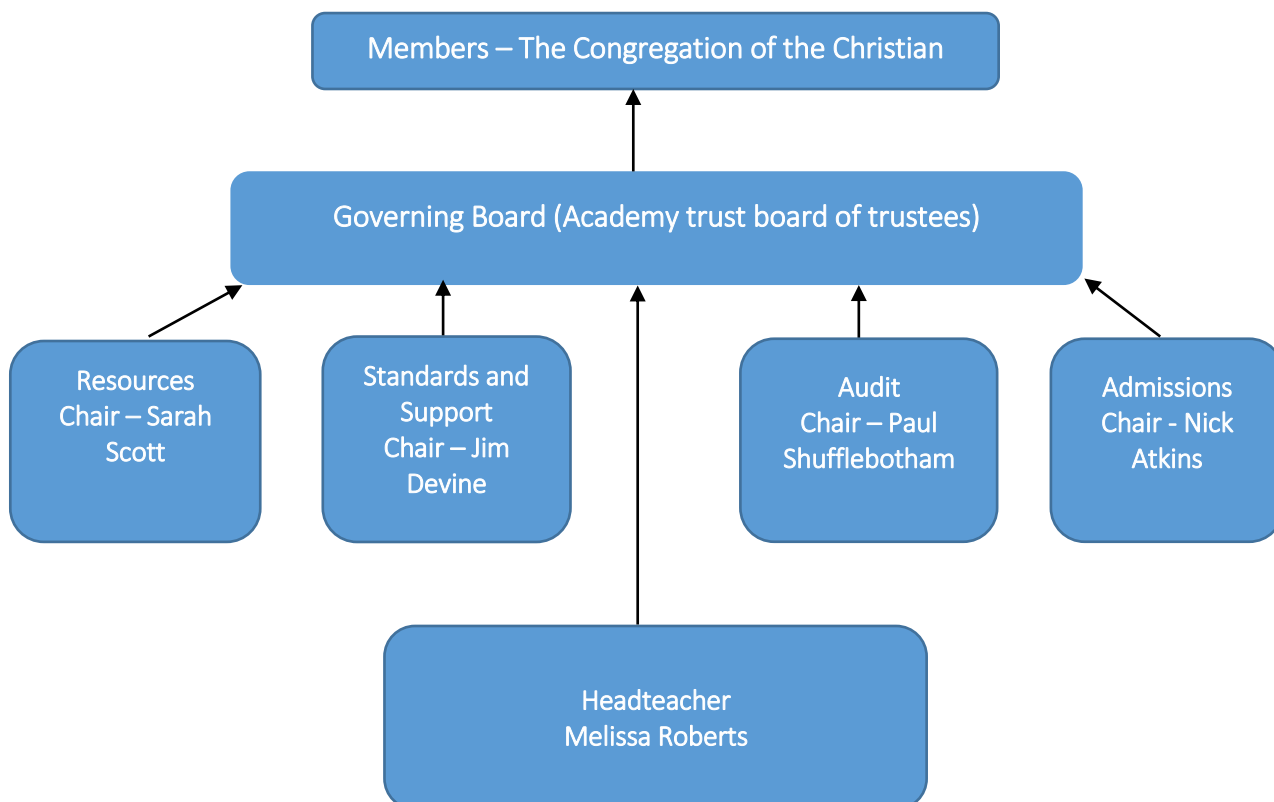




ST JOSEPH'S COLLEGE EDMUND RICE ACADEMY TRUST  
SCHEME OF DELEGATION



## Governance structure and lines of accountability

This document should be read in conjunction with the Articles of Association, Committee Terms of Reference and Committee Structure.

St Joseph’s College Edmund Rice Academy Trust is a charitable company limited by guarantee. It is an independent legal entity with whom the Secretary of State has decided to enter into a funding agreement on the basis of agreeing their articles of association with the department.

The Governing Board delegate responsibility for the day to day running of the academy to the Headteacher. The Governing Board will hold the Headteacher to account for the performance of the academy. The Headteacher in turn holds other members of the senior leadership team to account by line managing them. While the board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making.

The Headteacher will report to the board on the performance of the academy, although this will be supplemented by the monitoring of Governing Board committees and individual Governors with any delegated responsibilities.

The Headteacher is performance managed by the Governing Board.

## Roles and responsibilities

### The role of the members – The Congregation of the Christian Brothers

The members of the trust have a different status to Governors. They are signatories to the memorandum of association and agreed the trust's articles of association. The articles of association describe how members are recruited and replaced, and how many of the Governors the members can appoint to the Governing Board. The members appoint Governors to ensure that the trust's charitable object is carried out and so must be able to remove Governors if they fail to fulfil this responsibility. Accordingly, the Governing Board submits an annual report on the performance of the trust to the members. Members are also responsible for approving any amendments made to the trust's articles of association.

### The role of the Governors (Trustees)

The Governing Board is responsible for the general control and management of the administration of the trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of the trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. In addition it must carry out the three core governance functions:

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

The Governing Board has the right to review and adapt its governance structure at any time which includes removing delegation.

### The role of Governing Board Committees

The Governing Board may establish any committee subject to the articles of association. The constitution, membership and proceedings of any committee shall be determined by the Governors. The establishment, terms of reference and membership of any committee of the Governors shall be reviewed at least once in every twelve months.

The Trust has a Resources Committee to which the Governing Board delegates financial scrutiny and oversight. The Trust has also established an Audit Committee to achieve internal scrutiny which delivers objective and independent assurance to check the Trust's internal controls, and has appointed Gareth Higgins to continue as the Responsible Officer (non-paid) following the end of his term of office with the Governing Body.

## The role of the Headteacher

The Governors shall appoint the Headteacher with the consent of the Chair of the Congregation. The Headteacher has the delegated responsibility for internal organisation, management and control of the Academy.

The Headteacher is the accounting officer so has overall responsibility for the operation of the academy trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The Headteacher leads the senior leadership team (SLT) of the academy trust. The Headteacher will delegate management functions to the SLT and is accountable to the trust board for the performance of the SLT.

### Key

Level 1: Members

Level 2: Academy trust board of trustees

Level 3: Board Committee

Level 4: Individual trustee

Level 5: Senior executive leader (accounting officer)

Blue box      Function **cannot** be carried out at this level.

✓ Action to be undertaken at this level

✓ Action to be undertaken at this level

A Provide advice and support to those accountable for decision making

<> Direction of advice and support

Area	Decision	Delegation				
		Members	Governing Board (Trustees)	Committee	Individual Governor (Trustee)	Headteacher
Governance framework						
People	Members: Appoint/Remove	✓				
	Governors: Appoint/Remove	✓	✓			
	Role descriptions for members	✓				
	Role descriptions for Governors/chair/specific roles/committee members: agree		✓	<A		
	Committee chairs: appoint and remove		✓	<A		
	Clerk to board: appoint and remove		✓			
Systems and structures	Articles of association: agree and review	✓	<A	<A		
	Governance structure (committees) for the trust: establish and review annually		✓	<A		
	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually		✓	<A		
	Skills audit: complete and recruit to fill gaps		✓	<A		
	Annual self-review of Governing Board and committee performance: complete annually		✓	<A		
	Chair's performance: carry out 360 review periodically		✓			
	Governor contribution: review annually		✓			
	Succession: plan		✓	<A		

Area	Decision	Delegation				
		Members	Governing Board (Trustees)	Committee	Individual Governor (Trustee)	Headteacher
	Annual schedule of business for trust board: agree (Governor Work Plan)		✓	<A		<A
Reporting						
Reporting	Trust governance details on trust website: ensure		✓	<A	<A	<A
	Register of all interests, business, pecuniary, loyalty for members/Governors : establish and publish		✓	<A		
	Annual report on performance of the trust: submit to members and publish		✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
	To determine whether to publish a home school agreement (not statutory)					✓
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met		✓	<A	<A	<A
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		✓	✓		✓
Being Strategic						
	Determine trust policies which reflect the trust's ethos and values including: admissions; expenses; data protection and FOI; SEN,		✓	✓		<A

Area	Decision	Delegation				
		Members	Governing Board (Trustees)	Committee	Individual Governor (Trustee)	Headteacher
Being Strategic	safeguarding and child protection and curriculum, : approve					
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		✓	<A		<A
	Determine trust policy for complaints, health and safety, accessibility plan, premises management, data protection and FOI: approve		✓	✓		<A
	Establish trust policy for sex education, careers guidance					✓
	Determine a behaviour and discipline policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave		✓	<A		<A
	To draft content of school behaviour policy and publicise it to staff, students and parents.					✓
	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last seven years.		✓	<A		
	Ensure a broad and balanced curriculum is in place		✓	<A		<A
	To set the times of school sessions and the dates of school terms and holidays			✓		
	Agree enrichment/extra-curricular offer including any additional services required		✓	✓		<A
	Imbed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓
To establish and agree a Pay policy			✓			

Area	Decision	Delegation				
		Members	Governing Board (Trustees)	Committee	Individual Governor (Trustee)	Headteacher
	Management of risk: establish register, review and monitor			✓	✓	<A
	Engagement with stakeholders	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A		<A
	Headteacher: Appoint and dismiss	A>	✓			
	To decide whether to join or form a multi-academy trust	A>	✓			
	Budget plan to support delivery of trust key priorities: agree		✓	<A		
	Academy staffing structure: agree		✓	<A		<A
	Appoint teaching staff		A>		A>	✓
	Appoint non-teaching staff				A>	✓
<b>Holding to account</b>						
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	<A	<A	<A
	To produce and maintain a central record of recruitment and vetting checks					✓
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child		✓	<A	<A	<A



Area	Decision	Delegation				
		Members	Governing Board (Trustees)	Committee	Individual Governor (Trustee)	Headteacher
	protection policy					
	Reporting arrangements for progress on key priorities: agree		✓	✓		<A
	Performance management of the Headteacher: undertake		✓	<A		
	Performance management of staff: undertake					✓
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	✓		
	Trustee monitoring: agree arrangements		✓	<A		
	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination.			✓		
	To ensure that health and safety regulations are followed					✓
	Ensure that school lunch nutritional standards are met					✓
	Maintain a register of pupil attendance					✓
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)					✓
<b>Ensuring financial probity</b>						

Area	Decision	Delegation				
		Members	Governing Board (Trustees)	Committee	Individual Governor (Trustee)	Headteacher
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint			✓		
	Trust's scheme of financial delegation: establish and review			✓	<A	<A
	External auditors' report: receive and respond			✓		<A
	Headteacher pay award: agree		✓			
	Staff appraisal procedure and pay progression: monitor and agree			✓		<A
	Benchmarking and academy trust value for money: ensure robustness			✓		
	Develop trust procurement strategies and efficiency savings programme			✓		
	To approve the first formal budget plan each financial year		✓	<A		
	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)		✓	✓		
	To establish and agree charging and remissions policy			✓		
	Buildings insurance and personal liability - Premises and Safety		✓			