BOSTON HIGH SCHOOLLEADING
LEARNING TOGETHER

Name of Policy: Scheme of Delegation

Date Ratified	March 2025
Monitoring Responsibility:	Full: Yes Finance, Personnel and Premises: Standards & Outcomes:
Review Date:	March 2026
Headteacher:	Mr A Fulbrook
Chair of Governors	Mrs L Smith
Draftee (Academy Lead):	Mr A Fulbrook

Signed …………………………………………. Date ……………………………

       Mrs L Smith – Chair of Governors

Leading Learning Together

BOSTON HIGH SCHOOL

SCHEME OF DELEGATION

Scheme of Delegation

There are three core functions of effective governance:

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding the executive to account for the educational performance of the trust, its pupils and the performance management of staff.
3. Overseeing the financial performance of the trust and making sure its money is well spent.

The eight elements that will enable delivery of effective governance are:

1. The right people around the table
2. Understanding their role and responsibilities
3. Good chairing
4. Professional clerking
5. Good relationships based on trust
6. Knowing our school
7. Commitment to asking challenging questions
8. Confidence to have courageous conversations in the interests of pupils

The Trust Board is accountable for all major decisions about the academy. This does not mean that the Board will make every decision within the Trust, they will delegate some governance and decision-making responsibilities to:

- ➢ The Headteacher and Senior Leadership Team
- ➢ Trust level sub-committees

In line with our values, particularly that of transparency, it is vital that a clear scheme of delegation defines lines of responsibility and accountability within Boston High School.

The purpose of our scheme of delegation

➢ To ensure clarity about the roles of members, trustees, Headteacher and committees
➢ That Boston High School operates in a fashion that is fit for purpose for a single academy trust
➢ To prevent confusion which may lead to a loss of trust with stakeholders

The scheme of delegation is intended to be a working document that will be revised (at least annually) and adapted in response to the context and circumstances of Boson High School.

As the Trust matures, both in terms of governance and operational leadership, the scheme of delegation is likely to change. This recognises the need to be responsive to the changing circumstances and ensures that Boston High School continues to best meet the needs of their academies.

Suggested scheme of delegation

➢ The board of trustees (Known as Governors) is responsible for the three core governance functions.

➢ The board of trustees appoint the Headteacher (HT), to whom it delegates responsibility for delivery of its vision and strategy and will hold the HT to account for the conduct and performance of the trust and for its financial management.

➢ In turn, the HT line manages the senior Leadership Team, setting their targets and performance managing them.

➢ The board constitutes committees for standards & outcomes and finance, personnel & premises; these look in detail at staff and pupil performance, resources and financial performance of the Trust as well as reviewing organisational risk and resilience. As board committees, at least three trustees must sit on each.

➢ The board of trustees must ensure its decisions about levels of executive pay (including salary and any other benefits) follow a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities. No individual can be involved in deciding their remuneration. The academy committee must be confident that the trust's performance management systems are working well, and if not, how they can make the trust aware of their concerns. This arrangement will also affect the academy committee's role in Ofsted inspections.

Roles and Responsibilities

The role of the members

The members of the trust are guardians of the governance of the trust and as such have a different status to trustees. Originally, they will have been the signatories to the memorandum of association and will have agreed the trust's first articles of association and will also approve any amendments made to the articles of association. The members appoint trustees to ensure that the trust's charitable object is carried out and so must be able to remove trustees if they fail to fulfil this responsibility. Members appoint the trust's auditors and receive the trust's audited annual accounts. There must be at least three members. We seek to establish 5 members.

For clarity the outline below is from ESFA (Ref Academy Trust Handbook 2021)

Members

What members do

1.2 Every trust has members who have a similar role to shareholders of a company limited by shares. They:
- are the subscribers to the memorandum of association (where they are founding members)

- may amend the articles of association subject to any restrictions created by the funding agreement or charity law

- may, by special resolution, appoint new members or remove existing members other than, where there is one, the foundation/sponsor body and any members it has appointed

- have powers to appoint trustees as set out in the trust's articles of association and powers under the Companies Act 2006 to remove trustees

- may, by special resolution, issue direction to the trustees to take a specific action

- appoint the trust's external auditors and receive (but do not sign) the audited annual report and accounts (subject to the Companies Act)

- have power to change the company's name and, ultimately, wind it up.

How many members should there be?

1.3 The academy trust **must** have at least three members, although the Department's strong preference is that trusts should have at least five members. Having more members:

- provides for a more diverse range of perspectives
- ensures members can take decisions via special resolution without requiring unanimity.

Suitability of members

1.4 Trusts **must** ensure that their members are not currently subject to a direction made under section 128 of the Education and Skills Act 2008 which prohibits individuals from taking part in academy trust management, and that they do not appoint as a member, a person who is currently subject to a section 128 direction.

Can employees be members?

1.5 No. Members **must not** be employees of the trust, nor occupy staff establishment roles on an unpaid voluntary basis.

Can trustees be members?

1.6 There should be significant separation between the individuals who are members and those who are trustees. If members sit on the board of trustees this may reduce the objectivity with which the members can exercise their powers. The Department's strong preference is for a majority of members to be independent of the board of trustees.

Working with the trustees

1.7 Whilst responsibility to conduct the trust's strategic business sits with the trustees, if the governance of the trust by the board of trustees becomes dysfunctional the members will have a strong interest in ensuring the board has plans to address the issues, or otherwise to remove the board or individual trustees and re-appoint trustees with the skills necessary for effective governance.

1.8 It is important, therefore, for members to be kept informed by trustees about trust business so they can be assured that the board is exercising effective governance. This **must** include providing the members with the trust's audited annual report and accounts as stated in paragraph 4.4.

The role of the trustees (Governors)

Boston High School is a charitable company and so trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because trustees are bound by both charity and company law, the terms 'trustees' and 'directors' are often used interchangeably.

The trustees are responsible for the general control and management of the administration of the trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, it is legally responsible and accountable for all statutory functions, and for the performance of the trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements.

It is the employer of every member of Boston High School staff.

The board of trustees has the right to review and adapt its governance structure at any time which includes removing delegation.

The role of trust board committees

In line with The Academy Trust Handbook 2021, the board of trustees have a finance committee to which the board delegates financial scrutiny and oversight and this finance committee also undertakes the role of an audit committee. The audit committee review the internal audit reports which are produced by a bought-in internal audit service. These internal audits are carried out three times a year. Boston High School have also constituted a standards committee charged with reviewing and evaluating academy improvement across the trust.

Decisions made will be deemed decisions of the trust board. The membership (there must be at least three trustees) and responsibilities of board committees are set out in the committee's terms of reference. The trust board will appoint board committee chairs and committee members according to their skills.

The role of the Headteacher (HT)

The board of trustees must appoint, in writing, a senior executive leader who may be appointed as a trustee. In single academy trusts this should be the Headteacher.

The board must also appoint, in writing, a named individual as its accounting officer. This should be the senior executive leader. In single academy trusts this should be the Headteacher.

The HT has the delegated responsibility for the operation of the trust. The HT is also the accounting officer so has overall responsibility for the operation of the academy trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money. However, the appointment of an accounting officer does not remove the trustees' overall responsibility for the proper conduct and financial operation of the trust.

The HT leads the Senior leadership team (SLT) of the academy trust and will delegate executive management functions to the SLT and is accountable to the trust board for the performance of the SLT.

The role of the Chief Financial Officer (CFO)

The board must appoint a chief financial officer (CFO), who is the trust's finance director, business manager or equivalent, to whom responsibility for the trust's detailed financial procedures is delegated. The CFO should play both a technical and leadership role.

The CFO and their finance staff must be appropriately qualified and/or experienced. Trusts must assess whether the CFO, and others holding key financial posts, should have a business or accountancy qualification and hold membership of a relevant professional body, dependent on the risk, scale and complexity of financial operations.

The CFO need not discharge all their duties personally. The trust may employ additional staff or contractors with the relevant skills and knowledge at the appropriate time.

The role of the Clerk to the board

The academy trust should appoint a clerk to support the board of trustees who is someone other than a trustee, principal or chief executive of the trust.

A clerk can help the efficient functioning of the board by providing administrative and organisational support, guidance to ensure the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences of noncompliance and advice on procedural matters relating to operation of the board

Delegation within Boston High School

MEMBERS (3)

TRUST BOARD (FGB)

F,P&P COMMITTEE INCORPORATING THE AUDIT RISK COMMITTEE (ARC)

STANDARDS & OUTCOMES COMMITTEE

HEADTEACHER + Associate

1. EDUCATION DECISIONS

SENIOR LEADERSHIP TEAM
INCLUDING FD/CFO
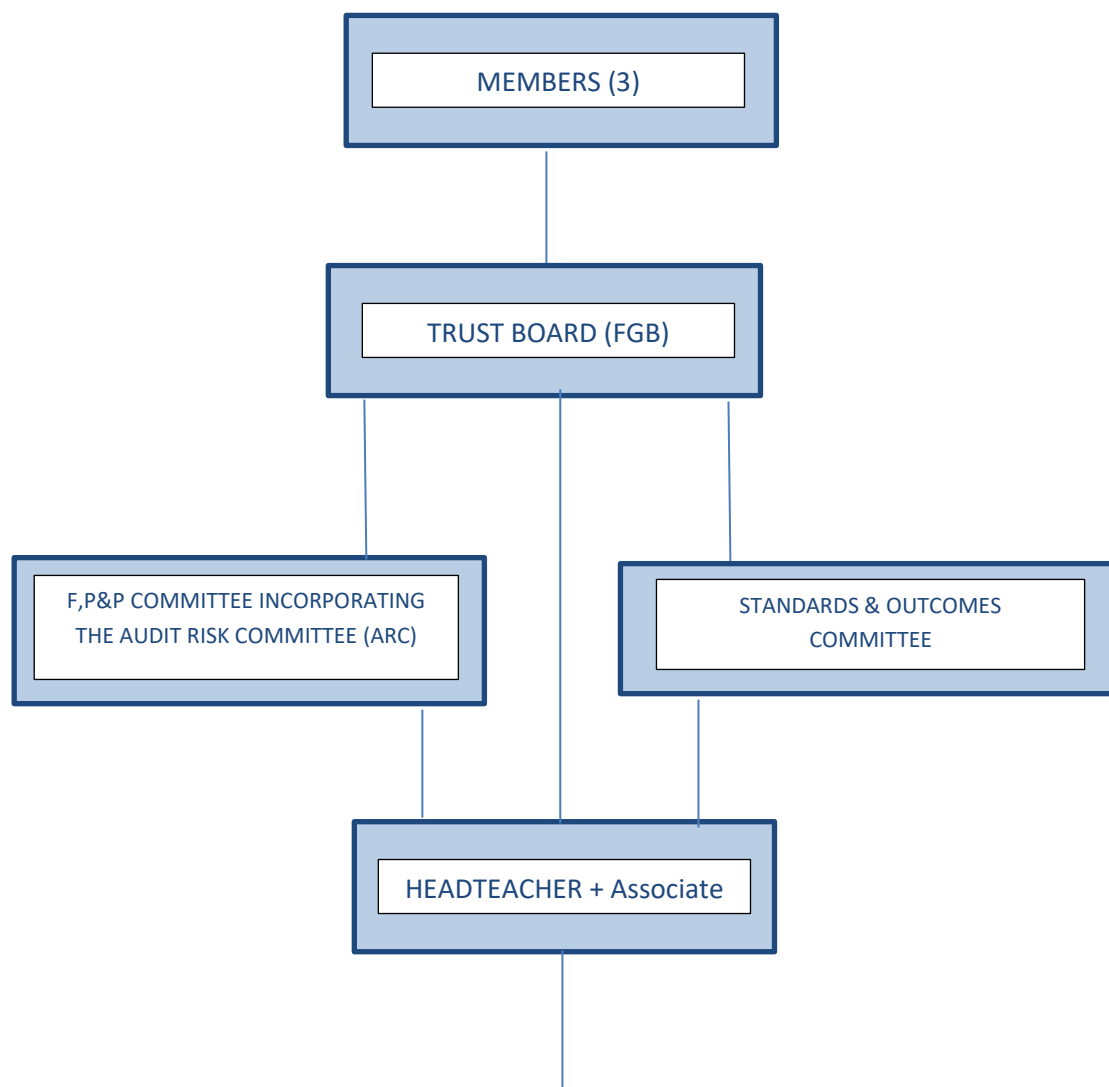
	Members	Board of Trustees	Committees	Headteacher
Strategy & Policy				
Approve Trust Vision, Mission, Values, Strategic Priorities and KPIs.		**Approval**		
Approve School Curriculum		**Approval**		
Approve Trust self-evaluation		**Approval**		
Approve Annual School Improvement Plan		**Approval**		
Approve Trust's educational targets		**Approval**		
Approve Trust Teaching Quality Assurance plan		**Approval**		
Strategies for Pupil Premium expenditure		**Approval**		
The decision to issue a fixed term exclusion				**Approval**
The decision to permanently exclude				**Approval**

2. **STAFFING DECISIONS**

	Members	Board of Trustees	Committee F,P&P	Headteacher
Staffing Strategy & Policy				
Approve Staffing complement for the school.		**Approval**		
Approve all relevant staff / personnel policies.		**Approval**		
Approve annual cost of living pay award for staff		**Approval**		
Staffing Structures				
Approve staffing structure at Trust Level		**Approval**		
Appointment of…				
Headteacher		**Approval**		
Senior Leadership Team				**Approval**
Teaching staff including SENCO				**Approval**
Support staff				**Approval**
Sign Employment contracts on behalf of the				
Headteacher		**Approval**		
Senior Leadership Team				**Approval**
Teaching staff including SENCO,				**Approval**
Support staff				**Approval**
Appraisal of…				
Head Teacher		**Approval**		
Senior Leadership Team				**Approval**
Teaching staff				**Approval**
Support staff				**Approval**
Approve Pay Progression of…				
Head Teacher		**Approval**		
Senior Leadership Team			**Approval**	**Approval**
Teaching staff			**Approval**	**Approval**

	Members	Board of Trustees	Committee F,P&P	Headteacher
Support staff			Approval	Approval
Settlement Agreements				
All staff		Approval		
Suspension of				
Headteacher		Approval (Chair)		
Senior Leadership Team				Approval
Teaching staff				Approval
Support staff				Approval
Deals with formal parental or external complaints (Stage 2 of policy) against….				
Headteacher		Approval (Chair)		
Senior Leadership Team				Approval
Teaching staff				Approval
Support staff				Approval

PANELS

Panel	Panel Members
Student Exclusions Discipline Committee	3 members of FGB
Admissions Appeals	Independent Panel
Stage 3 Parental or External Complaints Panel against…	
Headteacher	3 Trustees
Senior Leadership Team	3 Trustees
Teaching staff	3 Trustees
Support staff	3 Trustees
Staff grievance appeals from…	
Headteacher	3 Trustees
Senior Leadership Team	3 Trustees
Teaching staff	3 Trustees
Support staff	3 Trustees
Staff disciplinary appeals of…	
Headteacher	3 Trustees
Senior Leadership Team	3 Trustees
Teaching staff	3 Trustees
Support staff	3 Trustees
Staff Pay Award appeals of…	
Headteacher	3 Trustees not involved in the initial pay award approval
Senior Leadership Team	3 Trustees not involved in the initial pay award approval
Teaching staff	3 Trustees not involved in the initial pay award approval
Support staff	3 Trustees not involved in the initial pay award approval

3. OPERATIONAL DECISIONS

	Members	Board of Trustees	Committees	Headteacher
Risk				
Approve the Trust risk register		**Approval**		
Premises/Asset Management				
Approve/ /reject proposals for the acquisition/ disposal of land/buildings		**Approval**		
Approve asset and premises maintenance plans		**Approval**		
Approve major capital works and long-term building		**Approval**		
Approve change of use of Trust assets		**Approval**		
Approve and review provision of insurances for the Trust		**Approval**		

4. FINANCIAL DECISIONS

NB:

1. Adherence to these limits is the responsibility of the signatory/ies and attempts to avoid the application of a particular threshold may result in disciplinary proceedings. Expenditure rules must not be circumnavigated deliberately or unintentionally through split invoicing, splitting contracts, etc. which may exceed an individual's limits.
2. All approvals must be made in line with the academies procurement guidelines and the ESFA Academies Financial Handbook
3. No authority is delegated where the normal delegated authority has a pecuniary or other interest, as determined through their Register of Interest declarations, or where the decision would mean the school would fail to stay within its budget. An approved budget is one approved by the Full Governing Board, except where virements or budget variances have been agreed.
4. There may be occasions where the Chair of the Board may be required to take a decision on behalf of the Board where a time imperative precludes awaiting the next Board meeting. In these cases, the Chair of the Board will consult with the Chair of the Finance Committee, and any action taken will be reported at the next Board meeting.

	Members	Board of Trustees	Committees F,P&P	Headteacher
Budgets				
Approve annual budget		**Approval**		
Annual Accounts & Report				
Approve Annual Accounts & Report	**(Receive)**	**Approval**		
Staffing Appointments				
Any school staff hire outside of agreed budget		**Approval**		
All school staff hire if part of agreed budget				**Approval**
Staff reorganisations				
Any reorganisation exceeding £100k		**Approval**		
Any re-organisation up to £100k and involving staff consultation or potential redundancy costs		**Approval**		

	Members	Board of Trustees	Committees F,P&P	Headteacher
Any re-organisation up to £5,000 not involving staff consultation or potential redundancy costs				**Approval**
Decision to purchase Supplies (goods), Services and Works including leases (in budget)				
Expenditure over £100,000		**Approval**		
Expenditure over £25,000 and up to £100,000.			**Approval**	
Expenditure up to and including £25,000 for decisions to purchase goods and services (The Chair/Vice Chair also needs to sign any purchase orders exceeding £10,000 and up to £25,000)				**Approval**
Debit card payments exceeding £10,000			**Approval**	
Debit card payments up to £10,000				**Approval**
Decision to agree to a Lease (in budget)				
Lifetime value of £100k or more		**Approval**		
Lifetime value of over £25,000 and up to £100,000			**Approval**	
Lifetime value of up to £25,000				**Approval**
Virements and Budget variances and out of Budget spend				
Out of budget expenditure over £25k		**Approval**		
Out of budget expenditure over £10k and up to £25k			**Approval**	
Out of budget expenditure up to £10k as long as overall YTD actuals are still in line with the YTD budget.				**Approval**
Approve action plan for any budget monitoring variances greater than £25k or 5% (whichever is lower) of overall budget			**Approval**	
Sign Contracts (in budget)				
Any contract with a maximum value exceeding £100,000 or exceeding a 5 year term		**Approval**		

	Members	Board of Trustees	Committees F,P&P	Headteacher
Any contract with a maximum value between £5,000 (£10,000 for works) and up to £100,000 and up to a 5 year term			**Approval**	
Any contract where the maximum value of the contract will be £5,000 (£10,000 for works) except where the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, an QLA indemnity, a guarantee or warranty to a third party, **and** is a 1 year term or less				**Approval**
Income				
Any non-ESFA income exceeding £50,000 per year		**Approval**		
Any supply to third parties (other than renting halls, or gym space and equipment)				**Approval**
Investments				
Investments with a maximum value exceeding £100,000		**Approval**		

5.**GOVERNANCE**

	Members	Board of Trustees	Committees	Headteacher
Governance				
Annual review of governance effectiveness	**Approval**			
Approve governance arrangements	**Approval**			
Appoint and remove Trustees	**Approval**			
Approve amendments to Scheme of delegated authority		**Approval**		
Approve (non – elected) members of LGBs		**Approval**		
Appoint Clerk to Board and Governing Bodies		**Approval**		
Appoint Auditors	**Approval**			

Approve training programme for Trustees and governors		**Approval**	

6. COMMUNITY & MEDIA ENGAGEMENT

	Members	Board of Trustees	Committees	Headteacher
Media				
Approve Trust prospectus and website				**Approval**
Approve media and PR to present Trust and individual schools to wider community and stakeholders				**Approval**
Approve all press responses at Trust Level				**Approval**
Approve all press responses at school level				**Approval**
Community and Celebration				
Approve a school external relations plan including the academy's strategy regarding: - Celebration - Communication - The school profile and involvement within the community		**Approval**		

7. SUBMISSION OF INFORMATION

	Members	Board of Trustees	Committees	Headteacher
Educational Data				
Approval of academy school census information prior to DfE submission				**Approval**
Annual Reports				
Approval of school annual Pupil Premium impact report		**Approval**		

Approval of school annual SEND impact report and publish on Trust website		Approval		

8. <u>POLICIES</u>

Accessibility Plan/Public Sector Equality Duty					
Admissions Policy 2024/25					
Admissions Policy 2025/26					
Anti-Bullying Policy					
Anti-fraud and Corruption Policy					
Audit & Risk Committee (ARC) Policy					
Attendance & Truancy Policy					
Student Behaviour (CODE) Policy					
Biometric Policy					
Bus Code Policy					
Business Travel & Subsistence Policy					
Business Continuity Plan					
Capability Policy					
Careers Education, Information, Advice and Guidance (CEIAG)					
CCTV Policy					
Charging and Remission Policy					
Collective Worship					
Complaints Procedure					

Continual Professional Development Policy (CPD)				
Critical Incident Management				
Curriculum Policy				
Data Breach Policy				
Data Protection Policy				
Data Retention Policy				
Dealing with Allegations of Abuse against Teachers and Other Staff Policy				
Drugs in school Policy				
E-safety Policy				
Educational Visits Policy				
Employee Discipline Policy				
Equality Information and Objectives				
Exams Policy				
Word Processor and access arrangements Policy				
Access Arrangements				
Early Careers Teachers Policy				
Feedback Policy				
Finance Policy				
First Aid Policy				
Freedom of Information Policy				
Governor Code of Practice				
Governor Expenses Policy				
Governor Terms of Reference				
Governor Visits to the Academy				
Grievance Policy				

Policy					
Health & Safety Policy					
Home School Agreement					
Homework Policy					
ICT Acceptable Use Policy (AUP) - Pupils					
ICT Acceptable Use Policy (AUP) - Staff					
Income Generation					
Inclusivity & Diversity Policy (LGBT					
Investment Policy					
Leave of Absence Policy					
Lettings Policy					
LGPS Discretions Statement-Scheme Employers					
Literacy Policy					
Lockdown Policy					
Management of Staff Absence Policy					
Mental Health & Wellbeing Policy					
Mobile Phone Policy					
Highly Able (Provision for) Policy					
Online and Blended Learning Policy					
Pension Legislation Statement of Policy (post 2008)					
Pension Legislation Statement of Policy (post 2014					
Pension Legislation Statement of Policy Early Termination of Employment					
Pension Legislation Statement of Policy Flexible Retirement					
Pension Legislation Statement of Policy Injury Allowance and Gratuities					
Personal Social Health & Economic Policy (PSHE)					
Physical Activity Policy					

Policy				
Positive Handling Policy				
Premises Management - Asbestos Management Policy				
Premises Management - Fire Drill and Emergency Evacuation Policy				
Premises Management - Statutory Inspections and Testing Policy				
Prevent Strategy Policy				
Privacy Notice – Governors & Volunteers Policy				
Privacy Notice – Job Applicants Policy				
Privacy Notice – Parents & Pupils Policy				
Privacy Notice - Staff Policy				
Privacy Notice – Visitors & Contractors Policy				
Provider Access Policy				
Quality Assurance (Curriculum Standards)				
Recruitment, Selection & Induction Policy				
Redundancy (Managing change) Policy				
Relationships & Sex Education (RSE) Policy				
Reporting Policy				
Risk Protection Arrangement - Cyber Response Plan				
Risk Register				
Scheme of Delegation				
Student Protection & Safeguarding Policy				
Safeguarding – low level concerns Policy				
School Pay Policy				
Security Policy				
Social, Moral, Spiritual and Cultural (SMSC) Policy				

Special Educational Needs and Disabilities (SEND) Policy				
Staff Code of Conduct Policy				
Support Staff Appraisal Policy				
Supporting Students with Medical Conditions Policy				
Target Setting & Tracking Progress Policy				
Teacher Appraisal Policy				
Teaching & Learning Policy				
Time off in Lieu Policy				
Uniform Policy				
Vocational Education Policy				
Whistle Blowing (Confidential Reporting) Policy				
Work Experience Policy				
Young Carers				