St Bernard's High School Scheme of Delegation

1. Introduction

St Bernard's is a school community which aims to live by Jesus' commandment, "Love one another as I have loved you."

We are a Catholic learning community committed to the ongoing development of the entire potential of every person, achieved through a broad, balanced and relevant curriculum.

We care for each other as individuals of equal worth, regardless of status, sex, race or religion and thus actively seek to promote safeguarding, justice and fairness.

We provide an atmosphere in which all can grow in our Faith, and encourage this faith by a lively relevant liturgy.

We work with parents, parishes, local communities and industry to prepare our students for the opportunities of adulthood.

The status of the scheme of delegation

The scheme of delegation is a key governance document because without it, it is not clear how accountability and decision-making works within the trust. This is why the Academy Trust Handbook requires it to be published on the trust's website. The Scheme of Delegation operates in two-parts. Firstly, this document which provides an overview of functions and decision-making bodies. Secondly, the **delegation grid** which outlines the most notable decisions and where they sit. However, St Bernard's High School recognizes that there may be decisions which sometimes sit outside this grid in which case this document is used to locate the best place for such decisions to be made.

1.1 **St Bernard's High School** (referred to herein as the "**Trust**") was established on 17th August 2011. The Trust is a single academy trust.

1.2 The Trust is both a company limited by guarantee and an exempt charity, regulated by the Secretary of State for Education, who acts as the principal regulator.

1.3 The Trust's constitution and its charitable objective is set out in its Memorandum and Articles ofAssociation ("**Articles**").

1.4 Governors have an overriding duty to act freely and in the best interest of the Trust at all times.

1.5 The purpose of this Scheme of Delegation is to provide operating clarity as to the roles, responsibilities and authority of those who contribute to the governance and oversight of the Trust. This Scheme of Delegation is subsidiary to the Articles, the Funding Agreement(s) and all schools/academies legislation.

1.6 The Trustees reserve the right (in their absolute discretion) to review and alter this Scheme of Delegation and the level of delegated responsibility at any time and will be formally reviewed for its effectiveness at least every two years.

1.7 The Effective Date of this Scheme of Delegation is 1 September 2026.

2. Accountability: Governance and Management Structures

2.1 The Trust is a company limited by guarantee. It has no shareholders. The highest tier of oversight is provided by the **"Members**" who, through general meetings, are the guardians of the Trust, its purpose and welfare. Each Member's liability is limited to £10 and, in view of the limited liability and therefore scope for accountability, they have limited governance and no day-to-day management responsibilities. Members cannot be employees.

2.2 The next tier of oversight is provided by the "**Governors**". Governors are appointed by the Members to whom they report. They are trustees for charity law purposes and are appointed directors with Companies House. The Governors are personally responsible for the actions of the Trust and are accountable to the Members, the Secretary of State for Education and the wider community for the quality of the education received by all pupils at St Bernard's and the expenditure of public money. The governors are required pursuant to the Funding Agreement(s) to have systems in place through which they can assure themselves of the quality, safety and good practice of the affairs of the Trust. The Governors meet as a board of governors, generally known as the "**Governing Body**".

2.3 All Governors have the same responsibility to act in the best interests of the Trust and the academies, irrespective of any other role they may undertake within the academy.

2.4 The Governing Body will oversee the management and administration of the Trust and herein delegates authority and responsibility to others. The Trust also appoints an appropriately qualified Governance Professional.

2.5 The main delegation will be:

- to "**Governing Body" including Committees** of the Governing Body, who will act either in a permanent capacity or a temporary capacity where the terms of delegation will be determined by the Trustee Board.

- to the "**Accounting Officer**" **/ Headteacher**, who will be responsible for the day-to-day management of the Trust. The Headteacher will be appointed by the Governing Body and report directly to it.

- to the "**Chief Finance Officer**" (who is also the school business manager), who will be responsible for the financial management of the Trust. The Chief Finance Officer will be appointed by and report to the Headteacher.

- to other **authorized individuals** as detailed in the finance regulations.

3. The role of the Members

3.1 The role of the Members is laid out in the Articles of Association and in company law. Their role is that of guardians of the constitution, ensuring the charitable object is fulfilled and to conduct oversight of the Governing Body. Members have limited governance and no day-to-day management responsibilities.

3.2 The Members' key responsibilities are:

- to ensure the Objectives of the Trust are met;
- to receive the Annual Report (prepared by the Governors) at a General Meeting of the Trust;
- to appoint the Trust's auditors;
- to determine the Trust's constitution by adopting the company's Articles;
- to exercise either a direct power under the Articles or a statutory power;
- to appoint and remove Trustees (noting any powers delegated by the Members to the Governors to make such appointments and removals).

3.3 The Members appoint and remove the governors.

3.4 The Academies Trust Handbook (or such document as may supersede it) contains further guidance

4. The role of the Chair of the Governing Body

4.1 The Chair of the Governing Body ("**Chair**") has a fundamental role in leading the business of the Trust and as a fulcrum between the Governing Body and the Accounting Officer.

4.2 The Chair is first amongst equals but has no defined individual power (except in an emergency).

4.3 The specific tasks and responsibilities of the Chair are as follows:

- to ensure the Governing Body provides a strategic focus to the Trust and its academies
- to manage the business of the Governing Body to ensure it undertakes its duties efficiently and effectivelyin and between board meetings.
- to build, develop and meld the governors into an effective team, taking account of recruitment, succession and the professional development needs of the governing body.
- to work in partnership with the Accounting Officer, developing a professional relationship, providing appropriate encouragement, challenge and support.
- to promote a culture of robust evaluation and continuous improvement across the Trust striving to drive up standards everywhere
- to ensure the Governing Body meets all its legal requirements by working closely with the Governance Professional to the Trustee Board
- to represent the Trust to key external partners, the media and the public when required.

4.4 Further responsibilities are as detailed in the finance regulations

5. The role of the governors and the governing body

5.1 The governors have overall responsibility and ultimate decision-making authority for all the work of the Trust.

5.2 The governing body will set the strategic direction of the Trust, maintain legal oversight, monitor all activities, assess the performance of the academies and establish & review material policies and practices governing the life of the academies.

5.3 The specific tasks and responsibilities of the governing body are as follows:

- to determine the vision and ethos of the Trust whilst acknowledging the needs of the communities they serve;
- to, in conjunction with the Accounting Officer, develop a strategic plan for the Trust and to ensure the effective communication of that plan so it can be implemented;
- to determine and ensure the implementation of material policies and procedures which it is intended will achieve a consistently high standard of education and financial prudence across all areas of the Trust;
- to make or ratify suitable appointments of individuals who serve or will serve on the governing body sub-committees, such as the Chair of Governors including removing such individuals who fail to fulfil the expectations of the role;
- to approve the overall Trust budget having regard to any recommendations of the Finance, Audit, Risk and Premises Committee which will be responsible for conducting a thorough review of all budget proposals;
- to formally appoint the Accounting Officer;
- to ensure there is an effective risk management strategy in place
- to provide challenge and support to the Accounting Officer
- to set goals and undertake the performance management of the Accounting Officer;
- to ensure that the Accounting Officer is effectively overseeing the objectives and outcomes;
- to ensure that the Trust IT strategy is effective and efficient and robustly secure;
- to oversee the delivery of the benefits that collaborative working, common approaches and common systems will bring;
- to ensure proper advice is available to the Trust in relation to legal and compliance matters;
- to ensure that the Trust operates effective health & safety systems and procedures (including safeguarding);
- to ensure appropriate performance management systems are in place and are effective across the Trust and are accompanied by relevant programmes for the professional development of all staff;
- to regularly review and receive the following:
    - a high-level overview on safeguarding, this will include a Trust overview of how safeguarding is monitored and ensuring that support and challenge from governors is robust
    - a high level overview of Health and Safety across the Trust

- the KPIs which will cover student attendance, exclusions, leavers and publicexamination data, along with analysis as appropriate;

Through established committees:

- **Finance, Audit, Risk and Premises Committee**
  - to ensure there are robust financial systems and procedures in place that are adhered to by the Trust and each academy (using periodic internal audits to provide such assurance);
  - to ensure a comprehensive risk management framework and appropriate risk management strategies are put in place and maintained across the Trust;
  - to ensure internal Audit iseffective in identifying areas for improvement;
  - to ensure estates management is effective and ensures all environments are conducive to good educational provision and safe for staff and students;
  - to ensure procurement services ensure good VfM is achieved and economies of scale are realised wherever possible
- **Pay Progression Committee & Head Teacher Pay Committee**
  - to ensure pay awards are in line with guidance in the Academy Trust Handbook and take account of performance, the need for recruitment and retention, the level ofchallenge of roles and affordability.
  - To hear appeals concerning pay awards.
  - To set the pay of the Accounting Officer and to scrutinise higher-level pay awards;
  - To maintain an overview of the policies and responsibilities concerning the Trust's delivery of education to ensure that all schools are meeting the Trust's expectations for the Quality of Education.
  - To ensure that the Trust's Vision and its values of Care and Unity are embedded across the trust
- **Such other committees as may be required from time to time**

5.4 The organisation of the governing body is set out in the Articles of Association which determine the minimum meeting frequency, quorum and the process for appointment of a Chair and Vice- Chair of the Governing Body. In summary, the Governing Body is required to meet at least three times a year and the quorum for any meeting is as detailed in the Memorandum and Articles of Association.

6. The leadership team

6.1 The Senior Leadership Team comprises:

Accounting Officer / Headteacher
1 Deputy headteacher
5 Assistant headteachers
School Business Manager
Facilities manager

The composition of the SLT will be kept under review to ensure that it is fit for purpose

6.2 St Bernard's High School has developed governance and leadership structures that provide clear lines of accountability, supported by a detailed Scheme of Delegation.