



**COUNTESTHORPE LEYSLAND  
COMMUNITY COLLEGE**

**SCHEME OF DELEGATION  
2019 - 2020**

*Policy Reviewed and Adopted by the Governing Board on:*

8 October 2019

*Signed (Chair of Governors):*

*Date of Next Review: This document will be reviewed as necessary.*

*Responsible Officer: Clerk to Governors*



## 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 effective and efficient 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).

### **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 C 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
- Guidelines on the College's Discipline/Behaviour Policy
- Approval of the College's Financial Procedures
- Approval and monitoring of the annual budget
- Approval and monitoring of the 3-year financial plan
- Approval of the College's admissions and charging policies
- Preparation of the Trustees' Report to form part of the Statutory Accounts of the Trust
- Review and monitor progress on actions identified in auditors' reports
- Recommend to Members appointment of external auditors
- 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, Accessibility Plan and Building Development Plan
- Approval and monitoring of Teachers' Pay Policy
- Completion of Register of Business and Pecuniary Interests of Governors and Senior staff members
- To consider, approve and monitor the College Improvement Plan
- To ensure the College Self-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 (**Prevent**)
- Approval of the Special Educational Needs Information Report
- Monitoring/evaluation of impact of quality of teaching on student progress and achievement
- 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 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 the Assessment Policy and to ensure that the policy is operating effectively.

### **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 the College to identify the Principal as the Accounting Officer. This post confers responsibility for financial and administrative matters. The Accounting Officer is personally responsible to the Governing Board and to the Secretary of State for Education 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/ESFA 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/ESFA.

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 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:

Chinery, Jane

Perkins, Emma

Uprichard, Suzanne

##### Senior leaders:

Catherine Aitcheson

Damian Thurston

as providers of information to the Committee

## **APPENDIX B - 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 twice in the year 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.

#### Members of the Principal's Performance Management Committee

##### Governors:

Bluff, Alison

Rose, Kay

Uprichard, Suzanne

External Advisor – Chris Parkinson, CEO, LiFE  
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## APPENDIX C - Terms of reference for the Health and Safety 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:

Rose, Kay

Uprichard, Suzanne

##### Senior leaders:

Bond, Grant

Fox, Kathryn

Glover, Kerry

Kaur, Surinder

Nataly, Sarah

Rouse, Mark

Scott, Andrew

Williams, Nathan