

THE ST MARYLEBONE CE BRIDGE SCHOOL LIMITED

SCHEME OF DELEGATION

Policy and arrangements for delegation of the Governing Board's financial and other powers and duties

The St Marylebone CE Bridge School Limited (the Trust) is governed by a governing board constituted under its Memorandum and Articles of Association (the Board). The Board 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 school, addressing such matters as:

- Strategic leadership and forward planning, focused on school improvement;
- Ensuring clarity of vision and ethos;
- Setting the school's overall standards of conduct and values;
- Holding school leaders to account for educational performance;
- Monitoring overall performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- Ensuring systems are in place for compliance with legal requirements;
- Financial policy, and overseeing the financial performance of the Trust and making sure its money is well spent;
- Assessing and managing risk.

Arrangements for delegation

The Board has formed three committees: Finance and Premises, Audit and Risk, and Pay. The terms of reference of the Committees are annexed to this document. Matters delegated to the Committees are set out in the respective terms of reference.

A list of school policies and certain other documents, identifying which are subject to scrutiny by the Board and which have been delegated to a Committee or to the Head of School, is also attached.

The terms of reference of the Committees are reviewed annually by the relevant Committee, and the Board reviews those terms of reference and the policy list annually as part of its scrutiny of delegation. Subject to those matters, in general, the Board retains responsibility and will not delegate powers. There are some limited exceptions to this, namely:

- Delegation of certain powers and duties to the Head of School
- Delegation of powers to a panel of governors as required and as separately constituted from time to time.

These delegated powers and duties are listed in more detail below.

Link governors

The Board may allocate “link governor” roles for certain areas of activity, such as SEN or Safeguarding: the link governor is a point of contact and consultation for school leadership. The link governor will have named link leaders within the school and will make it their responsibility within the role to have regular contact with the school on their link topic, as well as undertaking specific training as necessary. They are to ensure they receive and provide updates on developments in their link area but do not have delegated authority to make decisions on behalf of the Board.

Governor panels

Governor panels will normally be formed by selecting three governors from a list alphabetically by surname, depending on governor availability and eligibility for the panel concerned. Staff governors will not be asked to sit on exclusion panels; in seeking members for such panels, parent governors will not be asked to participate unless it is not possible to form a panel in the required timescale without them, in which case only those parent governors who have not had any previous dealings with the pupil facing exclusion will be invited. A record is kept of the selection of governors for panels.

Delegated responsibility

Where responsibility has been delegated, all decisions taken will be properly recorded for reporting to the Board as and when it requires. Where matters are delegated to the Head of School, the Head may delegate tasks to other members of staff, but the Head of School remains accountable to the Board.

This policy takes into account:

- i) The Trust Funding Agreement
- ii) The Trust Articles of Association
- iii) The Academies Handbook currently in force
- iv) Other government guidance issued from time to time

Governors do not incur any personal liability in respect of anything done honestly, reasonably and in good faith in exercising their power to spend the school's budget share or delegating that power to the Head of School. The Board is accountable for all actions taken in its name by individuals or committees to which it has delegated functions.

The Board will review this scheme of delegation annually.

Delegation of powers and duties – terms of reference

It is recognised that the whole area of delegation can be a challenging one. The Board retains responsibility in law for all the activities of the school, and is entitled to exercise oversight to satisfy that responsibility. By the same token, in order to allow the school to function efficiently, the Board delegates suitable powers and responsibilities to the Head of School. No written scheme of delegation can be fully comprehensive. As a matter of principle, the approach from school leaders should be “if in doubt, ask” and from governors should be “is this request or process necessary to fulfil our responsibilities?”

Activity	Board	Committee	Head	Staff	Comments
Key function: Finance and Premises					
1. Approve annual budget and 3-year forecast	✓	F and P			
2. Regularly review reports of income and expenditure against budget	✓	F and P		Dir of Fin	Summary monthly management accounts presented to all F and P meetings during the year; reports and minutes of all F and P meetings given to Plenary, Chair reviews all monthly management accounts
3. Monitor monthly income and expenditure			✓	Dir of Fin	
4. Enter into contracts and make payments in accordance with approved budget; this does not include contracts of employment, which are dealt with below	✓ Over £25,000	F and P between £10,000 and £25,000	✓	Dir of Fin below £10,000	See ToRs of F and P
5. Approve contracts other than employment contracts, which are dealt with below	✓ Over £25,000	F and P over £10,000		Dir of Fin below £10,000	
6. Review risk register	✓ Half-termly	A and R Half-termly			
6. Review and approve miscellaneous financial decisions		F and P			
7. Approve the annual report and accounts	✓	A and R to review			

8. Appoint the auditors	Plenary to recommend to members	A and R to recommend to Plenary			
9. Review and approve insurance arrangements including personal liability		F and P			

Activity	Board or Board Committee	Committee	Head	Staff	Comments
Key function: Staffing					
1. Appoint the Head of School	✓				A selection panel can be appointed by the Board
2. Appoint a member of the Senior Leadership Team	✓		✓		A selection panel must be appointed by the Head of School and must include exec head and at least 1 other governor
3. Approve initial pay budget and staff complement and list of posts for recruitment purposes		Pay, F and P			
4. Appoint other teaching and support staff in accordance with agreed budgets and approved list			✓		
5. Review and agree all changes in pay		Pay			
6. Dismissal of Head of School	✓				
7. Dismissal of other staff			✓		
8. Suspension of Head of School	✓				A panel should be appointed by the Board
9. Suspension of other staff			✓		

10. Ending suspension of Head of School	✓				A panel should be appointed by the Board
11. Ending suspension of other staff			✓		
12. Determining dismissal payments or early retirement	✓				
13. Set objectives, review performance and recommend pay of Head of School	✓				Panel comprising Chair, Chair of F and P and one other non-staff governor
14. Set objectives, review performance and recommend pay of other staff			✓		Headteacher may delegate objective setting and performance reviews as appropriate

Activity	Board or Board Committee	Committee	Head	Staff	Comments
Key function: Curriculum and Teaching and Learning					
1. Approve curriculum policy and plan	✓				
2. Approve approach to enrichment and other activities	✓				
3. Ensure provision of RE in line with requirements	✓				
4. Responsible for standards of teaching and for the education of individual pupils			✓	✓	
5. Review and approve residential/overseas trips including risk assessments	✓				
6. Set and publish, where required, targets for pupil attainment and progress	✓				

Activity	Board or Board Committee	Board Committee	Head	Staff	Comments
Key function: Pupil behaviour, Welfare and Safeguarding					
1. Receive and approve annual safeguarding report	✓				
2. Review permanent exclusions in line with policy and guidance	✓				A panel should be appointed by the Board in each case
3. Decide to exclude a pupil (permanent or fixed term exclusion)			✓		
4. Deal with complaints about the Head of School		Chair			Chair of Governors, in accordance with policy
5. Deal with complaints about the school, teachers etc			✓		
6. Termly review of Single Central Record and of safeguarding records and procedures		Safeguarding Governor			

Activity	Board or Board Committee	Committee	Head	Staff	Comments
Key function: School Organisation					
1. Decide on changes to admissions policy	✓				
2. Make admissions offers of places in line with policy			✓		
3. Approve times of school sessions and dates of school terms and holidays	✓				
4. Review and approve annual school prospectus including equivalent information published on the school website	✓				

5. Approve a central list of school policies, their delegation levels and review frequencies, in accordance with legal requirements	✓				
6. Maintain records of all school policies, ensure updated and reviewed on a timely basis and approved by Board as required			✓		
7. Prepare and review risk assessments for all regular and one-off activities as needed			✓	✓	

Activity	Board or Board Committee	Committee	Head	Staff	Comments
Key function: Governing Board procedures					
1. Draw up and review annually the arrangements for delegation	✓				
2. Appoint and remove chair and vice-chair	✓				
3. Set up and maintain a register of governors' business interests	✓				
4. Set up and approve processes for governors' expenses		F and P			
5. Appoint and dismiss clerk to the governors	✓				
6. Consider changes in constitution, forming or joining a Multi-academy trust or other federation	✓				
7. Make decisions involving controversial, significant or unusual discretion	✓				
8. Establish a written code of conduct for governors	✓				
9. Draw up and review annually a statement of the school's ethos and values/mission	✓				

**Terms of Reference
for the Audit and Risk Committee
of The St Marylebone Church of England Bridge School**

Purpose

- To assist the decision-making process of the Governors of the Academy by enabling more detailed consideration of financial control and audit matters.
- To provide the best means of fulfilling the Governors' responsibility of ensuring sound management of the Academy's finances and resources, including management of risk and the use of effective internal controls.
- To make appropriate comments and recommendations on such matters to the Finance and Premises Committee and/or Governors where appropriate and on a regular basis. Major issues will be referred to the full Board of Governors for ratification.

Terms of Reference

Subject to the requirements of the Academies Act 2010, the Audit and Risk Committee is authorised:

1. To recommend to the Governors the appointment or reappointment of the auditors of the Academy.
2. To consider the Audit Plan prepared by the auditors, review its appropriateness and make suggestions for any changes and/or additional work that might assist the Audit Committee in carrying out its duties.
3. To receive the Auditor's Reports and Management Letter and to recommend to the Finance and Premises Committee and/or Governors, action as appropriate in response to audit findings.
4. To receive the Audited Financial Statements and Annual Report and recommend, or otherwise, their approval by the Board of Governors.
5. To liaise with and make/receive reports to/from the Finance and Premises Committee making recommendations to them about the financial aspects of matters being considered by them.
6. To liaise with the Director of Finance and Administration to ensure that internal controls are developed, maintained and implemented.

7. To recommend the appointment of an external consultant to assist with the internal scrutiny process.
8. To oversee the risk management process and to ensure that the Risk Register was reviewed on a regular basis by the Finance and Premises Committee and the full Governing Body.
9. To oversee the implementation of applicable legislation.

Approved by Board of Governors – 7 October 2014; 24 November 2015; 11 October 2016; 10 October 2017; 15 October 2018; 8 October 2019; 20 October 2020; 5 October 2021; October 2022; June 2023

Terms of Reference for the Finance and Premises Committee of The St Marylebone Church of England Bridge School

Purpose

- To assist the decision-making process of the Governors of the Academy by enabling more detailed consideration of finance and premises matters.
- To provide the best means of fulfilling the Governors' responsibility of ensuring sound management of the Academy's finances and resources, including proper planning, monitoring and probity.
- To make appropriate comments and recommendations on such matters to the Governors on a regular basis. Major issues will be referred to the full Board of Governors for ratification.

Terms of Reference

Subject to the requirements of the Academies Act 2010, the Finance and Premises Committee is authorised:

1. To consider the Academy's indicative funding, notified annually by the ESFA, and to assess its implications for the Academy, in consultation with the Head of School, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governors.
2. To consider and recommend acceptance/non-acceptance of the Academy's budget, before the start of each financial year.
3. To contribute to the formulation of the Academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Executive Headteacher and Head of School, within the stated and agreed aims and objectives of the Academy.
4. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
5. To liaise with the Audit and Risk Committee and to receive and implement recommendations from the Audit and Risk Committee about financial and internal control aspects of the Academy's operations.
6. To monitor and review income and expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, and with the financial regulations of the DfE and/or ESFA, drawing any matters of concern to the attention of the Governors.
7. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate, to make recommendations for improvement.

8. To oversee the preparation of the financial statements to accompany the Annual Report of the Academy for publication and for filing in accordance with DfE and Companies Act requirements.
9. To authorise expenditure within agreed sub-heads of the Academy's budget up to the level of £25,000.
10. To authorise the Director of Finance and Administration to approve expenditure within agreed sub-heads of the delegated budget up to the level of £10,000. Amounts over £10,000 and up to £25,000 to have the approval of at least one of the Chair of Governors, Executive Headteacher, Head of School.
11. To authorise the Director of Finance and Administration to operate an imprest petty cash facility of up to £500 for the payment of non-contentious academic and administrative sundries.
12. To oversee the planning, development and financing of present and future uses of the school premises.
13. To approve policies delegated to it by the Governing Body.
14. To oversee compliance with Health and Safety regulations.
15. To oversee routine maintenance and security of the premises.
16. To oversee that adequate insurance cover is in place at all times.
17. To oversee the implementation of appropriate measures in response to developments in legislation, regulation, climate change or applicable codes of practice.

Approved by Board of Governors – 7 October 2014; 6 October 2015; 11 October 2016; 10 October 2017; 15 October 2018; 8 October 2019; 20 October 2020; 5 October 2021; 11 October 2022

Terms of Reference for the Pay Committee of The St Marylebone Church of England Bridge School

Purpose

- The Pay Committee will have delegated powers to make all determinations of pay in accordance with the Pay Policy determined by the Governing Body for teaching and support staff subject to report to the full Governing Body.
- To make appropriate comments and recommendations on such matters to the Governing Body where appropriate and on a regular basis.

Membership

- The Chair of Governors, Chair of Finance and Premises Committee and two non-staff governors.

Terms of Reference

1. To implement the whole school pay policy in an equitable manner.
2. To apply the criteria set by the whole school pay policy in determining the pay of each employee on an annual basis.
3. To comply with all statutory and contractual obligations
4. To minute clearly the reasons for all decisions and report these decisions to a full meeting of the Governing Body.
5. To advise the Governing Body on the annual budgetary requirements of the Pay policy and to take account of the limits established.
6. To keep abreast of relevant developments and to advise the Governing Body when the school's pay policy requires revision.
7. To agree a list of posts to include any Teaching and Learning Responsibilities or equivalent attached to a post

Agreed by Governing Body: 3 May 2016; 11 October 2016; 10 October 2017; 15 October 2018; 8 October 2019; 20 October 2020; 5 October 2021; 11 October 2022

APPENDIX TWO – STATUTORY POLICIES

STATUTORY POLICIES WHICH ACADEMIES HAVE TO HAVE

		<i>Statutory / recommended</i>		<i>SMBS</i>	<i>Last Reviewed</i>	<i>Review cycle</i>		
A	That need to be reviewed by Plenary							
1	Admissions arrangements	Annually		Admissions	May 2023	annual		
2	Protection of biometric information of children	Annually		n/a				
3	Compliance with ECT framework	Annually		n/a				
4	Child Protection policy and procedures	Annually		Child Protection & Safeguarding, including Online Safety	Oct 2022	annual		
5	Children with health needs who cannot attend school	Annually		n/a				
6	SEN and Disability	Annually		SEN and disability	July 2023	annual		
7	Careers guidance: details of careers programme and provider access statement	Annually		Provider Access (Baker Clause)	Nov 2022	annual		

All policies in Section A should be reviewed annually

		<i>Statutory / recommended</i>		<i>SMBS</i>	<i>Last Reviewed</i>	<i>Review cycle</i>		
B	That can be delegated to a committee, individual governor or the Head							
1	Charging and remissions	Annually		Charges and remissions	May 2022	3 years	F&P	
2	Data protection	Annually		<i>in production</i>			Plenary	
3	School complaints	Annually		School complaints procedure	Jul 2022	3 years	Plenary	
4	Capability of staff	Annually		Teacher Appraisal	Dec 2020	annual	Plenary	
5	Staff discipline, conduct and grievance (procedures for addressing)	Annually		Staff Behaviour (Code of Conduct)	June 2020	3 years	Plenary	
6	Statement of procedures for dealing with allegations of abuse against staff	Annually		When allegations of abuse are made against staff: policy & procedure	May 2020	3 years	Plenary	
7	Accessibility plan	3 years		Accessibility policy and plan	Nov 2022	3 years	F&P	
8	Supporting pupils with medical conditions	Annually		Supporting pupils with medical conditions	Jan 2023	annual	Plenary	
9	Sex and relationships education	Annually		Relationships, Sex & Health Education	July 2022	annual	Plenary	
10	Behaviour in schools	Annually		Positive Behaviour	Mar 2021	3 years	Plenary	
11	School suspensions and exclusion	Annually		Exclusions	Mar 2022	3 years	Plenary	
12	Premises management documents	Annually		Premises Management (F&P)	Nov 2022	annual	F&P	
13	Equality information and objectives (public sector equality duty) statement for publication	4 years		Equality Information and objectives	Oct 2019 July 2023	4 years 2 years	Plenary	

Going forward it is suggested that where annual review is recommended, that review should be delegated to the Head of School, with review by Plenary or F&P every four years

		<i>Statutory / recommended</i>	<i>SMBS</i>	<i>Last Reviewed</i>	<i>Review cycle</i>		
C	Live documents that have to be kept and can be delegated to a committee, an individual governor or the Head						
1	Register of pupils' admission and attendance		yes				
2	School information published on website		yes				
3	Single central record of recruitment and vetting checks		yes				
4	Register of business interests of Head and governors		yes				

All documents in Section C are delegated to the Head of School

D	Documents specified as needing approval from the Employer (which must mean Plenary) with no mention of delegation						
1	Health and Safety	Annually	Health and Safety (F&P)	Oct 2022	annual		
2	First aid in schools	Annually	<i>Appendix to H&S policy</i>	Oct 2022	annual		

Policies in Section D should first be considered by Finance & Premises Committee and then by Plenary

		<i>Statutory / recommended</i>		<i>SMBS</i>	<i>Last Reviewed</i>	<i>Review cycle</i>	<i>Reviewed by:</i>	
E	Additional documents required from governing bodies by Academies Handbook							
1	Annual written approval of a scheme of delegation of financial powers	Annually		<i>In production</i>			Plenary	
2	Minuted approval of a balanced budget	Annually		yes	July 2022		Plenary	
3	Monthly management accounts shared monthly with chair of governors and 6 times a year with all governors			yes	May 2023		F&P & Plenary	
4	Risk register reviewed at least annually	Annually		Yes (reviewed 3 times a year by both F&P and Plenary and once by A&R at the end of the year)			A&R; F&P & Plenary	
5	Published procedures for whistle-blowing	Annually		Whistleblowing policy	Dec 2020	3 years	Plenary	
6	Annual audited accounts and related documentation	Annually		yes	Dec 2022		Plenary	
7	Internal scrutiny documentation	Annually		In progress			A&R & Plenary	
8	Contingency and business continuity plan	Annually					F&P & Plenary	
8	Pay Policy	Annually			Oct 2022		Pay	

All documents in Section E should first be considered by the Finance & Premises Committee or by the Audit and Risk Committee and then by Plenary, except where specified

SMBS POLICIES NOT ON STATUTORY LIST

			SMBS	Last Reviewed	Review cycle		
	To be reviewed by Plenary		Worship	May 2023	3 years	Plenary	
			Marking & Feedback	June 2020	3 years	Plenary	
			Educational Visits (off-site)	June 2020	3 years	Plenary	
			Governors' Code of Conduct	Oct 2022	annual	Plenary	
	To be reviewed by Plenary		Lettings	May 2023	annual	F&P	
			Staff attendance	Dec 2020	3 years	Plenary	
			Governors' expenses	Dec 2020	3 years	Plenary	
			Anti-bullying	Mar 2021	3 years	Plenary	
			Website privacy	Mar 2021	3 years	Plenary	
			Emotional Wellbeing & Mental Health	Oct 2022	2 years	Plenary	
			Whole School Food	Jan 2023	2 years	Plenary	
			Physical Activity & Wellbeing	Jan 2023	2 years	Plenary	
			Personal, Social, Health & Economic Education (including RSE & Health	Nov 2022	3 years	Plenary	
			Lone Working	Jan 2023	3 years	Plenary	
			Examinations	Jan 2023	3 years	Plenary	
	To be reviewed by Plenary		Home School Agreement	May 2023	annual	Plenary	