



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. Matters delegated to the Committees are set out in the respective terms of reference.

The terms of reference of the Committees are reviewed annually by the relevant Committee, and the Board reviews those terms of reference 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 careers 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&P			
2. Regularly review reports of income and expenditure against budget	✓	F&P		Director of Finance	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			✓	Director of Finance	
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&P between £10,000 and £25,000	✓	Director of Finance below £10,000	See ToRs of F&P
5. Approve contracts other than employment contracts, which are dealt with below	✓ Over £25,000	F&P over £10,000		Director of Finance below £10,000	
6. Review risk register	✓ Half-termly	F&P Half-termly			
7. Review and approve miscellaneous financial decisions		F&P			
8. Approve the annual report and accounts	✓	A&R to review			
9. Appoint the auditors	Plenary to recommend to members	A&R to recommend to Plenary			
10. Review and approve insurance arrangements including personal liability		F&P			

Activity	Board or Board Committee	Committee	Head	Staff	Comments
Key function: Staffing					
1. Appoint the Head of School	✓				A selection panel will 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&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&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
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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			
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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 statutory school policies, their delegation levels and review frequencies, in accordance with legal requirements	✓				Governance professional will manage this policy tracker
6. Maintain records of all non-statutory school policies, ensure updated and reviewed on a timely basis			✓		
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&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	✓				