safety Policy
- Approval and monitoring of Teachers' Pay Policy
- Completion of Register of Business Interests of Governors and Senior staff members
- To consider and approve the College Improvement Plan
- To ensure the College Evaluation Form or equivalent is in place and revised regularly.

Achievement and Learning Matters

- The duty to see that the College's curriculum, including religious education, satisfies statutory requirements
- Responsibility for collective worship and related matters
- Decisions related to the balanced treatment of political issues or the prohibition of political indoctrination
- Approval of the Special Educational Needs Information Report.

SPECIFIC DELEGATED ROLES

Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on strategic priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Principal based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Principal and provides strategic direction.

Disqualification – Principal, Staff Governors

Vice Chair of the Governing Board

- To assume the role of Chair of the Governing Board in their absence.

Disqualification – Principal, Staff Governors

Chair of a Committee

- To ensure the business of the Committee of the Governing Board is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

Disqualification – Principal, Staff Governors

Clerk to the Governing Board and its Committees

- To work effectively with all Governors to support the Governing Board
- To advise the Governing Board on constitutional and procedural matters, duties and powers
- To convene meetings of the Governing Board
- To attend meetings of the Governing Board and ensure minutes are taken and distributed
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Board from time to time.

Accounting Officer

The Funding Agreement requires each College 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 Board for:

- Ensuring regularity and propriety
- Prudent and economical administration
- Avoidance of waste and extravagance
- Efficient and effective use of available resources
- The day to day organisation, staffing and management of the College.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example the Business Manager. Within the framework of the College Improvement Plan as approved by the Governing Board the Principal has overall executive responsibility for the College's activities including financial activities. Much of the financial responsibility has been delegated to the Business Manager 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 Board
- Authorising contracts between £500 and £25,000 in conjunction with the Business Manager; contracts above £25,000 will need to be approved by the Governing Board
- Signing cheques/BACS payments up to £10,000 in conjunction with other authorised signatories. Two signatories are required on all cheques/bacs payments. Payments over £10,000 require the second signatory to be a Governor.

Business Manager

The main responsibilities of the Business Manager are:

- The day to day management of financial issues including the establishment and operation of a suitable accounting system
- The management of the College's financial position at a strategic and operational level within the framework for financial control determined by the Governing Board
- 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 College
- The preparation of monthly management accounts
- Authorising orders below £500 in conjunction with budget holders
- Ensuring forms and returns are sent to the DfE/EFSA in line with the timetable in the DfE/ESFA guidance
- Signing such forms as necessary.

Responsible Officer

The Governing Board 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 College. To assist in this, they will appoint a person who will have specific responsibility for overseeing the

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

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

- The financial responsibilities of the Governing Board are being properly discharged
- Resources are being managed in an efficient, economical and effective manner
- Sound systems of internal financial control are being maintained
- Financial considerations are fully taken into account in reaching decisions.

APPENDIX A - Terms of reference for the Resources Committee

General Terms

- To act on matters delegated by the full Governing Board.
- To liaise and consult with other Committees where necessary.
- To contribute to the College Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all Committee functions.

Quorum

Quorum is three Governor members of the Committee, two of whom must not work at the College.

Meetings

- The Committee will meet at least once each term in accordance with the schedule of meetings determined by the Governing Board.
- In the absence of the chair, the Committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk, the Committee shall choose an acting clerk for that meeting from among their number (someone who is not the Principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Board and will be presented at that meeting by the chair (or in his/her absence another member of the Committee).
- Any decisions taken must be determined by a majority of votes of Committee members present and voting. No vote can be taken unless a majority of those present are Governors. Issues on which consensus cannot be achieved must be referred to the full Governing Board if any of the voting members of the Committee so desire.

Financial Policy and Planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the Committee, Principal and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a Charging and Remissions Policy.
- To establish and maintain a three-year financial plan, taking into account the priorities of the College Improvement Plan, roll projection and signals from Central Government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the Governing Board for adoption an annual school budget taking into account the priorities of the College Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Principal.

Financial Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Principal.
- To report back to each meeting of the full Governing Board and to alert them of potential problems or significant anomalies at an early date.
- To meet with other Committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the College.

- To prepare the Trustees' Report to form part of the Statutory Accounts of the Governing Board and for filing in accordance with Companies Act requirements.
- To receive auditors' reports and to recommend the Governing Board action as appropriate in response to audit findings.
- To recommend to the full Governing Board the appointment or re-appointment of the auditors.

Premises

- To provide support and guidance for the Governing Board and the Principal on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the Governing Board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Board.
- To arrange professional surveys and emergency work as necessary. (The Principal is authorised to commit expenditure without the prior approval of the Committee in any emergency where delay would result in further damage or present a risk to the health and safety of students or staff. In this event the Principal would normally be expected to consult the Committee chair at the earliest opportunity.)
- To create a project Committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan.
- To review, adopt and monitor a Health and Safety Policy.
- To ensure that the Governing Board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Policies

The Resources Committee will review and agree the following policies:

- Child Protection and Safeguarding (ratification by FGB)
- Whistleblowing
- Freedom of Information
- Financial Procedures Handbook
- Anti-Fraud Policy
- 16-19 Bursary Scheme Policy and Guide
- Charging and Remissions Policy
- Business Continuity Plan
- Risk Register
- Scheme of Delegation (ratification by FGB).

Members of the Resources Committee

Governors:

Bluff, Alison

Aitcheson, Catherine (Principal)

Uprichard, Suzanne

Wall, Richard

Senior leaders:

Kaur, Surinder

Thurston, Damian

Clerk:

Jacqueline Walker

APPENDIX B - Terms of reference for the Achievement and Learning Committee

General Terms

- To act on matters delegated by the full Governing Board.
- To liaise and consult with other Committees where necessary.
- To contribute to the College Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all Committee functions.

Quorum

Quorum is three Governor members of the Committee, two of whom must not work at the College.

Meetings

- The Committee will meet at least once each term in accordance with the schedule of meetings determined by the Governing Board.
- In the absence of the chair, the Committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk, the Committee shall choose an acting clerk for that meeting from among their number (someone who is not the Principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Board and will be presented at that meeting by the chair (or in his/her absence another member of the Committee).
- Any decisions taken must be determined by a majority of votes of Committee members present and voting. No vote can be taken unless a majority of those present are Governors. Issues on which consensus cannot be achieved must be referred to the full Governing Board if any of the voting members of the Committee so desire.

Curriculum Planning and Delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full Governing Board the:
 - Self-evaluation form
 - College Improvement Plan
 - Targets for College improvement.
- To develop and review policies identified within the College's policy review programme in accordance with its delegated powers (e.g. student behaviour/discipline, sex education).
- To ensure that the requirements of the children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Principal/SENCo and an annual report from the link SEND Governor.

Assessment and Improvement

- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of quality of teaching on rates of student progress and standards of achievement.
- To monitor and evaluate rates of progress and standards of achievement by students, including any underachieving groups.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the Committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.

- To consider recommendations from external reviews of the College (e.g. Ofsted or local College improvement advisors), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all students have equal opportunities.
- To advise the Resources Committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor the College's publicity, public presentation and relationships with the wider community.
- To identify and celebrate student achievements.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the College website content is fully compliant and presented in an accessible way.

Policies

Achievement and Learning Committee will review and agree the following policies:

- Child Protection and Safeguarding (ratification by FGB)
- Policies relating to the teaching of specific subjects, e.g. English Policy, Maths Policy
- Homework Policy
- Examinations Policy.

<u>Members of the Achievement and Learning Committee</u>	
Governors:	Senior leaders:
Hayes, Jonathan	Gartside, Tim
Hollingshead, Kerry	
Knott, Stephen	
McDonald, Steve	Clerk:
Aitcheson, Catherine (Principal)	Jacqueline Walker
Uprichard, Suzanne	

APPENDIX C - Terms of reference for the Personnel Committee

General Terms

- To act on matters delegated by the full Governing Board.
- To liaise and consult with other Committees where necessary.
- To contribute to the College Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all Committee functions.

Quorum

Quorum is three Governor members of the Committee, two of whom must not work at the College.

Meetings

- The Committee will meet at least once each term in accordance with the schedule of meetings determined by the Governing Board.
- In the absence of the chair, the Committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk, the Committee shall choose an acting clerk for that meeting from among their number (someone who is not the Principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Board and will be presented at that meeting by the chair (or in his/her absence another member of the Committee).
- Any decisions taken must be determined by a majority of votes of Committee members present and voting. No vote can be taken unless a majority of those present are Governors. Issues on which consensus cannot be achieved must be referred to the full Governing Board if any of the voting members of the Committee so desire.

Specific Terms

- To ensure that the College is staffed sufficiently for the fulfilment of the College Improvement Plan and the effective operation of the College.
- To establish and oversee the operation of the College's Appraisal Policy - including the arrangements and operation of the College's appraisal procedures for the Principal.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Governing Board for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the Governing Board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, eg training.

Policies

Personnel Committee will review and agree the following policies:

- Child Protection and Safeguarding (ratification by FGB)
- Preventing Extremism and Radicalisation
- Appeals
- Attendance Management
- Bike-2-Work
- Capability

- Disciplinary
- Equality and Diversity
- Family Leave
- Grievance and Dignity at Work
- Probation
- Pay (ratification by FGB).

Members of the Personnel Committee

Governors:

Chinery, Jane

Aitcheson, Catherine (Principal)

Uprichard, Suzanne

Senior leaders:

Thurston, Damian

Kaur, Surinder

Clerk:

Jacqueline Walker

APPENDIX D - Terms of reference for the Pay Committee

General Terms

- To ensure that Countesthorpe Leysland Community College applies its Pay Policy in a consistent and fair manner for all its qualified and unqualified teaching staff.

Quorum

Quorum is three Governor members of the Committee, none of whom must work at the College.

Meetings

- The Committee will meet at least twice during the academic year in accordance with the schedule of meetings determined by the Governing Board.
- In the absence of the chair, the Committee shall choose an acting chair for that meeting from among their number.

Specific Terms

- The business of the Pay Committee shall be the consideration of the outcomes of appraisal of all teaching staff.

Members of the Pay Committee

Governors:

Perkins, Emma

Uprichard, Suzanne

Chinery, Jane

Senior leaders:

Catherine Aitcheson, as provider of information to the Committee

APPENDIX E - Terms of reference for the Principal's Performance Management Committee

General Terms

- To ensure that Countesthorpe Leysland Community College applies its Pay Policy in a consistent and fair manner for the Principal and the Academy, holding the Principal to account for the performance of the Academy.

Quorum

Quorum is three Governor members of the Committee, none of whom must not work at the College.

Meetings

- The Committee will meet at least once each term with the Principal.
- In the absence of the chair, the Committee shall choose an acting chair for that meeting from among their number.

Specific Terms

- The Committee will set objectives for the Principal with support from the Academy's External Educational Advisor.
- The Committee will monitor progress against the objectives with support from the Academy's External Educational Advisor.
- The Committee will make recommendations to the full Governing Board regarding any pay award for the Principal.
- The Committee will, should the situation arise, inform the full Governing Board of any significant concerns it has regarding the performance of the Principal in order that the full Governing Board can determine an appropriate course of action.

<u>Members of the Principal's Performance Management Committee</u>	
Governors:	
??	External Advisor
Uprichard, Suzanne	
Wall, Richard	

APPENDIX F - Terms of reference for the Health and Safety Sub-Committee (of the Resources Committee)

General Terms

- To ensure that Countesthorpe Leysland Community College discharges its Health and Safety duties to its students, staff and visitors in a full and proper manner.

Quorum

Quorum is three Governor members of the Committee, one of whom must not work at the College.

Meetings

- The Committee will meet at least once each term in accordance with the schedule of meetings determined by the Governing Board.
- In the absence of the chair, the Committee shall choose an acting chair for that meeting from among their number.
- The Committee shall choose a clerk for each meeting from among their number (someone who is not the Principal).
- Notes of the meetings will be presented to the Resources Committee by the Business Manager.

Specific Terms

- The business of the Health and Safety Committee shall be the consideration of all relevant Health and Safety issues brought to its attention by any means, together with deciding upon appropriate action together.

Members of the Health and Safety Sub-Committee

Governors:

Knott, Stephen

Uprichard, Suzanne

Senior leaders:

Kaur, Surinder

Bond, Grant

Fox Kathryn

Glover, Kerry

Nataly, Sarah

Rouse, Mark

Williams, Nathan

Scott Andrew