

SCHEME OF DELEGATION

Summer 2022

Every member of staff at Ryders Hayes School has the responsibility to prepare, develop and equip all our children for their future in a rapidly changing world, to be happy, as the best version of themselves. Whilst through the Teaching School Hub, seek to improve the learning and life changes for all the children in the schools with which we work. Each member of Ryders Hayes is required to understand his/her part in the core purpose and to contribute to support the overall vision, aims and ethos of the school.

To make a positive impact on children's learning; life skills; good character and wellbeing.

It is a duty of the Trustees, Executive Head Teacher and Head Teacher to provide an excellent example of ethics and professional conduct as leaders and holders of public office by upholding the following seven principles:


1. **Selflessness:** Holders of public office should act solely in the public interest
2. **Integrity:** Holders of public office should not place themselves under external obligations that could influence their public duties
3. **Objectivity:** Holders of public office should make public appointments based on merit
4. **Accountability:** Holders of public office are accountable to the public for their actions
5. **Openness:** Holders of public office should be open in their decision making
6. **Honesty:** Holders of public office must declare any private interest that could impact on their public work
7. **Leadership:** Holders of public office should promote these principles through leading by example

Trustees and management **must** maintain robust oversight of the academy trust.

The trust **must** take full responsibility for its financial affairs, stewardship of assets and use resources efficiently to maximise outcomes for pupils.

The board cannot delegate overall responsibility for the academy trust's funds. However, it must approve a written scheme of delegation of financial powers that maintains robust internal controls.

The academy trust should have a finance committee to which the board delegates financial scrutiny and oversight, and which can support the board in maintaining the trust as a going concern.

KEY	
Level 1	Full Board of Trustees (FTB)
Level 2	A committee of the Trustee Board
Level 3	An individual trustee
Level 4	Head Teacher
Level 5	Executive Head Teacher
	Action could be undertaken by this level

Area	Function	Level					At Ryders Hayes, this responsibility is delegated to:	
		1	2	3	4	5		
Budgets	1.	To approve the first formal budget plan each financial year.	✓	✓				Board of Trustee
	2.	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, catch-up premium and the pupil premium)	✓	✓		✓		FTB/ CORE Committee
	3.	To monitor monthly management accounts	✓	✓		✓	✓	Chair of Trustees Executive HT & Head Teacher
	4.	To establish a charging and remissions policy	✓	✓				L&M Committee
	5.	To enter into contracts (financial limit £10,000)	✓	✓		✓		Head Teacher
	6.	To enter into contracts (financial limit £15,000)	✓	✓			✓	Executive HT
	7.	Approve final audited accounts for the year end 31 August and ensure submission to the ESFA by the deadline.	✓					Full Board of Trustee
	8.	The academy trust must have sound internal control, risk management and assurance processes.	✓					Full Board of Trustee
Staffing	9.	Appoint selection panel for headteacher	✓				✓	Executive HT & panel of Trustees
	10.	Appoint selection panel for deputy head	✓			✓	✓	HT & Executive HT & panel of Trustee
	11.	Appoint selection panel for other members of the senior leadership team	✓			✓		HT & Executive HT & Trustee representative
	12.	Appoint other teachers			✓	✓	✓	HT & Trustee representative
	13.	Appoint non-teaching staff				✓		HT & DHT
	14.	To put in place a pay policy	✓	✓				FTB/ L&M Committee
	15.	To make pay decisions in line with the pay policy and legal requirements ¹		✓		✓	✓	Pay Committee

Staffing	Function	Level					At Ryders Hayes, this responsibility is delegated to:	
		1	2	3	4	5		
16.	Dismissal of headteacher	✓	✓			✓	Trustee & Executive HT	
17.	Appeal of HT dismissal		✓	✓			Chair of Trustee & Panel of Trustees	
18.	Initial dismissal of other staff				✓	✓	Head Teacher	
19.	Appeal of other staff						Chair of Trustee & Panel of Trustees	
20.	Suspending Head Teacher	✓	✓			✓	Executive HT	
21.	Suspending staff (except head)				✓		Head Teacher	
22.	Ending suspension (head)	✓	✓			✓	Executive HT	
23.	Ending suspension (except head)	✓	✓	✓		✓	Head Teacher	
24.	Setting the overall staffing structure	✓	✓		✓		Head Teacher with Board approval	
25.	Determining dismissal payments/ early retirement	✓	✓			✓	Executive HT	
26.	To produce and maintain a central record of recruitment and vetting checks				✓		Head Teacher	
27.	Establish and review procedures for addressing staff discipline, conduct and grievance	✓				✓	Executive HT	
Curriculum	28.	Ensure National Curriculum (NC) taught to all pupils	✓	✓		✓	✓	Head Teacher
	29.	To consider any disapplication for pupil(s)				✓		Head Teacher
	30.	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓	✓		✓	✓	Head Teacher
	31.	Establish and review a sex and relationships education policy and ensure that parents are informed of their right to withdraw their children	✓	✓		✓	✓	Head Teacher
	32.	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based				✓		Head Teacher
	33.	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed	✓	✓		✓		Head Teacher
	34.	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓		Head Teacher

Area		Function	Level					At Ryders Hayes, this responsibility is delegated to:
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Extra-curricular provision	35.	To decide whether to offer additional activities, what form these should take and implement	✓			✓		Head Teacher
	36.	To decide whether to stop providing additional activities	✓			✓		Head Teacher
Performance management	37.	To adopt and review teacher appraisal policy	✓	✓				Full Trustee Body
	38.	To appoint the panel to carry out the appraisal of the Head Teacher & approve pay recommendations	✓	✓				Pay Committee & Executive HT
	39.	To appoint the panel to carry out the appraisal of the Executive HT & approve pay recommendations	✓	✓				Pay Committee
	40.	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓		Head Teacher
Discipline/ exclusions	41.	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination		✓			✓	Chair of Trustee/ Executive HT
	42.	To produce a set of written principles for the school behaviour policy and present these for consultation	✓			✓		Head Teacher
	43.	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓		Head Teacher
Admissions	44.	To annually determine in-year admission arrangements and carry out				✓	✓	Head Teacher
	45.	To establish and publish a mid-year admissions appeal process					✓	Executive HT
	46.	To appeal against LA directions to admit pupil(s)	✓				✓	Executive HT
Premises & insurance	47.	Buildings insurance and personal liability	✓	✓			✓	Executive HT

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Health & safety	48.	To ensure a health and safety policy and procedures are in place	✓	✓		✓		Head Teacher
	49.	To ensure that health and safety regulations are followed		✓	✓	✓		Head Teacher
School organisation	50.	To publish proposals to change category of school	✓					Board of Trustees
	51.	To set the times of school sessions and the dates of school terms and holidays				✓		Head Teacher
	52.	To ensure that school lunch nutritional standards ³ are met		✓		✓		Head Teacher
	53.	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	✓	✓		✓	✓	Executive HT
	54.	Maintain a register of pupil attendance				✓		Head Teacher
	55.	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals				✓		Head Teacher
Information for parents	56.	To determine whether to publish a home-school agreement	✓	✓		✓		Head Teacher
	57.	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of Trustee Board arrangements, are met	✓	✓		✓	✓	Executive HT
	58.	To establish, publish and review a complaints procedure	✓					Board of Trustees
	59.	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓		✓		Head Teacher

Area		Function	Level					At Ryders Hayes, this responsibility is delegated to:	
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Trustee roles, procedures and development	60.	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	✓					✓	Executive Head Teacher
	61.	Ensure focus on three core strategic functions: 4. Ensuring clarity of vision, ethos and strategic direction 5. Holding the Executive HT to account for the educational performance of the school and its pupils, and the performance management of staff Overseeing the financial performance of the school and making sure its money is well spent	✓						Board of Trustees
	62.	To appoint (and remove) the chair and vice- chair of a permanent or a temporary Trustee Board	✓						Full Board of Trustee
	63.	To appoint and dismiss the clerk to Trustee Board	✓						Full Board of Trustee
	64.	To appoint and remove co-opted governors	✓						Members/ Trustees
	65.	To set up and publish a register of Trustees' business and pecuniary interests	✓	✓					FGB & Clerk
	66.	To set the structure and remit of the Trustee Board and any committees including Trustee appointment details, term of office and attendance record	✓						Full Board of Trustee
	67.	To publish the structure and remit of the Trustee Board and any committees including Trustee appointment details, term of office and attendance record	✓						Clerk
	68.	To submit Trustee information to the DfE database of governors via Edubase	✓						Clerk
	69.	To consider whether or not to exercise delegation of functions to individuals or committees	✓						Board of Trustee
	70.	To regulate the Trustee Board procedures (where not set out in law)	✓						Board of Trustee
	71.	To agree Trustee induction and training programme	✓						FBT/ (Vice Chair of Trustee)
72.	To review progress against strategic plan and evaluate Trustee Board performance	✓						Board of Trustee	

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Formal Collaboration	73.	To consider forming or joining a group of schools	✓				✓	Executive HT
Academies	74.	To consider forming or joining an existing Multi-academy-trust (MAT)	✓				✓	Executive HT
Inclusion and equality	75.	To establish and approve a special educational needs (SEN) policy	✓					Full Board of Trustee
	76.	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓		✓		Head Teacher
	77.	To designate a qualified teacher to be responsible for leading SEND provision				✓		Head Teacher
	78.	To appoint a designated teacher for looked-after children				✓		Head Teacher
	79.	To establish an accessibility plan and review it every three years	✓	✓		✓		Head Teacher
Safeguarding	80.	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy	✓					Full Board of Trustees
	81.	To adopt and review annually a child protection policy and relevant procedures	✓					Full Board of Trustees

Policies to be agreed by HT

1. Statutory:

- Charging and remissions
- GDPR - data protection
- Complaints (incl protocol for those who are not parents)
- Behaviour for Learning (incl Exclusions) - written statement approved at TALC
- Premises management
- Equality of information and objectives statement
- Anti-bullying
- Remote learning protocol

Documents:

- admissions register
- School information on the website
- Single Central Record

Non statutory:

- Attendance and children missing in education