

Sandwich Technology School Governing Body

DELEGATION OF FUNCTIONS

Although decisions may be delegated, the Governing Body as a whole remains responsible for any decision made under delegation.

The Governing Body has resolved to conduct its business by delegating certain of its functions to a Strategy Group, a Learning and Development Team, a Resources Team, a Pay Committee, a Development Review Panel, the Headteacher and the Company Secretary. Separate Terms of Reference have been drawn up to frame each of these delegated arrangements.

The master list of functions has been drawn from the following documents:

- the Trust's Funding Agreement;
- the Trust's Memorandum and Articles of Association;
- the Governance Handbook;
- the Academies Financial Handbook; and
- the Independent School Standards.

KEY:

FGB = Full Governing Body
SG = Strategy Group

L&D = Learning and Development Team
RT = Resources Team

PC = Pay Committee
HT = Headteacher

SEC = Company Secretary

* Consideration of these matters will coincide with the review of the associated policies, in accordance with the agreed policy review schedule

** These functions will be fulfilled through consideration of the Headteacher's Report and the School Development Plan

AREA	No	FUNCTION	FGB	SG	L&D	RT	PC	HT	SEC
Curriculum	1	To provide a broad and balanced curriculum* <i>Linked to review of Curriculum Statement</i>			X			X	
	2	To ensure that provision is made for religious education to be given to all pupils* <i>Linked to review of Collective Worship Policy/SMSC & British Values Policy</i>			X			X	
	3	To have regard to Government guidance on sex and relationship education and to publish a written statement of the school's policy on sex education* <i>Linked to review of Relationship and Sex Education Policy</i>			X			X	
	4	To promote the cultural development of pupils* <i>Linked to review of SMSC & British Values Policy</i>			X			X	

AREA	No	FUNCTION	FGB	SG	L&D	RT	PC	HT	SEC
	5	To prevent pupils under 12 from taking part in political activities and not allow the promotion of one-sided political views						X	
	6	To ensure the school's ethos promotes British values, with particular regard to the protected characteristics set out in the Equality Act 2010* <i>Linked to review of SMSC & British Values Policy</i>			X				
	7	To promote community cohesion						X	
Finance	8	To appoint an Accounting Officer and a Chief Financial Officer		X					
	9	To approve a written scheme of delegation of financial powers that maintains robust internal control arrangements		X					
	10	To have a committee to which the board delegates financial scrutiny and oversight		X					
	11	To receive and consider information on financial performance at least six times a year and take appropriate action to ensure on-going viability				X			
	12	To have appropriately qualified and/or experienced finance staff and assess whether those holding key financial posts should have a business or accountancy qualification				X			
	13	To identify at least one Governor who has the skills to interpret the full detail of financial data and can identify the issues that most need to be discussed				X			
	14	To approve a formal budget plan for each financial year and ensure that a budget is set aside for governor induction, training and development	X						
	15	To establish a mechanism for the receipt and management of donations and endeavour to procure donations for the purpose of the objects						X	
	16	To determine a charging and remissions policy* <i>Linked to review of Charging and Remissions Policy</i>				X			
	17	To ensure its accounts are audited annually by independent auditors appointed under approved arrangements				X			
	18	To ensure that the Academy balances its budget from year to year				X			
	19	To expend the funds of the Academy Trust in such manner as is most beneficial for the achievement of the objects				X			
	20	To benchmark financial information to determine whether resources could be used more efficiently				X			

AREA	No	FUNCTION	FGB	SG	L&D	RT	PC	HT	SEC
	21	To ensure the chair of the board of trustees and the accounting officer manage their relationships with connected parties to avoid both real and perceived conflicts of interest		x					
	22	To ensure that investment risk is properly managed		x					
	23	To review the Trust's investments and investment policy regularly, make a considered choice about the Trust's desired risk profile and maintain a risk register* <i>Linked to review of the Reserves Policy/Risk Management Policy</i>				x			
	24	To enter into contracts on behalf of the Academy Trust above £10,000				x			
	25	To enter into contracts on behalf of the Academy Trust below £10,000						x	
	26	To operate a bank account in the name of the Academy Trust and to authorise at least two signatories		x					
	27	To notify the ESFA of any instances of fraud or theft where the value exceeds £5,000, individually or cumulatively, or of any value where the fraud is unusual or systematic		x					
School Organisation	28	To set the school's strategic framework and ensure the school has a medium to long-term vision**	x						
	29	To ensure all statutory duties are met	x						
	30	To ensure a robust strategy is in place for achieving the school's vision, which should include SMART targets and key performance indicators**	x						
	31	To make a contingency and business continuity plan* <i>Linked to review of Emergency Plan</i>		x					
	32	To have at least one Governor who has the skills to interpret the full detail of performance data and can identify the issues that most need to be discussed			x				
	33	To ensure that pupils are properly supervised through the appropriate deployment of school staff						x	
	34	To ensure each pupil in attendance on each school day takes part in an act of collective worship* <i>Linked to review of Collective Worship Policy</i>			x			x	
35	To comply with all of the duties imposed upon maintained schools with regard to pupils with SEN including establishing an SEN Policy and considering identifying one Governor with an interest in SEN* <i>Linked to review of SEN and Disability Policy</i>			x			x		

AREA	No	FUNCTION	FGB	SG	L&D	RT	PC	HT	SEC
	36	To ensure there is a qualified teacher designated as SENCO for the school, ensure that the key responsibilities of the SENCO are drawn up and monitor the effectiveness of the way the responsibilities are carried out						X	
	37	To appoint a designated, qualified teacher to promote the educational achievement of looked after children who are on the school roll and ensure appropriate training						X	
	38	To receive an annual report from the designated teacher for looked after children and act on issues that the report raises**			X				
	39	To ensure that the school has policies and procedures in place and takes account of statutory guidance on Safeguarding* <i>Linked to review of the Child Protection and Safeguarding Policy</i>	X						
	40	To ensure that a senior member of the school's leadership team is designated to take lead responsibility for safeguarding issues						X	
	41	To draw up and implement a written policy on student behaviour and discipline* <i>Linked to review of Student Behaviour Management Policy</i>			X				
	42	To draw up and implement an effective anti-bullying strategy* <i>Linked to review of Anti-bullying Policy</i>			X				
	43	To act in accordance with the law on exclusions as if the Academy were a maintained school						X	
	44	To hold the headteacher to account for the lawful use of exclusion			X				
	45	To arrange an independent review panel to consider permanent exclusions where requested by parents							X
	46	To ensure that the school complies with all aspects of discrimination law* <i>Linked to review of Equality Policy</i>				X		X	
	47	To ensure appropriate structures and arrangements are in place for stakeholder engagement* <i>Linked to review of Stakeholder Engagement Policy</i>	X						
	48	To publish a complaints procedure and to consider complaints about the school and any community facilities or services that it provides* <i>Linked to review of the Complaints Procedure</i>	X						
	49	To comply with the School Admissions Code						X	
	50	To set and publish admission arrangements annually (including Sixth Form arrangements)* <i>Linked to review of Admissions Policy</i>			X				

AREA	No	FUNCTION	FGB	SG	L&D	RT	PC	HT	SEC
	51	To ensure that the school keeps admission and attendance registers in accordance with regulations						X	
	52	To ensure that the school provides information requested by the Secretary of State, including termly absence data						X	
	53	To provide paid-for lunches for registered pupils where the parents request them						X	
	54	To decide whether there should be a school uniform/other rules relating to pupils' appearance and, if so, what they should be* <i>Linked to review of Uniform Policy</i>			X				
	55	To consider whether or not to offer extended activities or services (with reference to the Articles of Association)		X					
	56	Where extended services are provided, to consider Governors' duties under the Equality Act 2010* <i>Linked to review of Extended Services Policy</i>				X			
	57	To determine term dates						X	
	58	To enter into Transfer of Control Agreements or Service Level Agreements to enable another organisation to use school premises		X					
	59	To support another school or schools to raise standards and ensure this commitment is met		X					
	60	To ensure that mandatory data collections and statistical returns requested by the Secretary of State are given to the relevant timescales and security standards						X	
	61	To ensure that the school takes part in performance tables data checking exercises to either confirm accuracy or provide changes						X	
	62	To ensure the school complies with the Data Protection Act and handles personal data in line with it* <i>Linked to review of General Data Protection Regulation Policy</i>			X			X	
	63	To ensure the school complies with the Freedom of Information Act 2000 and has in place a publication scheme* <i>Linked to review of Freedom of Information Publication Scheme</i>			X			X	
Personnel	64	To select and appoint a Headteacher	X						
	65	To effectively appraise and performance manage the Headteacher		X					
	66	To determine a teacher appraisal process* <i>Linked to review of Performance Management Policy</i>				X			
	67	To maintain and update a robust and considered pay policy* <i>Linked to review of Pay Policy</i>				X			
	68	To implement the provisions of the pay policy					X		
	69	To ensure all employees have access to an appropriate Pension Scheme						X	

AREA	No	FUNCTION	FGB	SG	L&D	RT	PC	HT	SEC
	70	To establish staff procedures for discipline, grievance and capability* <i>Linked to review of Staff Capability Procedure/Staff Disciplinary Policy and Procedure/Staff Grievance Policy and Procedure</i>				X			
	71	To have appropriate procedures in place for whistleblowing and to ensure that the use of confidentiality clauses does not prevent an individual's right to make disclosures in the public interest* <i>Linked to review of Whistle Blowing Policy</i>				X			
	72	To provide effective support for any member of staff or volunteer against whom an allegation is made and to put procedures in place in accordance with statutory guidance* <i>Linked to review of Allegations of Abuse against Staff Policy</i>				X		X	
	73	To be aware of responsibilities in respect of equalities legislation when recruiting staff and throughout the employment relationship						X	
	74	To observe statutory guidance on safer recruitment practices and ensure that all appropriate suitability checks have been undertaken and that the school keeps a single central record* <i>Linked to review of Recruitment and Induction Policy</i>				X		X	
	75	To refer to the DBS anyone who has harmed or poses a risk of harm to a child and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left						X	
	76	To ensure that an institution in which the induction of NQTs is being served has the capacity to fulfil its responsibilities* <i>Linked to review of NQT Handbook</i>				X			
	77	To recognise those trades unions with which the school has a voluntary recognition agreement or which the school is required to recognise by the Central Arbitration Committee		X					
Premises, Health and Safety	78	To ensure that required standards are met in respect of premises, accommodation and facilities* <i>Linked to review of Premises Management Policy</i>				X			
	79	To know who owns the land and buildings from which the school operates		X					
	80	To draw up, implement and regularly review an accessibility plan* <i>Linked to review of Accessibility Plan</i>				X			
	81	To ensure the school has a policy on health and safety with reference to relevant legislation* <i>Linked to review of Health and Safety Policy</i>				X			
	82	To oversee the development of policies that cover circumstances surrounding additional health needs such as medication, adaptations or support to keep well* <i>Linked to review of Supporting Pupils with Medical Conditions Policy</i>				X			

AREA	No	FUNCTION	FGB	SG	L&D	RT	PC	HT	SEC
	83	To set up a named staff member to coordinate health care needs and to link with parents						x	
	84	To have overall responsibility for first aid provision, including the drawing up and implementation of a written first aid policy* <i>Linked to review of First Aid Guidelines</i>				x			
	85	To take responsibility for school security* <i>Linked to review of Premises Management Policy</i>				x			
	86	With regard to biometric recognition systems, to be aware of legal duties under the Protection of Freedoms Act 2012						x	
	87	To ensure that there is adequate insurance cover to support the Trust's activities, including employer and public liability cover* <i>Linked to review of Insurance Statement</i>				x			
	88	To ensure that annual risk assessments are carried out to make sure that necessary fire precautions are in place and to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 (b)						x	
Governing Body Procedures	89	To establish committees and determine the constitution, membership and proceedings and to review this information annually	x						
	90	To establish a committee that includes the functions of an audit committee	x						
	91	To ensure the board of trustees meets at least three times a year, and conducts business only when quorate							x
	92	To hold an Annual General Meeting every year							x
	93	To delegate such of their powers or functions as Governors consider desirable	x						
	94	Where any power or function of the Governors is delegated, to receive reports in respect of any action taken or decision made	x						
	95	To determine the scope and format of the Headteacher's reports**	x						
	96	To receive information relating to the priorities it has identified for improvement			x	x			
	97	At least once a year to see objective data from other sources	x						
	98	To appoint Community Governors and up to 3 Co-opted Governors and to fill governor vacancies as soon as possible	x						
	99	To make all necessary arrangements for the election of Parent Governors and Staff Governors and to fill governor vacancies as soon as possible							x
	100	To ensure that all appointed governors have the skills required to contribute to effective governance and the success of the school		x					
101	To remove a Governor other than a Parent Governor		x						

AREA	No	FUNCTION	FGB	SG	L&D	RT	PC	HT	SEC
	102	To appoint and remove the Secretary		x					
	103	To elect a Chair and Vice Chair from among their number	x		x	x			
	104	To remove a Chair or Vice Chair from office	x						
	105	To comply with requirements to prepare and file Accounts, an Annual Report and an Annual Return						x	x
	106	To make reference to the DfE's 'Need to Know' timeline (January, April and September) and plan accordingly						x	x
	107	To provide details of the academy trust's governance arrangements in the governance statement published with its audited accounts							x
	108	To ensure that all members, trustees and senior employees of the academy trust have completed a register of business interests and that the register is published							x
	109	To ensure measures are in place to manage any conflicts of interest		x					
	110	To publish an annual statement setting out the key issues that have been faced and addressed by the Governing Body	x						
	111	To evaluate regularly the effectiveness of the Governing Body	x						
	112	To carry out regular audits of governors' skills and establish a mechanism that will actively seek to address any gaps through recruitment or training	x						
	113	To have succession plans in place		x					
	114	To notify the ESFA of the appointment of members or trustees							x
	115	To make any Ofsted inspection report publically available						x	