



Huxlow Science College

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M Fargher	FGB	September 2021	28 September 2021	Annual	September 2022

SCHEME OF DELEGATION

Policy Approver: Full Governing Board

Version Control

Version Number	Date of Change	Changes Made



Huxlow

Science College

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Function	Task	FGB	Governor Committee	Individual Governor	Headteacher	Business Manager	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓					
	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				✓		
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances		✓				Pupil Disciplinary Committee
	Arrange an independent review panel to consider permanent exclusions, where requested by parents		✓				Pupil Disciplinary Committee
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16	✓	✓				Curriculum & Welfare Committee
	Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13	✓	✓				Curriculum & Welfare Committee
	Review and monitor performance data and quality of Teaching & Learning		✓		✓		Curriculum & Welfare Committee
	Annual review of examination results	✓	✓		✓		Curriculum & Welfare Committee

Function	Task	FGB	Governor Committee	Individual Governor	Headteacher	Business Manager	We have delegated this to:
Finance and Budgets	Budget changes £0-£1000			✓		✓	Chair FPP, SBM
	Budget changes £1,000 - £15,000			✓	✓	✓	Chair FPP, HT, SBM
	Budget changes > £15,000		✓		✓	✓	HT, SBM, Finance, Personnel & Premises Committee
	Ordering / Purchasing £0 - £100						Budget Holder
	Ordering / Purchasing £101 - £4,999					✓	Budget Holder, SBM
	Ordering / Purchasing £5000 - £19,000				✓	✓	Budget Holder, SBM, HT
	Ordering / Purchasing >20,000		✓		✓	✓	HT, SBM, Finance, Personnel & Premises Committee
	Cheque or on-line banking transaction £0 - £19,999				✓	✓	Two of cheque signatories
	Cheque or on-line banking transaction < £20,000			✓	✓	✓	Two of cheque signatories plus Chair of Governors
	Tenders and Quotes £0-£1,999						Budget Holder
	Tenders and Quotes £2,000 - £4,999					✓	Budget Holder, SBM
	Tender and Quotes £5,000 - £24,999				✓	✓	Budget Holder, SBM, HT
	Tenders and Quotes £25,000 - £99,999				✓	✓	HT, SBM, Finance, Personnel & Premises Committee
	Tenders and Quotes > £100,000	✓			✓	✓	HT, SBM, FGB
	Asset write offs £0 - £999					✓	SBM

Function	Task	FGB	Governor Committee	Individual Governor	Headteacher	Business Manager	We have delegated this to:
	Asset write offs £1,000 - £19,999		✓				Finance, Personnel & Premises Committee
	Asset write offs >£20,000	✓					
	Setting of Reserves Policy		✓				Finance, Personnel & Premises Committee
	Fraud & Theft Reporting £0 - £1,000		✓				Finance, Personnel & Premises Committee
	Fraud & Theft Reporting £1,000 - £4,999	✓					
	Fraud & Theft Reporting > £5,000	✓					FGB and DfE
	DfE and or EFSA returns				✓	✓	HT, SBM
	Appoint a senior executive leader as the accounting officer for the trust and a chief financial officer	✓					
	Participate in annual accounts consolidation exercises as communicated by the Department for Education	✓	✓				Finance, Personnel & Premises Committee
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓					
	Appoint a registered statutory auditor and prepare annual financial statements in line with the ESFA's academies accounts direction	✓					
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement	✓	✓				Finance, Personnel & Premises Committee

Function	Task	FGB	Governor Committee	Individual Governor	Headteacher	Business Manager	We have delegated this to:
	Prepare and review lettings and charges policy and monitor implementation		✓				Finance, Personnel & Premises Committee
	Compile and preparation of School Development Plan	✓	✓		✓		Finance, Personnel & Premises Committee
	To act as an audit committee, or committee with audit function		✓				Finance, Personnel & Premises Committee
	Undertake long term planning and forecasting and capital planning		✓				Finance, Personnel & Premises Committee
	Approve a balanced budget each financial year and submit to the ESFA	✓	✓				Finance, Personnel & Premises Committee
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors	✓					Clerk to Governors
	Share Management Accounts with Chair of Governors monthly and FGB 6x per year					✓	SBM
	Review and agree level of reserves annually		✓				Finance, Personnel & Premises Committee
	Undertake annual physical check of fixed assets					✓	SBM
	Monitor impact of pupil premium funding		✓		✓		Curriculum & Welfare Committee
	Monitor impact of year 7 catch-up funding		✓		✓		Curriculum & Welfare Committee
Governing Body Procedures	Set and monitor ethos and strategy	✓					
	Hold full governing board meetings at least 6 times a year	✓					

Function	Task	FGB	Governor Committee	Individual Governor	Headteacher	Business Manager	We have delegated this to:
	Elect a chair and vice-chair of trustees	✓					
	Appoint a clerk to governors	✓					
	Regular review of Risk Register	✓	✓		✓	✓	Finance, Personnel & Premises Committee, HT, Business Manager
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually.	✓					
	Annually appoint or elect a chair for each committee		✓				Each Committee
	Check that all statutory policies and documents are in place	✓	✓				
	Appointment of Payroll Provider		✓				Finance, Personnel & Premises Committee
	Monitor the implementation of the health and safety policy	✓	✓		✓	✓	Finance, Personnel & Premises Committee, HT, Business Manager
	Suspension of Governors	✓					

Function	Task	FGB	Governor Committee	Individual Governor	Headteacher	Business Manager	We have delegated this to:
Health & Safety	Appoint a competent person to oversee Health & Safety in the college				✓		
	Make sure college complies with Health & Safety regulations in collaboration with Health & Safety advisors	✓					
	Monitor effectiveness of college safety performance directly through reports received from H&S Working Party and other relevant reports and audits		✓				Finance, Personnel and Premises Committee
Parents and the Community	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	✓					
	Ensure the school complies with the Data Protection Act6 2018	✓					
	Provide free school meals to those pupils meeting the criteria				✓		
Pupil Wellbeing	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training				✓		
	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	✓			✓		

Function	Task	FGB	Governor Committee	Individual Governor	Headteacher	Business Manager	We have delegated this to:
	Check that the school complies with statutory guidance on safeguarding	✓		✓			Link Governor
Safeguarding	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	✓	✓		✓		Curriculum & Welfare Committee
	Maintain and Monitor the Single Central Record	✓		✓	✓		Chair of Governors, HT, HR Manager
	Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the Headteacher	✓	✓				Finance, Personnel & Premises Committee
	Monitor the implementation of the child protection policy	✓					
	Appoint a member of staff to be the designated safeguarding lead				✓		
	Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND	✓					
Special Educational Needs and Disabilities (SEND)	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓		Curriculum & Welfare Committee
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓		
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓		Curriculum & Welfare Committee
	Co-operate with the local authority in developing the local offer	✓			✓		
	Make sure the school follows the statutory SEND Code of Practice	✓			✓		

Function	Task	FGB	Governor Committee	Individual Governor	Headteacher	Business Manager	We have delegated this to:
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓		Finance, Personnel & Premises Committee
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓		
Staffing Matters	Appoint a Headteacher or Chief Executive	✓					
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓					
	Develop, review and oversee the implementation of Personnel Policies		✓		✓		Finance, Personnel & Premises Committee
	Approval of staff redundancies	✓					Finance, Personnel & Premises Committee
	Approve staffing structure changes	✓	✓				Finance, Personnel & Premises Committee
	Develop, review and oversee the implementation of Personnel Policies		✓				Finance, Personnel & Premises Committee
	Draw up Whole School Pay Policy for FGB Approval		✓				Finance, Personnel & Premises Committee
	Dismiss the Headteacher	✓					
Statutory Policies	Accessibility		✓				Finance, Personnel & Premises Committee
	Admissions	✓					
	Appraisal & Capability		✓				Finance, Personnel & Premises Committee
	Behaviour		✓				Curriculum & Welfare Committee

Function	Task	FGB	Governor Committee	Individual Governor	Headteacher	Business Manager	We have delegated this to:
	Charging & Remissions		✓				Finance, Personnel & Premises Committee
	Children with Health Needs who cannot attend school	✓					
	Complaints	✓					
	Data Protection (inc Biometrics)	✓					
	Designated teacher for looked-after and previously looked-after children	✓					
	Disciplinary for School Based Staff		✓				Finance, Personnel & Premises Committee
	Managing Allegations of Abuse Against Staff		✓				Finance, Personnel & Premises Committee
	Early Career Teachers (ECT)	✓					
	Safeguarding & Child Protection		✓				Curriculum & Welfare Committee
	SEN Information and Report		✓				Curriculum & Welfare Committee
	Sex & Relationships	✓					
	Supporting Students with Medical Conditions		✓				Curriculum & Welfare Committee

Signed:
Chair of Governors

Date: