



Lugwardine Primary Academy

Governing board scheme of delegation and terms of reference

Updated September 2024

Terms of reference

Full Governing Body	
Purpose	<p>Our board has 3 strategic core functions:</p> <ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction Holding executive leaders/headteacher to account for the educational performance of the organisation/school and its pupils, and the performance management of staff Overseeing the financial performance of the organisation/school and making sure its money is well spent <p>The main responsibilities to be managed by the board are outlined in the articles of association (11th August 2010)</p>
Membership	A chair and vice-chair will be elected and a clerk will be appointed.
Quorum	One half of the membership of the governing board.
Meetings	<p>The board will meet at least three times a year. Minutes of the meetings will be shared with the board and made available to the public.</p> <p>An agenda agreed by the Chair and papers in support of the agenda will be sent to all attendees at least one week before the date of the meeting.</p>
Policies and compliance	<p>The board will review and ratify various policies and procedures.</p> <p>This will include:</p> <ul style="list-style-type: none"> Data protection Protection of children's biometric information Admission register Attendance register School information published on a website School complaints Early career teachers (ECTs) Single central record Statement of procedures for dealing with allegations of abuse against staff



	<ul style="list-style-type: none"> • Accessibility plan • Child protection policy and procedures • Children with health needs who cannot attend school • Early Years Foundation Stage (EYFS) policies • Special educational needs (SEN) and disability policy and SEN information report • Relationships and sex education • Behaviour policy • Health and safety • Whistle-blowing procedures
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Finance and Audit Committee	
Purpose	<p>Our committee has 3 strategic core functions:</p> <ul style="list-style-type: none"> • To monitor the budget and make recommendations to the Governing Body for any in year changes. • To consider and give advice on any matter involving finance or financial management referred to by the Governing Body. • To ensure that the principles of Best Value are followed when making decisions.
Membership	A chair will be elected and a clerk will be appointed.
Quorum	One half of the membership of the committee.
Meetings	<p>The board will meet at least three times a year. Minutes of the meetings will be shared with the board.</p> <p>An agenda agreed by the Chair and papers in support of the agenda will be sent to all attendees at least one week before the date of the meeting.</p>
Policies and compliance	<p>The board will review and ratify various policies and procedures.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Charging and remissions • Acceptance of gifts, hospitality, awards, prizes or benefits • Competitive tendering • External audit contract • Internal audit process



Pay and HR Committee

Purpose	<p>Our committee has 3 strategic core functions:</p> <ul style="list-style-type: none"> To monitor and make recommendations regarding staff pay. Keep the school's pay policy up-to-date and under review Undertake the annual salary review and determine the individual salary of all staff by considering and ratifying the Headteacher's recommendations for the pay of all staff, ensuring the performance management policy and pay policy has been consistently and robustly applied.
Membership	A chair will be elected and a clerk will be appointed.
Quorum	One half of the membership of the committee.
Meetings	<p>The board will meet at least three times a year. Minutes of the meetings will be shared with the board.</p> <p>An agenda agreed by the Chair and papers in support of the agenda will be sent to all attendees at least one week before the date of the meeting.</p>
Policies and compliance	<p>The board will review and ratify various policies and procedures.</p> <p>This will include:</p> <ul style="list-style-type: none"> Capability of staff Staff discipline, conduct and grievance Appraisal Policy Performance-related pay progression Being aware of the impact that pay decisions have on the school's budget Making sure pay appeals are managed in line with the school pay and appraisal policies



Scheme of Delegation

Function	Task	FGB	F&A Committee	Pay & HR	Individual
Admissions	Determine the school's admissions arrangements				
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective				
	Establish an independent appeals panel when there are admissions appeals				
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days				Headteacher
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances				
	Arrange an independent review panel to consider permanent exclusions, where requested by parents				
Curriculum	Make sure the school teaches a broad and balanced curriculum				Headteacher and Link Subject Governors
Finance and budgets	Make day- to-day spending decisions under the amount of £2,000				SBM and Headteacher
	Appoint a senior executive leader as the accounting officer and a chief financial officer of the trust				
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction				
	Appoint an auditor				



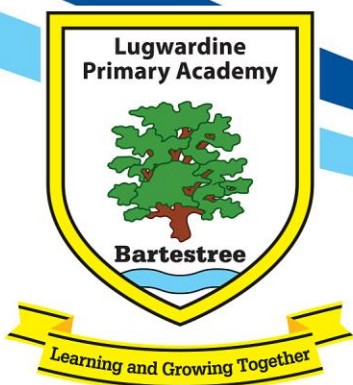
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	Participate in annual accounts consolidation exercises as communicated by the Department for Education				
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation				
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)				
	Establish an audit and risk committee If your trust's annual income is less than £50 million, you can combine it with another committee				
	Approve a balanced budget each financial year and submit to the ESFA				
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors				
	Monitor impact of pupil premium funding				
	Monitor impact of PE and sport premium funding				
Governing board procedures	Hold full governing board meetings at least 3 times a year				
	Elect a chair and vice-chair of trustees				
	Appoint a clerk				
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee				



	Check that all statutory policies and documents are in place				
	Delegate functions to committees and individuals				
Health & Safety	Monitor the implementation of the health and safety policy				
	Make sure there is an appointed person in charge of first aid				
Parents and the community	Make sure the required information is published on the school website				
	Approve a complaints procedure				
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides				
	Make sure the school complies with the Freedom of Information Act 2000				
	Make sure the school complies with the General Data Protection Regulations (GDPR)				
Pupil wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)				Headteacher
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training				Headteacher
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this				
	Make arrangements for supporting pupils with medical conditions				Headteacher
Safe-	Check that the school complies with statutory guidance on safeguarding				



guarding	Make sure there's a child protection policy in place				
	Make sure a senior board level governor takes leadership responsibility for safeguarding and that they receive training				
	Make sure governors receive safeguarding training				Clerk
	Appoint a member of staff to be the designated safeguarding lead				Headteacher
	Make sure that effective support is provided for any employee facing an allegation				Headteacher
Special Educational Needs and Disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND				
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness				Headteacher
	Make sure that parents are notified by the school when special educational provision is being made for their child				Headteacher
	Make sure the school produces and publishes online its school SEN information report				Headteacher
	Co-operate with the local authority in developing the local offer				Headteacher
	Make sure the school follows the statutory SEND Code of Practice				Headteacher
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school				Headteacher
	Make sure that the teachers in the school are aware of the importance				Headteacher



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	of identifying pupils who have SEN and providing appropriate teaching				
Staffing matters	Appoint a senior executive leader (who should be the academy's principal)				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)				
	Making sure the appraisal policy is robust and has as little impact as possible on teachers' workloads				
	Monitoring the outcomes of pay decisions				SBM & Headteacher
	Make sure employment law and guidance is being followed				
	Approve staffing structure changes				SBM & Headteacher
	Dismiss the headteacher				