WYVERN COLLEGE: MEMBERS AND TRUSTEES SCHEME OF DELEGATION

This scheme identifies the level to which Members and Trustees have delegated responsibilities and role in accordance with statutory requirements. Although decisions may be delegated, the Trustees remain responsible for all delegated decision.

KEY

✓   Action can be taken at this level (Delegated to column will indicate the lead for this item)

▢   It is not recommended for action to be taken at this level (this is a recommendation only you can choose to not follow this if it works for your board)

▰   Action cannot be taken at this level.
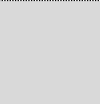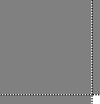
M = Members of the Academy. **T** = Trustee **C/tee** = a specific committee or panel of the Trustees,
I= individual a named person   **HT** = Headteacher
FTB = Full Trustee Body
SCP = Safeguarding, Curriculum & Pastoral Committee
RAR = Resource, Audit and Risk Committee

Key function		No	Tasks	1 M	2 FTB	3 C/tee	4 Indiv	5 H/T	Primary Delegation To:
Safeguarding	**A**	1	Check that the school complies with all current statutory guidance on safeguarding		✓	✓			**SCP**
		2	Make sure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board		✓	✓		✓	**Designated Safeguarding Lead**
		3	Appoint a member of staff to be the designated safeguarding lead					✓	**HT to action and Trustees to ratify**
		4	Ensure the provision of pastoral support for any student involved in a safeguarding issue,		✓	✓		✓	**HT to initiate. SCP to monitor & report to FTB**
		5	Monitor the implementation of the child protection policy.		✓				**FTB (SCP to monitor and report to FTB)**
		6	Create and support a Whistleblowing procedure		✓	✓		✓	**HT to initiate**
		7	Make sure a Trustee is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the headteacher		✓	✓			**Chair of Trustees**

Key function		No	Tasks	1 M	2 FTB	3 C/tee	4 Indiv	5 H/T	Primary Delegation To:
		8	Make sure that appropriate support is provided for any employee facing an allegation		✓	✓		✓	**HT to action or Chair if HT**
Resources	**B**	1	Appoint a senior executive leader as the Accounting Officer for the Trust and a Chief Financial Officer		✓				**Trustees to ratify selection panel recommendation**
		2	Appoint/ dismiss the external Auditors.	✓		✓			**Members appoint RAR recom'd**
		3	Approve the accounting policies for adoption by the Auditors		✓	✓			**RAR recom'd FTB approve**
		4	Participate in annual accounts consolidation exercises as directed by the Department for Education		✓	✓			**RAR review FTB approve**
		5	Comply with the Audit requirements of the Academies Financial Handbook		✓	✓			**Resources**
		6	Maintain an overview to ensure that public finances that fund the Trust activities are safeguarded and used appropriately		✓	✓			**RAR**
		7	Prepare annual financial statements in line with the ESFA's Academies Accounts Direction		✓	✓			**Resources**
		8	Ensure that the Trust has adequate insurance cover or has opted into the Academies Risk Protection Arrangement		✓	✓			**RAR**
		9	Maintain a published register of interests, including the business and pecuniary interests of Members and Trustees		✓		✓		**Clerk RAR**
		10	Approve the formal budget plans for each financial year for submission to the EFSA		✓				**FTB**
		11	Approve revisions of the formal budgets during the financial year		✓	✓			**RAR**
		12	Make day to day spending decisions (complying with the financial limits set by the RAR committee)				✓	✓	**HT/Business Manager**
		13	Prepare the Trust's Annual Report and Accounts in accordance with statutory requirements		✓	✓			**FTB**
		15	Approve the Annual Report & Accounts prior to publication		✓				**FTB**

WYVERN COLLEGE: MEMBERS AND TRUSTEES SCHEME OF DELEGATION

Key function		No	Tasks	1 M	2 FTB	3 C/tee	4 Indiv	5 H/T	Primary Delegation To:
		16	Accept Annual Reports	✓					**Members**
Staffing	**C**	1	Make sure safer recruitment procedures are applied - for example, recruitment checks, disclosure and barring checks		✓				**RAR**
		2	Make sure employment law and guidance is followed		✓	✓			**RAR**
		3	Establish a performance management policy for the head to implement		✓	✓			**RAR**
		4	Establish disciplinary, capability, absence and grievance procedures for the headteacher to implement in accordance with statutory requirements		✓	✓			**RAR**
		5	Appoint / review performance /suspend / dismiss a principal or chief executive.		✓				**(HT Performance informs) FTB**
		6	Approve SLT structure and appointments		✓				**FTB**
		7	Determine the staff complement /approve staffing structure changes		✓	✓			**FTB RAR reviews**
		8	Instigate redundancy procedures		✓				**FTB**
		9	Appoint / review performance / suspend/ dismiss staff					✓	**HT**
		10	Determining dismissal payments/ early retirement		✓	✓			**RAR (review) FTB**
		11	Agree a pay policy		✓	✓			**RAR**
		12	Ratify pay discretions and decisions		✓	✓			**Pay Committee for staff & support. FTB for HT.**
		13	Ratify the staff code of conduct		✓	✓			**RAR review FTB ratify**
Curriculum	**D**	1	Establish and maintain a curriculum policy ensuring that the college teaches a broad and balanced curriculum to the age of 16					✓	**HT to initiate**
		2	Implement and monitor the curriculum policy.			✓		✓	**HT to implement SCP to monitor**

WYVERN COLLEGE: MEMBERS AND TRUSTEES SCHEME OF DELEGATION

Key function		No	Tasks	1 M	2 FTB	3 C/tee	4 Indiv	5 H/T	Primary Delegation To:
		3	Determine which subject options should be taught having regard to resources and where possible the provision of activities that occur outside the college day			✓		✓	**SCP**
		4	Meet legal requirement for the provision of RE is in line with college's basic curriculum.		✓			✓	**SCP**
		5	Oversee the arrangements concerning Collective Worship			✓		✓	**SCP**
		6	Determine how Relationships and Sex Education will be accessed by students			✓		✓	**SCP**
		7	Ensure a balanced treatment of political issues and prohibit political indoctrination			✓		✓	**SCP**
		8	Provide independent careers guidance from Years 8 to 11 for students			✓		✓	**SCP**
		9	Monitor standards of teaching			✓		✓	**SCP**
		10	Determine a system to assess individual student progress and make the information available to parents			✓		✓	**SCP**
		11	Monitor impact of pupil premium funding, catch up funding and other specific funding			✓			**SCP**
SEND	E	1	Make sure the school follows the statutory SEND Code of Practice		✓	✓			**SCP**
		2	Designate a Member of the governing body or a committee to have oversight of the school's arrangements for SEND		✓				FTB
		3	Make sure the school produces and publishes online its school SEN information report			✓		✓	**SCP**
		4	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) to assist staff in identifying and supporting students who have SEN					✓	**HT**
		5	Make sure that the teachers in the school are aware of different needs of students and provide appropriate learning opportunities			✓		✓	**SCP**
Behaviour and Discipline	F	1	Establish and implement a behaviour policy			✓		✓	**SCP**

WYVERN COLLEGE: MEMBERS AND TRUSTEES SCHEME OF DELEGATION

Key function		No	Tasks	1 M	2 FTB	3 C/tee	4 Indiv	5 H/T	Primary Delegation To:
		2	Arrange suitable full-time education for any student of compulsory school age who has a fixed-term exclusion more than 15 school days					✓	
		3	Consider reinstatement of excluded students (Can be delegated to chair/vice-chair in cases of urgency)		✓				**Exclusion Review Panel**
		4	Convene a meeting to consider reinstating an excluded student and consider parents' representations about an exclusion in some circumstances		✓				**Exclusion Review Panel**
		5	Arrange an independent review panel to consider permanent exclusions, where requested by parents		✓				**Exclusion Review Panel**
Student wellbeing	G	1	Establish an inclusive pastoral system					✓	**HT**
		2	Ensure provision of free school meals to those students meeting the criteria					✓	**HT**
		3	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training					✓	**HT**
		4	Make arrangements for supporting students with medical conditions					✓	**HT**
Information for Parents	H	1	Prepare and publish the college prospectus					✓	**HT**
		2	Ensure that all information recorded on the college website is up to date and in accordance with statutory requirements.		✓		✓	✓	**Clerk**
		3	Approve a complaints procedure		✓				**FTB**
		4	Establish a complaints panel to consider formal complaints about the college and any community facilities or services it provides		✓				**Complaints panel**
		5	Make sure the college complies with the Freedom of Information Act 2000					✓	**HT**
		6	Adoption and review of home-college agreements					✓	**SCP to review FTB for ratification**
Admissions	I	1	Determine the PAN and establish an admission policy making sure arrangement comply with the School Admissions Code and are fair, clear and objective. Over criteria is set in Admissions Policy.		✓			✓	**FTB**
		2	Establish an independent appeals panel when there are admissions appeals		✓				**Admissions Panel**
		3	To appeal against LA directions to admit a student		✓			✓	**HT**

WYVERN COLLEGE: MEMBERS AND TRUSTEES SCHEME OF DELEGATION

Key function		No	Tasks	1 M	2 FTB	3 C/tee	4 Indiv	5 H/T	Primary Delegation To:
Risk Management	**J**	1	Arrange buildings insurance and personal liability plus other insurances as stipulated in the Articles of Association		✓	✓			**RAR**
		2	Monitor that all aspects of Risk are managed in accordance with statutory requirements		✓	✓			**RAR**
Health & Safety	**L**	1	To agree a health and safety policy complying with regulations			✓			**RAR**
		2	Report any *near miss* incidents			✓			**RAR**
		3	Monitor the implementation of the health and safety policy			✓		✓	**RAR**
		4	Make sure there is an appointed person in charge of first aid					✓	**HT**
Collective Worship	**M**	1	Oversee the arrangements concerning Collective Worship					✓	**HT**
Religious Education	**N**	1	Meet legal requirement for the provision of RE is in line with college's basic curriculum.		✓			✓	**SCP**
College Organisation	**0**	1	To set the times of college sessions and the dates of college terms and holidays		✓				**FTB**
		2	To ensure that the college meets any statutory minimum for sessions in a college year.		✓				**HT** **FTB Monitor**
		3	To monitor that college and catering facilities so that nutritional standards are met.					✓	**HT**
		4	Make sure the school complies with the Freedom of Information Act 2000					✓	**HT**
		5	Develop college buildings strategy or master plan and Asset Management Planning arrangements					✓	**HT/ Business Manager**
		6	Procuring and maintaining buildings, including developing properly funded maintenance plan					✓	**Business Manager**
Member/ Trustee Procedures	**P**	1	To ensure all Members and Trustees have complied with the statutory safeguarding checks		✓				FTB
		2	To appoint a chair and vice-chair(s) of Trustees.		✓				FTB

WYVERN COLLEGE: MEMBERS AND TRUSTEES SCHEME OF DELEGATION

Key function		No	Tasks	1 M	2 FTB	3 C/tee	4 Indiv	5 H/T	Primary Delegation To:
		3	To appoint / dismiss the clerk to the governors		✓				**FTB**
		4	To hold a full governing body meeting at least three times in a college year or as often as may be required		✓				**FTB**
		5	To appoint remove Community, Partnership, Associate, Emeritus or Sponsor governors.		✓				**FTB**
		6	To accept or decline applications from parents to become governors after considering the skills offered		✓				**FTB**
		7	To set up a Register of Governors' Business, Personal and Pecuniary Interests.		✓		✓		**Clerk**
		8	To publish proposals to change the category or name of the Academy Trust	✓					**Members**
		10	To appoint/ dismiss Members.	✓					**Members**
		11	To appoint/dismiss Trustees		✓				**Members & FTB**
		12	To change the Articles of Association	✓	✓				**Members & FTB**
		13	**To appoint external auditors**	✓	✓				**Members**
		14	Proposal to alter or dissolve Academy Status by commencing 7 years notice.	✓					**Members**

Note: The FGB Minute 10/07/12 delegated, to the HT, responsibility for day-to-day management of Wyvern College. The items noted are considered as such. The full document as amended was last approved by Trustees on the 4th September 2023