



# Scheme of Delegation

Date effective from	April 2024
Date approved by Trustees	April 2024
Policy Prepared by	Mrs M Scrivens, Chair of Trustees

## **Delegation - General**

The Trustees may delegate to any Trustee, committee, the Principal or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the trustees may impose and may be revoked or altered.

Where any power or function of the trustees has been exercised by any committee, that person or committee shall report to the trustees in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the trustees immediately following the taking of the action or the making of the decision.

The trustees may establish any committee to exercise powers and functions of the trustees. The constitution, membership and proceedings of any committee of the trustees shall be determined by the trustees. The establishment, terms of reference, constitution and membership of any committee of the trustees shall be reviewed at least once in every twelve months. The membership of any committee of the trustees may include persons who are not trustees, provided that a majority of members of any such committee shall be trustees. The trustees may determine that some, or all of the members of a committee who are not trustees, shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the trustees unless the majority of members of the committee present are trustees.

The Board of Trustees 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 Academy, addressing such matters as:

- Policy development and strategic planning, including target-setting to keep up momentum on improvement.
- Ensuring sound management and administration and ensuring that senior staff are equipped with relevant skills and guidance.
- Ensuring compliance with legal requirements.
- Establishing and maintaining a transparent system of prudent and effective internal controls.
- Management of financial, human and other resources.
- Monitoring performance and the achievement of objectives and ensuring that plans for improvement are acted upon.
- Be responsive to the needs of parents and the community and making it more accountable through consultation and reporting.
- Setting the standards of conduct and values.
- Assessing and managing risk (including preparation of a statement on the risk management of Lostock Hall Academy Trust for its annual report and accounts).

## **Scheme of Delegation**

The Board of Trustees should agree a formal schedule of matters reserved for their decision, i.e. those which should not be delegated. These are listed below.

Beyond this, the Board of Trustees should consider establishing separate committees to deal with specific areas of the business and should determine the delegated responsibilities to be assigned to those committees, to ensure that matters can be dealt with in appropriate detail and with sufficient frequency. However, as a minimum, it is a requirement that all establishments set up a Finance, Risk and Staff Welfare Committee separate from the Board of Trustees to deal with financial matters.

Where the Board of Trustees decides to delegate certain matters for consideration by committees, each committee should be chaired by a trustee. The membership of the committee may include persons who are not trustees, provided that a majority of the members are trustees. All members of the committee, including those not Trustees, are entitled to vote at committee meetings. The Board of Trustees should ensure that it receives adequate feedback on the work of those committees and is able to consider their decisions formally. The establishment of committees does not absolve the Board of Trustees of its overall responsibility to manage the finances of the Academy.

## **Trustees Meetings**

It is a requirement of all Trustees that they meet at least once a term. No business can be conducted at any meeting unless a quorum is present.

Trustees must appoint a Governance Professional to the Board of Trustees, who must be someone other than a Trustee or Principal.

Each meeting of the Board of Trustees should consider:

- A report of the financial position, including the original budget, re-forecast/current budget, income/expenditure to period, financial commitments and variances with explanation.
- Whether adequate financial monitoring of the budget and activities is being undertaken.
- Progress on any action identified to improve financial arrangements.
- Significant contracts proposed to be entered into by Finance & Business Development Manager.
- Details of any significant matters affecting Lostock Hall Academy staff.
- Details of any significant matters affecting the students' welfare or education.
- Details of any significant matters affecting assets e.g. computers, vehicles, whiteboards etc.

Matters that should be considered by Trustee's at least once a year are:

- The Academy's Strategic Development Areas and how they are being met.
- Review of the Chairs Committee structure to ensure it is operating effectively.
- Review of the performance of all external providers e.g. banks, professional services provided under SLAs.
- Review and approval of the annual accounts and associated reports.
- Review and approval of the financial budget for the following year.
- Review and approval of the levels of insurance cover for assets.
- Any findings made by external agencies, such as the ESFA, auditors and any other financial reviews, and consideration of what actions should be taken arising from their recommendations.
- Review of the risks to which the establishment is exposed and determination of whether systems are in place to mitigate those risks.
- Review the operation of the code of conduct for the Trustees/Members and code of conduct for staff.

The Board of Trustees may decide to delegate responsibility for specified matters, where it has power to do so, to individual members or committees. Decisions taken by individual members or committees under delegated powers should be recorded in written minutes available to the Board of Trustees as a whole.

### **Finance, Risk and Staff Welfare Committee**

The Board of Trustees hereby resolves to establish a committee of the Board of Trustees to be known as the Finance, Risk and Staff Welfare Committee and will cover Finance, Audit and Risk, Personnel, Health and Safety and Premises.

The chair, members and secretary of the Finance, Risk and Staff Welfare Committee shall be non-executive members and shall be appointed by the Board of Trustees. The chair shall be a non-executive member of the Board of Trustees other than its chair.

The minutes of meetings of the Finance, Risk and Staff Welfare Committee will be presented to the Board of Trustees at the termly meeting.

The Assistant Vice Principal/Chair - Business & Finance will normally attend meetings of the Committee.

The Board of Trustees shall determine how often the Committee shall meet. Normally this is once a term but the Principal may request a meeting if he or she considers one necessary.

### **Authority**

The Finance, Risk and Staff Welfare Committee is an advisory body with no executive powers. However, it is authorised by the Board of Trustees to investigate any activity within its terms of reference, and to seek any information it requires from staff, which are requested to co-

operate with the Committee in the conduct of its inquiries.

The Finance, Risk and Staff Welfare Committee is authorised to obtain independent professional advice if it considers this necessary.

## **Duties**

The specific duties of the Finance, Risk and Staff Welfare Committee shall be to:

- Review the Annual Budget in detail and to make recommendations to the Board of Trustees.
- Review the internal or external accounts if appropriate, and reports to ensure that they reflect best practice.
- Discuss with the Assistant Vice Principal – Director of Business & Finance the nature and scope of each forthcoming audit and to ensure that the auditor has the fullest co-operation of staff.
- Consider all relevant reports by the Principal or the Assistant Vice Principal - Director of Business & Finance including reports on the accounts, achievement of value for money and the response to any recommended actions.
- Review any report in relation to the operation of the premises.
- Review new and existing policies relating to the employment and conditions of staff and make recommendations to the Board of Trustees.
- Review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors, and to make recommendations to the Board of Trustees.
- Review the effectiveness of the Academy's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner and promote staff welfare.
- Review the recommendations of the Pay Committee as to salaries particularly any discretionary awards;
- Approval of Educations / Offsite Visits: Type B

The Finance, Risk and Staff Welfare Committee must ensure personnel management procedures have been identified, formally approved and documented to cover as a minimum:

- Recruitment (including references and police checks).
- Performance appraisal and review.
- Equal opportunities.
- Disciplinary (including absence policies).
- Grievance.

- Consider any other matters were requested to do so by the Board of Trustees; and
- Report at least once a year to the Board of Trustees on the discharge of the above duties.

The Board of Trustees should also ensure that procedures are in place to ensure that employees are paid for work done in accordance with their contracts of employment.

The Board of Trustees must ensure there is adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance. In addition, the trustees/members will be fully insured in respect of their duties when they have acted in good faith.

### **Principal / Accounting Officer**

The Funding Agreement requires each academy to identify the Principal as the Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the Principal / Accounting Officer is personally responsible to the Board of Trustees for:

- Ensuring regularity and propriety.
- Prudent and economical administration.
- Avoidance of waste and extravagance.
- Efficient and effective use of available resources; and
- The day-to-day organisation, staffing and management of the school.

The Principal may delegate, or appoint others to assist in these responsibilities, for example to the Assistant Vice Principal - Director of Business & Finance.

Within the framework of the school development plan, as approved by the Board of Trustees, the Principal has overall executive responsibility for the school's activities including financial activities. Much of the financial responsibility has been delegated to Assistant Vice Principal - Director of Business & Finance but the Principal still retains responsibility for:

- Approving new staff appointments within the authorised establishment, except for any senior staff posts which should be approved by the Finance, Risk and Staff Welfare Committee.
- Authorising contracts between £5,000 and £25,000 provided that the expenditure can be met from within the approved budget heading. Contracts above £25,000 will need to be approved by the Finance, Risk and Staff Welfare Committee.
- BACS payments/Cheques up to £25,000 authorised signatory. Two signatories are required on all cheques and two authorities are required for all BACS payments.

### **Assistant Vice Principal - Director of Business & Finance**

The main responsibilities are:

- The day-to-day management of financial issues including the establishment and operation of a suitable accounting system.
- The management of the Academy financial position at a strategic and operational level within the framework for financial control determined by the Board of Trustees.
- The maintenance of effective systems of internal control.
- Ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records.
- The preparation of monthly internal accounts.
- Authorising orders below £5,000 in conjunction with budget holders.
- BACS payments/Signing cheques up to £5,000 in conjunction with the Principal, or other authorised signatory and
- Ensuring forms and returns are sent to the EFSA in line with the timetabled guidance. Signing such forms as necessary.

### **Academic Achievement and Student Welfare Committee**

The Board of Trustees hereby resolves to establish a committee of the Board of Trustees to be known as the Academic Achievement and Student Welfare Committee.

The chair, members and secretary of the Academic Achievement and Student Welfare Committee shall be non-executive members and shall be appointed by the Board of Trustees. The chair shall be a non-executive member of the Board of Trustees other than its chair.

The minutes of meetings of the Academic Achievement and Student Welfare Committee will be presented to the Board of Trustees at the termly meeting.

The Board of Trustees shall determine how often the Committee shall meet. This is normally once a term, but the Principal and Chair may request additional meetings as deemed necessary.

The Assistant Principals or delegated member of the Strategic Leadership Team will normally attend meetings of the Committee.

### **Authority**

The Academic Achievement and Student Welfare Committee is an advisory body with no executive powers. However, it is authorised by the Board of Trustees to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

The Academic Achievement and Student Welfare Committee is authorised to obtain independent professional advice if it considers this necessary.

### **Duties**

The specific duties of the Academic Achievement and Student Welfare Committee shall be to:

- Monitor students' attainment and quality of learning.
- Ensure the curriculum offer is relevant and appropriate for all students.
- Advise the Board of Trustees on the curriculum statutory obligations.
- Review any proposals from senior leaders for changes to the curriculum and to consider the implications for staffing.
- Contribute towards the review and monitoring of the Development Plan and report / make recommendations to the Trust Board.
- To review the policy and provision for *collective worship and religious education* and make recommendations to the Board of Trustees.
- To review the policy on charging for curriculum activities and make recommendations to the Board of Trustees.
- To review the policy and provision for Sex and Relationship Education and make recommendations to the Board of Trustees.
- To monitor student destinations and careers.
- Report at least once a year to the Board of Trustees on the discharge of the above duties.
- To promote healthy lifestyles for students.
- To ensure all safeguarding, child protection and online security policies are in place and acted upon.
- To monitor the implementation of the behaviour policy through the number and reasons for fixed term and permanent exclusions.
- To monitor the implementation of the attendance policy against targets, including persistent absentees.
- To engage with parents/carers to support their child's learning.
- To promote community cohesion within the establishment and wider.
- To seek out ways to involve the local community in activities at the establishment.
- To monitor the CAP awards
- To monitor the diversity of activities and equity of access.



- To monitor Alternative Provision / Managed Moves etc.
- To encourage the local community to take an active interest in the establishment.
- To consider any other matters where requested to do so by the Board of Trustees.
- To report termly to the Board of Trustees on the discharge of the above duties.
- Review educational offsite visit outcomes.

### **Delegation to Other Committees**

The Board of Trustees recognises that it may need to delegate duties to a Committee other than the Finance, Risk and Staff Welfare Committee; the Academic Achievement and Student Welfare Committee and shall need to amend this document accordingly.

<b>Chair of Trustees</b>	<b>Print Name: -</b>	
	<b>Sign</b>	
	<b>Date</b>	
<b>Chair of Finance, Risk &amp; Staff Welfare Committee</b>	<b>Print Name: -</b>	
	<b>Sign</b>	
	<b>Date</b>	
<b>Chair of Academic Achievement &amp; Student Welfare Committee</b>	<b>Print Name: -</b>	
	<b>Sign</b>	
	<b>Date</b>	