

Woodside School Academy Trust

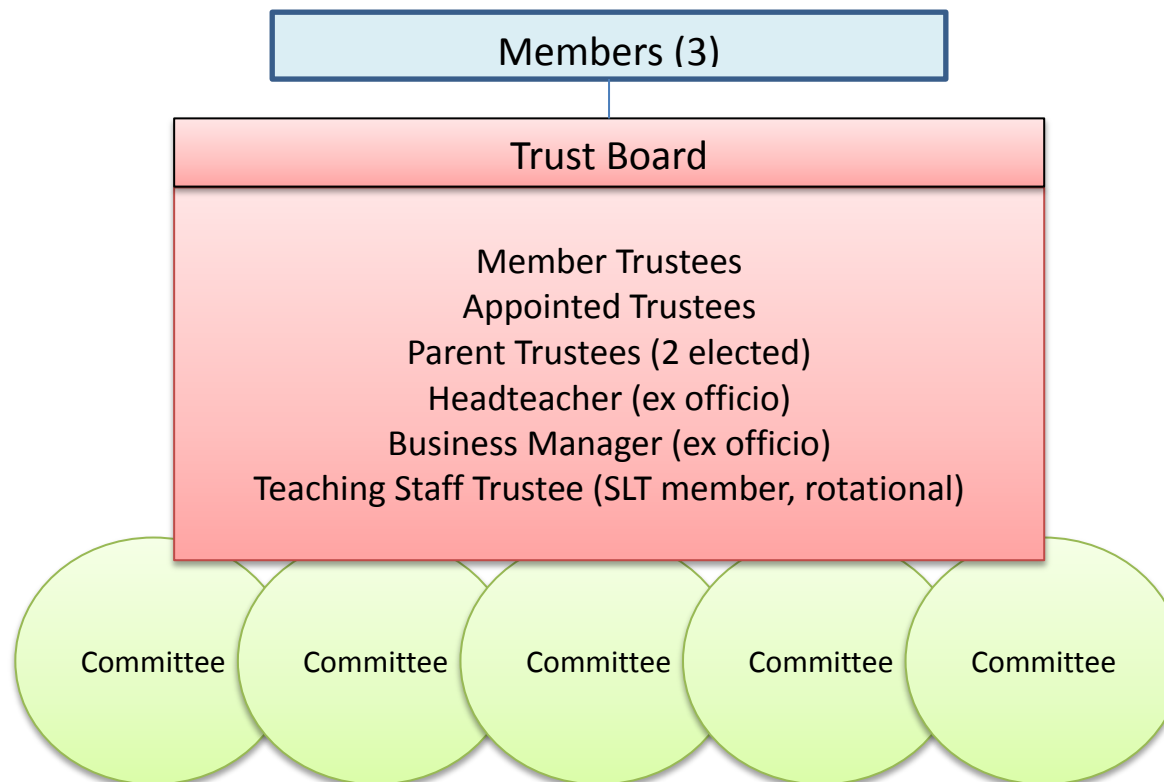
Scheme of Delegation

Version Number	0	Original 2012 – Updated:	09/2015
Version Number:	1	Full Governors Board Meeting on:	21/3/16
Version Number:	2	Draft Approved on:	12/3/18
Version Number	2	Presented to Full Trust Board <small>(subject to any amendments advised by lawyers)</small>	19/3/18
Version Number	3	Updated following Committee Meetings	15/06/2018



Woodside Academy Trust

Woodside Academy Trust is the company formed to establish Woodside Academy and is regulated by its Articles of Association. It has three layers of Governance – Members, Trust Board and Committees – as illustrated in the diagram below.





Members

The Members of Woodside Academy Trust are responsible for the governance of the Trust and have delegated authority for running the Trust to the Trustees who comprise the Trust Board (see below). As a charitable company limited by guarantee Members have a similar role to shareholders in a company limited by shares. Members are liable for the debts of the Trust up to a maximum of £10 of their own money. The Members:

- Are signatories to the Articles of Association (where they are founding members)
- May, by special resolution with 75% majority, amend the articles of association
- May, by special resolution with 75% majority, appoint and remove Members
- Have the power to appoint trustees and to remove any or all serving trustees, including elected trustees and including the Chair and Vice-Chair, as set out in the trust's articles of association
- Can pass a special resolution to direct the trustees to take a specific action
- Appoint the Trust's auditors and receive the Trust's annual accounts
- Have the power to change the name of the trust, and ultimately wind up the trust

There will be a minimum of three Members who will hold at least one Annual General Meeting to review relevant reports, receive the audited accounts and exercise any of the above functions.

As Woodside Academy is a small Single Academy Trust it is accepted that the Members may also be Trustees. This may change over time to enable separation of the roles of Member and Trustee particularly if the Trust becomes a Multi-Academy Trust.

The Trust Board Role & Responsibilities

The Trust Board (TB) directs the Academy on behalf of the Academy Trust as set out in the Articles of Association and is made up of Trustees. A Trustee is both a Charity Trustee and a Director. The term Trustee will be used hereafter. (**Note:** The term Governor will only be used in connection with Local Governing Bodies if the Trust becomes a Multi-Academy Trust)

The key responsibilities of the Trust Board are to:

- Develop a vision for the Academy that ensures high quality educational provision
- Support, challenge and monitor the performance of the Academy through its evaluation reports and its annual development plan
- Assure the management of performance across the Academy
- Assure the proper management of finance and assets
- Employ staff and assure their safety and well-being
- Ensure appropriate safeguarding procedures are in place and monitored
- Work with the Headteacher to set attainment targets for the Academy

The Trust Board has the duty and responsibility in law to conduct the business of the Trust subject to company and charity law, the articles of association and any direction from the Members. It is the responsibility of all trustees to ensure they understand the responsibilities associated with their role as a trustee. In all matters the Trust Board retains accountability for the management and affairs of the Academy. However it is able to form committees with delegated authority to manage key activities on behalf of the Trust Board.

It is for the Trust Board to determine the appropriate committee structure for the Academy and the powers and functions to be delegated to each committee, a trustee holding Executive Office or to the Headteacher. The Trust Board has responsibility for all decisions not delegated elsewhere.

The Trust Board specifically cannot delegate:

- Election of the Chair and Vice Chair
- Establishment of committees
- Delegation of functions



The Trust Board delegates the day-to-day operation of the Trust to the Headteacher who in turn delegates the day-to-day operation of school to staff as required.

The Trust Board delegates some governance functions to Committees as set out in the Annexes. Membership of Committees may include persons who are not Trustees provided the majority of the Committee members are Trustees. The Trust Board will determine the voting rights if any of non-Trustee members of Committees.

The Trust Board shall have a minimum of 5 trustees and will include the following, subject to the proviso that the number of employees of the Trust who are trustees shall not exceed one third of the total number of trustees:

- Chair of Trustees with lead responsibility for Finance
- Vice Chair of Trustees with lead responsibility for Safeguarding
- Community Trustees (may also be parents)
- Two elected Parent Trustees
- Headteacher (ex officio) with lead responsibility for School improvement
- Business Manager/Clerk (ex-officio)
- Teaching Staff trustee(s)

With the exception of the two elected parent Trustees, trustees can only be appointed by the Members (this does not affect the powers of the Secretary of State to appoint trustees). Members have the power to remove any Trustee including elected parent Trustees.

Annexes – Roles & Responsibilities of Committees & Delegated Authorities

The following attachments provide details of names, roles and responsibilities and delegated authorities for each Committee including financial delegated authority in line with the Academies Financial Handbook:

- A Names of Members and Trustees**
- B General Terms of Reference for all Committees**
- C Names of Committee Members**
- D Committee Terms of Reference:**
 - **Resources (Finance, Staff, Estates, Health & Safety)**
 - **Audit and Safeguarding**
 - **Curriculum & Standards**
 - **PR & Community Relations**
 - **Pay**
 - **Hearings, Discipline & Complaints**
 - **Appeals**
 - **Headteacher Performance**
- E Summary of Delegated Financial Authority levels as required by Academy Financial Handbook**

A - Names of Members and Trustees

Gittin Street, Oswestry, Shropshire, SY11 1DT

Tel: 01691 652446

Type of Office	Name
Members	Gordon Channon Vince Hunt Karen Kempster
Trustees	Gordon Channon (Chair) Vince Hunt (Vice Chair) Gill Jones Karen Kempster Adrian Lightwood Arren Roberts Sandie Pare
Parent Trustees	Louise Bowen Adam Roberts
Head teacher Ex officio Trustee	Claire Bennett
Business Manager Ex-Officio Trustee	Sally Powell (Business Manager)
Teaching Staff Trustee(s)	Louise Jones

B – General Terms of reference for Committees and Committee Members

The Terms of Reference of each Committee must be approved by the Trust Board and reviewed each year.

The Headteacher (HT) is an ex officio member of every Committee except the Pay, Hearing/Discipline/Complaints and Appeals Committees when the HT will be invited as needed, and the Headteacher Performance Committee. The HT may be represented by a member of the Senior Leadership Team who will not have voting rights. At least three other Trustees shall be a member of each Committee.

The membership of each Committee will be agreed on an annual basis at the first meeting of the TB in the Autumn term.

Where a conflict of interest occurs for a member of a committee that committee member shall stand aside for that instance and a substitute Trustee shall be found if needed for a quorum.

No Trustee employed by the Trust shall be a Chair of any Committee.

The quorum for each Committee is fixed at three Trustees. Minutes must be taken and a copy given to the Clerk for the Trust Board

The Chair is elected by the committee. Nominations should be approved by the Chair of Trustees and the Headteacher and the role is for one year, although a Chair, with the approval of the committee, can be re-elected.

Committee members serve for at least one year.

All Committees to support and mentor the Headteacher and members of staff wherever this seems necessary or appropriate and to act as a critical friend..

To meet half termly and to formally report back to the Trust Board three times a year.(with exception of PR Committee. This committee to meet when appropriate).

Any Trustee may attend any Committee if appropriate to do so except those dealing with confidential personnel matters and provided attendance is agreed with the Chair one week beforehand.



Where appropriate committee matters can be discussed and agreement reached between the members by email.

Chair Action

In the event of a need to make urgent decisions between meetings on matters within the remit of the Committee the Chair of Trustees, in consultation with the HT and Chair of the Committee will take appropriate action on behalf of the Committee. The decisions and need for urgent action will be explained at the next meeting of the Trust Board.

C - Woodside Academy Committee Membership – February 2018

Resources inc Finance, Staffing, Estates, Health & Safety	Audit & Safeguarding	Curriculum & Standards	PR & Community Relations	Pay	Hearings, Discipline Complaints	Appeals	Headteacher Performance
Chaired by Chair of TB	Chaired by Vice Chair of TB				Chair Plus 2 eligible trustees	Chaired by Vice Chair of TB Plus 2 eligible trustees	Chaired by Chair of TB Plus 2 eligible trustees

Committees may be attended by Headteacher and relevant Staff except where confidential matters or possible conflict of interest mean they are asked to leave/not attend.

D Terms of reference for Committees

Resources Committee (Finance, Staffing, Building/H&S/Security)

Finance

1. To meet half termly and to report back to each trust board meeting.
2. To receive reports from the school business manager.
3. At each meeting to monitor the monthly spending pattern and to ensure that the budget is being spent according to agreed priorities as identified in the school improvement plan and reflected in the agreed budget.
4. Each Summer Term to receive, discuss, understand and approve a forecast budget for the forthcoming financial year which should be subsequently approved by the full governing body.
5. To ensure at all times that the school budget is being managed according to legal standards as set out by Academy School regulations.
6. Through the school business manager, to ensure that proper accounting procedures are being followed.
7. To ensure that all aspects of school spending are properly audited.
8. To maintain an overview of funding which is outside the annual school budget received from the Education & Skills Funding Agency (ESFA). This will include donations, sponsorship and any other funding streams.
9. To oversee any contractual arrangements. To ensure that all legal and statutory requirements are met
10. To review contracts on a periodic basis.
11. To ensure the school is providing good value for money.

Staffing

1. To meet half termly and report back to each full governing body meeting.
2. To have a clear overview and understanding of all staffing issues across the school.
3. To receive reports of teaching staff attendance from the Headteacher and of support staff attendance from the Business Manager. To approve any necessary subsequent action.
4. Without breaching confidentiality or legal processes, to be informed in general terms of any disciplinary or competency proceedings pending or in place.
5. To ensure that appraisal procedures are in place and being implemented fairly and transparently.

6. To ensure that there are always Trustees who have current safe recruitment training accreditation on the governing body.
7. To ensure that at least one Trustee with safe recruitment training is fully involved in all staff appointments.
8. To ensure that all new appointments have been properly costed in advance of appointment.
9. In conjunction with the Audit/Safeguarding Committee, to ensure that all staff and volunteers and anyone else likely to be on site in an unescorted capacity has appropriate DBS clearance.

Buildings/H+S/Security

1. Through our Headteacher, Business manager and the Chair of the committee, to maintain an ongoing contact with the school site manager and to ensure that all necessary steps are taken to keep Woodside School a safe and secure environment in which young children can learn and the adults responsible for their learning can work.
2. Through our site manager, to monitor all health and safety policies within the school, and to ensure that all statutory health and safety requirements are met.
3. Through the Headteacher and the business manager, to monitor school grounds in the context of health and safety.
4. To maintain an overview of the effectiveness, safety and appearance of the school as a safe working and learning environment.
5. To work with the Headteacher and the business manager on the maintenance and development of the school site in order to ensure developing needs are met, and that new educational initiatives are properly catered for, and reflected in the SIP.
6. As far as possible to maintain an awareness of parental perceptions of the effectiveness of the school building, and to inform the Headteacher of any relevant issues.
7. To oversee and be accountable for the delegated Repair and Maintenance and Grounds Maintenance budgets and any other centrally or locally delegated funding delegated to the committee by the Finance/Staffing Committee.

Audit & Safeguarding Committee

The Chair of the Committee should be the Vice Chair of the Trust Board and is the lead trustee responsible for Safeguarding.

The purpose of the committee is to audit school processes, especially processes involved with finance, health and safety and safeguarding.

Audit

1. Review risks to internal financial controls and to agree any programme of work to address these risks
2. Review potential risks to the school's long term viability, particularly, but not exclusively, financial
3. Review any new requirements from the DfE, ESFA or any other relevant body and ensure the school is compliant
4. Receive a termly report from the Resources Committee of any potential health and safety risks
5. Conduct an annual review of school processes which may incur risks
6. Undertake any other audit which may seem necessary
7. Each year to approve the appointment of an accounting and auditing company to work with the business manager. – moved from Finance?

Safeguarding

1. To ensure that all Trustees are informed about, and have a good understanding of, all safeguarding issues.
2. To work in partnership with our Headteacher in ensuring the safety and well-being of all children in our care
3. To work in partnership with our Resources Committee in ensuring that all staff appointments are made in accordance with our Safe Recruiting Policy and that relevant funding is made available to ensure the safety and well-being of all children and staff.
4. To ensure that all staff and volunteers have appropriate DBS clearance.
5. To work in partnership with our Resources Committee in ensuring that all children learn, and all staff and volunteers work, in a safe and secure environment which they all help to maintain through their own actions.
6. To work in partnership with our Curriculum/Early Years Committee in ensuring that:
 - a. all learning opportunities are challenging but safe and that relevant risk assessments are in place
 - b. all children are taught how to keep themselves safe both within and outside of our school environment.
7. To consider and analyse all relevant school based safeguarding data (e.g. number of children with a children protection plan etc).

8. To have a good understanding of multi-agency working and how the work of our school contributes to the overall safety and well-being of all of our children.
9. To regularly review all policies and procedures which contribute to the safeguarding and well-being of our children.
10. To overview all links with our immediate and wider communities to ensure that the safety and well-being of the children is the key priority at all times.
11. To act as support, mentor and critical friend in relation to safeguarding to the Headteacher and staff of the school.

Curriculum & Standards

1. To be responsible for the learning, progress and attainment of all children
2. To maintain an overview of the teaching and learning across the school and to:
 - (i) ensure that statutory requirements for the EYFS and national curriculum are met
 - (ii) ensure that there is a Trustee with responsibility for special needs who ensures that statutory and other special needs policies are in place
 - (iii) ensure that all requirements for assessment and for reporting children's progress to parents are met.
 - (iv) monitor as far as possible that parents are satisfied that they are kept informed about their children's progress.
 - (v) keep abreast of curriculum developments at school, local and national levels
 - (vi) work in partnership with senior staff in setting challenging curriculum and numerical targets
 - (vii) formulate and monitor curriculum policies and schemes of work
3. Through the Headteacher, to make contributions to the ongoing formulation and development of the school improvement plan (SIP). To receive the plan in its formal state each Autumn Term, and to make constructive comments as necessary. To review progress with the SIP at least once each term.
4. To review progress on curricular issues identified as areas for action in the last OFSTED report, and to ensure that progress is being made in these areas.
5. To participate in curriculum events within the school by request, or as invited by the Headteacher or other staff with the Headteacher's approval.

PR & Community Relations Committee

The Committee has the freedom to co-opt any individuals it sees has valuable experience helpful for the job at hand (subject to General Terms of reference for Committees regarding voting rights)

The committee acts within the budget allocated by the Finance/Staffing Committee

It is the role of the committee to:

- Advise the Trust Board on issue of public relations and communication.
- Research for opportunities to create good public relations between the school and its constituency
- Be advocates to the wider school body of the importance of good communication
- Develop a wide framework for the school that envelops all media and sets an agreed standard for communication and presentation for every area of the school's activity.
- Review all current documentation and recreate it to fit the agreed standard
- Create new materials, and engage in new activities, that aid the PR needs of the school.
- Promote the school to the immediate and wider community in order to maximise admissions to the school
- Evaluate demographic trends in order to respond appropriately
- Encourage activities that also bring benefit to the local and wider community

Pay Committee

1. To always work within agreed budgetary restrictions.
2. To meet with our Headteacher annually to make decisions relating to pay/bonuses at the end of the annual appraisal cycle.
3. To meet with our Headteacher as required to make decisions relating to pay
4. Review and maintain a Pay Policy including any Performance Bonus Policy for all categories of staff and to be responsible for its administration and review
5. Review recommendation for Headteacher pay/bonuses from Headteacher Performance Committee and confirm within Pay Policy

No Trustee employed by the Trust may serve on this Committee

Hearings, Discipline & Complaints Committee

May be attended by Headteacher and relevant staff. Staff members may be asked to leave when the Committee considers any staff matter considered to be sensitive and confidential in nature or where a conflict of interest is possible. Has delegated authority for:

- Personnel Discipline and Grievance Hearings.
- Personnel Capability Hearings.
- Completion of Teacher Probation.
- Curriculum Complaints.
- Other Complaints

Exclusions:

- Convene a meeting within 15 days (Note 1) of receiving notice of the exclusion to consider reinstatement of pupils in line with Statutory Guidance (Note 2) where:
 - The exclusion will result in a pupil missing a public exam or national curriculum test
 - It is a permanent exclusion
 - The exclusion will take the pupil's total exclusion over 15 for a term
- Convene a meeting within 50 school days of receiving notice of the exclusion to consider reinstatement where:
 - The exclusion will take the pupil's total days of exclusion above 5 for a term and where the parents have requested a Trust Board meeting
- Consider representations by parents if the exclusion is less the 5 days for the term but with the power to decide whether to reinstate the pupil. This remains with the Headteacher
- Consider the outcome of, or recommendation made by, any independent review panel hearing
- Undertake any other duties in relation to exclusion that are the responsibility of the Trust Board as set out in the Statutory guidance including ensuring that parents are aware of when they are entitled to a Trust Board review and an independent review panel hearing.

Note 1: References to days means "school days"

Note 2: Refer to Statutory Guidance principally under S51A of the Education Act 2002 and regulations made under it and the Equality Act 2010

No Trustee employed by the Trust may serve on this Committee. All investigations, hearings and decision-making to be conducted in accordance with the relevant school policies & procedures.

Appeals Committee

May be attended by Headteacher and relevant staff. Staff members will be asked to leave when the Committee considers appeals regarding the salaries of staff or any other matter considered to be sensitive and confidential in nature or where a conflict of interest is possible.

Delegated responsibility for:

- Appeals arising from Pay awards
- Appeals arising from Discipline and Grievance Cases.
- Appeals against Dismissal arising from Capability Cases.
- Appeals arising from selection for Redundancy.
- Appeals against Dismissal arising from failure to complete probation
- Review and resolution of complaints if not dealt with at first hearing

No Trustee employed by the Trust may serve on this Committee

All appeals to be conducted in accordance with the relevant school policies & procedures

Headteacher Performance Committee

This committee is chaired by the Chair of the Trust Board and has delegated authority to:

- Undertake the search for and make recommendations on the shortlist for the appointment of the Headteacher, subject to final approval by the Trust Board and in accordance with the HR Policy and Articles of Association
- Review the performance of the Headteacher. This will be done at least once during the year outside the formal appraisal period, against agreed objectives,
- Review and agree the annual appraisal of the Headteacher which will be carried out by the Chair of the Committee assisted by an independent expert with experience in education as set out in the HR Policy
- Undertake any disciplinary or capability investigations in line with the relevant Academy Policies and Procedures
- Determine the pay and bonuses of the Headteacher after the annual appraisal cycle

Any appeal by the Headteacher will be to the Appeals Committee provided none of the members of the Appeals Committee have been involved in the initial instance in which case another Trustee may be substituted.

No Parent Trustee or Trustee employed by the Trust may serve on this Committee

D- Summary of Delegated Financial Levels of Authority (As required by Academies Financial Handbook)

All procurement must be carried out in compliance with principles of EU procurement law. The Trust Business Manager is available to offer guidance and support in this area.

Delegated duty	Value	Delegated authority	Comments
Approval of Statutory accounts	n/a	Trust Board	Statutory accounts must be signed by the Chair and Headteacher as per DfE and Companies House rules
Approval of Financial policies	n/a	Trust Board	Trust Board to approve financial policies recommended by Resources Committee (Finance)
Approval of Annual budget	n/a	Resources Committee (Finance) Trust Board (strategic)	Budget to be produced by the Finance Manager in conjunction with the Business Manager & Headteacher. Trust Board strategic oversight to ensure compliance of Annual Budget with Strategic Priorities
Annual Budget in year changes	n/a	Resources Committee (Finance)	Trust Board strategic oversight
Submission of DfE financial returns	n/a	Headteacher	DfE financial returns including Accounts Return, Budget Forecast and specific grant monitoring forms.
Submission of VAT reclaims	unlimited	Business Manager	Monthly VAT claims to be prepared by the Finance Controller
Authorising monthly salary payments	Unlimited	Business Manager	Report anomalies to Resources Committee (Finance)
Signatures for cheques or BACS payments	Unlimited	Headteacher and Deputy head if appl or Business Manager	Minimum two signatures required

Delegated duty	Value	Delegated authority	Comments
Ordering goods & services	Under £500	Budget Holder	Under £500 proof of best value to be noted. All expenditure to be within Annual Budget.
	Between £500 - £1000	Business Manager	Best value to be noted. All expenditure to be within Annual Budget
	Over £1000 - £10,000	Head Teacher	Provided within Annual Budget 2 minimum quotes required. Head need not accept lowest quotation.
	Up to £10,000	Any Committee if specified in its Terms of Reference	Provided within Annual Budget. Orders above £10,000 to be approved by Resources Committee (Finance)
	Over £10,000 - £30,000	Resources Committee (Finance)	3 quotes required
	Over £30,000	Trust Board	Trust Board approval required for any orders over £30,000 recommended by the Resources Committee (3 quotes required) . Orders over £140,000 must follow EU procurement processes.
Disposal of assets	Up to £5,000	Headteacher	
	£5,000 to £30,000	Resources Committee (Finance)	Ensure compliance with Academies Financial Handbook on reporting disposal to DfE
	Over £30,000	Trust Board	

Personnel Levels of Authority

Appointments

Role	Appointment Panel
Headteacher	Trust Board approval based on shortlist and recommendations of Headteacher Performance Committee
Deputy Head if applicable	Headteacher with Trust Board approval
School Leadership Team	Headteacher
Heads of department for central functions	Headteacher in consultation with Resources Committee
All other teaching posts	Headteacher
All other support staff posts	Business Manager with Headteacher approval

Disciplinary & Capability Cases Summary (See Relevant Committee Terms of Reference)

Role	Delegated authority
School Headteacher	Headteacher Performance Committee
School Leadership Team	Headteacher and Hearing, Discipline & Complaints Committee
Heads of department for central functions	Headteacher and Hearing, Discipline & Complaints Committee
Teaching posts	Headteacher and Hearing, Discipline & Complaints Committee
All Other support staff posts	Headteacher & Business Manager and Hearing, Discipline & Complaints Committee
Appeals	Appeals Committee

Settlement Agreements (excl Headteacher)

Value	Delegated Authority
Settlement agreements up to £10,000	Headteacher + Hearings, Discipline & Complaints Committee and Appeals Committee if appropriate
Settlement agreements between £10,000 and £50,000	Resources Committee (Finance) based on recommendations from Headteacher + Hearings, Discipline & Complaints Committee and Appeals Committee if appropriate
Settlement agreements re Headteacher	Headteacher Performance Committee and Appeals Committee if appropriate
Settlement agreements over £50,000	Approval to be gained from the Education & Skills Funding Agency

Performance Management

Role	Delegated authority
Headteacher	Headteacher Performance Committee
School Leadership Team	Headteacher
Heads of department for central functions	Headteacher
All other teaching posts	Senior Leadership Team as delegated by Headteacher
All Other support staff posts	Business Manager as delegated by Headteacher

Other HR functions

Delegated duty	Delegated authority
Creation of new posts	Resources Committee (Staffing) with Headteacher & Business Manager
Determination of pay progression	Pay Committee on recommendation of Headteacher and in line with Trust pay policy
Changes to pay & conditions	Headteacher recommendations to Pay Committee
Decision to make redundancies	Headteacher with Resources Committee (Staffing) to make recommendation to Trust Board Appeals Committee to hear appeals to redundancy decisions
Authorisation of redundancy payments	Trust Board