



Scheme Of Delegation

Date Approved by Governors	February 2018
Next Review Date	February 2019 (Post Audit)
On behalf of Governors signed	Signed Copies on file
Print name	
On behalf of Governors signed	
Print name	
Principal Signature	

All One In A Million Free School Policies have been devised to ensure that:

- The OIAMFS values of compassion, honesty, integrity and excellence are represented at all times
- Students from all backgrounds and all abilities are welcome
- Each student has the opportunity to flourish and achieve their potential
- We value the individuality of each student within the context of membership of our community
- We are committed to raising educational attainment and improving our students' life chances
- We provide an environment in which all students will be self aware, self disciplined and confident
- All students will understand how to make a positive contribution to our extended community
- We support academic, creative and personal achievement through our focus on Sport, the Arts and Enterprise



Introduction

The Scheme Of Delegation has been developed to clarify the responsibilities and powers of the Academy Trust, Governing Body, the Principal and members of staff employed at One In A Million Free School (OIAMFS) in respect of key aspects of the management of the School and to ensure compliance with the Scheme for financing schools, financial regulations and standard financial procedures and contract standing orders for schools. The delegations set out in this Scheme are delegated to the specified Governors, committees of the Governing Body and post-holders employed at the School.

Under the Articles of Association of One In A Million Free School, the full Governing Body may delegate to any Governor, Committee, the Principal or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the Governors may impose and may be revoked or altered.

Where any power or function of the full Governing Body has been exercised by any committee, that person or committee shall report to the full Governing Body in respect of any key action taken or decision made with respect to the exercise of that power or function at the meeting of the governors immediately following the taking of the action or the making of the decision.

The Governing Body may establish any committee to exercise powers and functions of the Governors. They shall determine the constitution, membership and proceedings of any committee of the Governors. The establishment, terms of reference, constitution and membership of any committee of the Governors shall be reviewed annually. The membership of any committee of the Governors may include persons who are not Governors, provided that a majority of members of any such committee shall be Governors. The Governors determine that some or all of the members of a committee who are not Governors shall be entitled to make recommendations in any proceedings of the committees. No vote on any matter shall be taken at a meeting of a committee of the Governors unless the majority of members of the committee present are Governors.

In accordance with the school governance (procedures) (England) regulations 2003, the meeting of the Governing Body will have a quorum of half (rounded up to a whole number) of the membership of the full Governing Body when it meets.

Powers and Duties Reserved for the Members:

The Academy Trust Members shall be responsible for:

- Appointing the Trust Members, the Chair of Governors, Governors, Director of Education,



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the Principal and the Company Secretary.

- Determining the overall strategic vision and direction of the Trust.
- Defining the Object, Purpose and Ethos of the Company.

Powers and Duties Exercised By The Full Governing Body:

The Scheme of Delegation was approved by One In A Million Governing Body at the formation of the school and is reviewed, amended and readopted biannually.

The Governing Body is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the school, addressing such matters as:

- OIAMFS Academy Trust and full Governing Body shall approve the school improvement plan, 3-year financial plan and annual budget.
- Monthly Management Accounts will be issued to the Trust Members, Governing Body, Finance Committee, Director of Education, Principal and Business Manager.
- Policy development and strategic planning, including target setting to keep up momentum on school improvement.
- Ensuring sound management and administration of the school, and ensuring that the schools leadership and staff are equipped with relevant skills and guidance.
- Ensuring compliance with legal requirements.
- Establishing and maintaining a transparent system of prudent and effective internal controls.
- Management of the OIAMFS financial, human and other resources.
- Monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon.
- Helping OIAMFS be responsive to the needs of parents and the community and making it more accountable through consultation and reporting.
- Setting OIAMFS standards of conduct and values.
- Assessing and managing risk (including preparation of a statement on the OIAMFS risk management for its annual report and accounts).
- Receive and consider any internal and external audit reports via the Finance Committee. OIAMFS auditors will be reviewed annually.



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- **Contracts:** tenders in excess of £20,000 can only be approved by the full Governing Body. (see page 14 for the monetary autonomy scales for approval). The Finance Committee will evaluate this for VFM and report to the full Governing Body.
- **Income:** receive, consider and approve the lettings policy including the relevant scale of charges. This policy shall be made in the context of the aims of OIAMFS.
- **Expenses:** The Principal is authorised to claim back personal expenses without prior authorisation to the value of £350 at a time. For expenses that exceed this amount the Finance Committee must approve them.
- **Voluntary funds:** the Governing Body shall receive the audited accounts of OIAMFS's voluntary funds no later than four months after the end of the funds' financial year. Any voluntary money must be spent on specific projects (restricted).
- **Incoming resources from charitable activities:** Money from the Education Funding Agency classified as incoming resources from charitable activities within the annual accounts. All of this will be verified as part of the annual audit.
- **Money from the Department For Education** is classified as voluntary income within the annual accounts. This is to be verified by annual auditors.

The full Governing Body may decide to delegate responsibility for specified matters, where it has power to do so, to panels, individual members or committees of the board. Decisions taken by panels, individual members or committees of the board under delegated powers must be recorded in writing and made available to the full Governing Body at the next meeting.

- Matters relating to the Principal's performance management arrangements are delegated to Principal's Performance Management Panel, which consists of two delegated Governors and the Director of Education for a fit and fair process. Matters are reported to the board under the agenda item 'Principal's Performance Management'. Arrangements for staff performance management and pay awards is led by the Principal who shall present his recommendations to the 'Staff Pay Awards Panel' consisting of three Governors who operate within the autonomy of the 'OIAMFS Payment Policy'.

Finance Committee:

To assist the full Governing Body in fulfilling its statutory responsibilities for all staff employed in school and to generate the best possible professional environment, within which all staff can contribute to the raising of student performance and attainment. The Finance Committee is to assist the full Governing Body in directing the management of the school budget in support of the School Improvement Plan and ensuring sound financial management practices. The Finance Committee will assist the full Governing Body:

- To fulfil its responsibilities in providing the best possible physical environment within which students learn.



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- To ensure all the Governing Body's statutory responsibilities for the health and safety of all students and adults on site are met.
- In consultation with the Principal, to draft the first formal budget plan of the financial year.
- To consider all relevant financial updates and advise the Governing Body of any issues affecting the school's financial administration.
- Consider the benchmarking work undertaken by the school and propose changes, as required, to ensure that the school achieves value for money.
- To consider a budget statement including virement requests at least termly and to report significant anomalies, from the anticipated position, to the full Governing Body.
- To ensure that the school operates within the Financial Regulations of the Education Funding Agency.
- To monitor expenditure of all voluntary funds received on behalf of the full Governing Body.
- To annually review charges and remissions policies and expenses policies.
- To approve recommendations from the Principal and Business Manager in respect of Service Level Agreements to the value of £20,000.
- To make decisions on expenditure following recommendations from working groups.
- To post financial statements on the OIAMFS website.
- To ensure, as far as is practical, that health and safety issues are appropriately prioritised.
- To ensure that a register of Governor's interests is maintained.
- To advise on the maximizing school income.
- Authorise the write-off of stock between £500 and £2,500 and notify the full Governing Body. Approval of the full Governing Body must be sought to the write-off of deficiencies in excess of £2,500 with notification to the Academy Trust and EFA.
- **Contracts:** The Finance Committee shall exercise the powers and duties of the Governing Body in respect of the contract standing orders for the school up to a limit of £20,000
- Submit annually, to the Academy Trust and full Governing Body, the current lettings charges for One In A Million Free School.
- Produce procedures specifying when OIAMFS equipment may be removed from the school premises and maintain a loans record to record such movement.
- Make arrangements for all insurance cover it considers necessary.

The Finance Committee shall report to the Governing Body any financial matters it considers significant.



ACCOUNTING OFFICER:

The Principal is the Accounting Officer inline with the funding arrangements made with the Secretary of State for Education in the OIAMFS Funding Agreement. In fulfilling the role as the Accounting Officer, he/she is personally responsible for reporting financial and administrative matters to the Governing Body to incorporate the following:

- Ensure the highest standards of propriety – that expenditure and receipts should conform to the standards as set out in the Academies Financial Handbook (AFH).
- Ensure the highest standards of regularity – that income and expenditure are dealt with to the highest standards as set out in the AFH.
- Ensure that appropriate financial controls and checks are in place in line with OIAMFS's Scheme Of Delegation.
- Ensure that OIAMFS secures the best value for money (in line with its Value For Money policy) – ensuring that the procurement policies are adhered to and regularly reviewed as delegated to the Business Manager.
- Ensure that OIAMFS's financial planning and decision making secures the best educational outcomes for its students.
- Ensure that OIAMFS's finances and transactions are accounted for appropriately – specifically ensuring that proper financial records and accounts are kept as delegated to the Business Manager.
- Ensure that any risks are managed appropriately.
- Advise in writing to the Governors, Academy Trust or EFA (as appropriate) of any action or policy that is incompatible with the Academies Funding Handbook or Funding Agreement.
- Ensure that the staff responsible for OIAMFS's finances keep themselves informed regarding all changes in policy or regulations and that they constantly learn from other organisations' best practice.
- Sign the OIAMFS's accounts as a true record of its financial dealings.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example: the Business Manager and/or to the Finance Manager. Much of the financial reporting has been delegated to the Finance Manager, under the management of the Business Manager, but the Principal still retains responsibility for:

- Approving new staff appointments within the authorised annual budget, except for any



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senior staff posts which the full Governing Body should approve.

- Authorising contracts between £1,000 and £10,000 in conjunction with the Business Manager; contracts above £10,000 will need to be approved by the Finance Committee plus 1 additional governor; above £20,000 requires approval from the Governing Body following the Finance committee's recommendation.
- All payments are now made through Barclays.net. by BACS and are made following the Bank Payment Authorised Procedure:
 - Each purchase order requisition issues a unique issue number.
 - The person discusses their request to spend with their line manager.
 - Raise the PO using the online Web Requisition system (Requires triple sign off: person raising + line manager Plus a third authorisation is required by the Finance Manager/Business Manager).
 - Quotation attached to PO (following the Procurement Policy).
 - The budgets are all set in the Web Requisition system and will not allow a requisition to be created if there is not sufficient budget available, only the Business Manager or Principal can override any over budget spend.
 - A copy of the order is printed and sits in the 'Awaiting invoice' tray.
 - PO/Order/Delivery sheet married up with the invoice when it arrives
 - Input onto Civica ready for payment run.
 - Report is output from Civica for the Supplier Payment Sheet (determining paid/unpaid). This is used to make payments.
 - Payment Login time is recorded and checked by Business Manager and stowed away on a digital spreadsheet. A copy issued at Governing Body meeting.

To maintain dual authority of access to the bank the following procedure is adhered to:

- The Principal retains the Debit Card in the name of the Business Manager which is locked away in a separate secure locker which neither the Business Manager/Finance Manager can access.
- Business Manager holds the card pin number to make the payments. The Principal on no grounds can know this pin.
- Only in the case of staff absence the assigned deputies are: the Vice Principal for the Principal and the Finance Manager for the Business Manager.
- The Business Manager can make individual online bank payments up to £10,000 per transaction. With up to a total of £40,000 in any one day with the payroll process being the only exception.



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- Payroll payments are post dated by 5-days or more. These can be made up to £100,000. The monthly payroll is managed dually by the Business Manger and the Finance Manager. Payroll is reconciled monthly by the Finance Manager. The internal Responsible Officer function audits this activity three times a year. The annual Auditors review these sums.
- It is school policy that all payments are made electronically. The school does not use cheques.

PRINCIPAL:

The Governing Body and Academy Trust shall appoint the Principal who will act as an ex-officio Governor. By signing this document the Governors delegate such powers and functions as they consider are required by the Principal for the internal organisation, management and control of OIAMFS (including the implementation of all policies approved by the Governors).

The Principal shall report all decisions taken under delegated powers to the full Governing Body at the next meeting.

- Prepare a draft school development plan and budget for the forthcoming consideration by the Finance Committee, full Governing Body and Trust Members.
- Present financial plans for a three-year medium term budget on the basis of the cost of current policies; include proposals for change (in relation to school improvement) and estimates for future levels of resource.
- Ensure that all relevant financial updates are brought to the attention of the full Governing Body and Finance Committee.
- Monitor and control expenditure against the budget during the financial year including preparation and approval of monthly management accounts for the Finance Committee and Governing Body and produce a register of staff responsible for managing budgets.
- Collate information relating to staff performance management inline with the Pay Awards Policy for recommendations to the OIAMFS Pay Awards Panel regarding staff increment pay awards.
- The standards of control for such systems in operation within the OIAMFS and for security and privacy of data.
- All virements up to the value of £2,500 will be recorded on the Virements Amend Virement Form. Virements between £2,500 and £5,000 will be approved by the Finance Committee and notified to the Governing Body each term. Virements in excess of £5,000 shall be approved by the Governing Body.



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- The same procedure as above will apply to any movement from the contingency budget* to a newly nominated budget plan. (**By definition: contingency is an unexpected, new budget item without a current budget line*).
- The Principal may only make urgent transfers of sums between budget headings in excess of those limits (that is, where delay in doing so would be detrimental to OIAMFS) subject to prior approval from the Chair of Governors or Finance Governor on behalf of the Finance Committee and must be recorded and issued at the next Governors meeting.
- Ensure that rigorous procedures for ordering of goods, works and services are in place with accordance with financial regulations for schools and that an up to date record is maintained by the Finance Manager, under the management of the Business Manager. Following the procurement policy of obtaining quotes and measuring against best value the Principal has delegated powers to spend up or issue (sign) orders for goods, works and services between the value of £1,500 and up to a value of £10,000 at any time on non-recurring items however they must be accounted for within the annual budget with notification to the Governors.
- The Principal shall exercise the powers and duties of the full Governing Body in respect of the contract standing orders for schools up to a limit of £10,000 in alignment with the approved annual budget.
- For salaries, wages and pensions the Principal will notify the full Governing Body of any matters affecting payments to employees of OIAMFS which will be submitted annually for approval as part of the Pay & Performance Policy review and Annual Budget sign off process.
- Ensure any cash income is collected and banked intact.
- The approval of individual lettings in accordance with the lettings policy.
- Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, stock, stores and cash. A record of all cash holdings in OIAMFS shall be maintained.
- Ensuring the arrangements for collection of income are in accordance with financial regulations.
- Ensuring that all income is accurately accounted for and is promptly collected and banked intact.
- With any eventuality, which could affect OIAMFS's insurance arrangements, the full Governing Body and Academy Trust will be notified.
- Arranging periodic independent checks of stocks and recorded stores at least once a year and writing off stock up to £500, and reporting such items to the full Governing Body.



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- Ensuring (in conjunction with the Finance Manager, under the management of the Business Manager) that all records and documents are available for audit for the Finance Committee, internal audits by the Responsible Officer and external auditors.
- In conjunction with the Chair of Governors, approve all year-end accounts and any financial returns required by the Education Funding Agency.

Notes

The Principal may delegate any of the above tasks to another senior member of staff provided that the Chair of Governors approves consent, although the Principal will remain accountable for the actions of these staff. However, the Principal shall report all decisions taken under delegated powers to the next meeting of the full Governing Body meeting and notified to the Academy Trust.

DELEGATION OF THE PRINCIPAL'S FINANCIAL RESPONSIBILITIES:

Business Manager:

- Assist the Principal in monitoring and controlling expenditure against the budget during the financial year including preparation and approval of reports for the Finance Committee and Governing Body and produce a register of staff responsible for managing budgets.
- The running and payment of the monthly payroll including payments to HMRC and payment of pension contribution to the relevant bodies.
- Following the Bank Payment Authorised Procedure make online bank payments up to £10,000 (no more than £40,000 in any one day).
- Shall be responsible for the control of systems and for security and privacy of data.
- Raise the authority to spend documentation in line with the resources needs.
- Shall be responsible for the procurement needs of the school, following the Procurement and Tendering Policy.
- Shall be responsible for negotiating contracts in conjunction with others and managing their effectiveness.
- Shall be responsible for generating income through lettings, events activities and fundraising to meet allocated targets.
- Run the monthly payroll in collaboration with the Finance Manager.
- With the HR Manager, ensure the filing and storage of personnel and pay records are secure and up to date.



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- Authorising orders up to the value of £5,000 in conjunction with budget holders.
- Overseeing the collection and reconciling of cash income.

Finance Manager (FM):

The main responsibilities of the Finance Manager (FM) are:

- The day-to-day management of financial issues including the establishment and operation of a suitable accounting system. This includes input of all transactions onto the accounting system, reconciling control accounts, supplier queries, authorising purchase orders.
- The management of OIAMFS financial position at a strategic and operational level within the framework for financial control determined by the full Governing Body.
- Assisting the Principal and the Business Manager in monitoring and controlling expenditure against the budget during the financial year including preparation and approval of reports for the Finance Committee and Governing Body and produce a register of staff responsible for managing budgets.
- The preparation of monthly management accounts to be issued to the Principal, full Governing Body and Academy Trust.
- The preparation of annual returns for the Teachers Pension and the West Yorkshire Pension Fund.
- The maintenance of effective systems of internal controls.
- Ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of OIAMFS.
- To ensure that all records and documents are available for audit and arrange for the accommodation of the auditors.
- Checking the order request against the Management Accounts and current budget position prior to authorising orders up to the value of £1,500 in conjunction with budget holders.
- To ensure forms and returns are sent to the Department For Education (DfE) in line with the timetable in the DfE guidance. Signing such forms as necessary.



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- The preparation of annual, quarterly and ad hoc returns as specified by the Education and Skills Funding Agency (ESFA) or Department of Education approved by the Governing Body prior to being submitted.
- Budget holders are responsible for managing their agreed budget allowance and cannot purchase goods without the completion of the OIAMFS purchase order form which requires dual authorisation from the Principal, Vice Principal, Business Manager or Chair of Governors.
- For security of assets register the Finance Manager and the Facilities Manager will keep an inventory of all items such as moveable furniture, equipment, vehicles and plant and ensuring such items are security marked where appropriate.
- To ensure that OIAMFS petty cash is issued up to the value of £50. Whilst maintaining accounting records, the security and regular reconciliation of petty cash.
- To ensure (in conjunction with the Principal) that all records and documents are available for audit for the Finance Committee and Finance committee and external auditors and the Responsible Officer.
- Following the yearly audit of OIAMFS accounts, ensure that the recommendations made in the Management Letter by the auditors are agreed with the Finance Committee and are implemented during the following year.

Responsible Officer (RO):

OIAMFS have chosen to retain the role of Responsible Officer for internal auditing purposes.

The RO may be a governor (but not the chair of governors), or an appropriately qualified and experienced individual not on the School's staff, with the necessary financial interest and skills to be able to perform the role competently. The RO is not expected to do the detailed accounting work personally, but will be required to check some transactions to ensure that the correct procedures have been followed. The RO will need to be sufficiently familiar with the finances of the School to be able to report to the full Governing Body, and hence indirectly to the EFA, that the above requirements have been met.

The role of the Responsible Officer (RO) is to provide the Business Manager and Governing Body with an on-going independent oversight of the School's financial affairs. In the absence of an internal audit service it falls to the RO to provide the full Governing Body with independent assurance that:

- The financial responsibilities of the GB are being properly discharged.



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- Resources are managed in an efficient, economical and effective manner.
- Sound systems of internal financial control are being maintained and;
- Financial considerations are fully taken into account in reaching decisions

The Responsible Officer will produce a scheme of work and a termly report. This report will be issued to the Finance Committee to review directly with the School to implement best practice. Both the termly report and finance committee minutes will be sent to the full Governing Body.



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Governing Body Decision Planner					
Explanation of Name Abbreviation's: (AT) Academy Trust, (GB) Governing Body, (COGs) Chair of Governors, (FM) Finance Manager, (BM) Business Manager, (RO) Responsible Officer.					
Area Of Responsibility		Level of Responsibility			
No.	Tasks	Member /Director	Committee or WG	Principal	Other/ Staff
Finance					
1.	Financial Calendar to be produced and agreed to highlight financial deadlines inline with staffing appointments, ESFA, audit, monthly management reports and any notables.				✓ FM
2.	To approve the annual budget and the mid year revision each financial year.	✓ GB			
3.	To monitor monthly income, expenditure, cash flow and management accounts (presented by the FM)		(✓) Finance	✓	✓ FM
4.	Virements in excess of £2,500 must be approved by Finance Committee and notify to the Governing Body each term and recorded on the Virements Amendments Form		✓ Finance		
5.	The Governing Body must approve virements in excess of £5,000 each term.	✓			
6.	To investigate financial irregularities (Governors) the AT will appoint an evaluation panel.	✓ AT Panel			
7.	To investigate financial irregularities (Principal suspected). The COG will appoint an evaluation panel consisting of themselves and two Governors).	✓ PANEL			
8.	To investigate irregularities (others staff suspected) The Principal will appoint an evaluation panel consisting of themselves and two Governors)	✓ PANEL			
9.	To spend up to or issue (sign) orders for goods, works and services up to a value of £10,000 at any time on non-recurring items inline with the annual budget.			✓	
10.	To enter into contracts (below £10,000) and must be reported to Governors.			✓	
11.	To enter into contracts (up to £20,000) and must be reported to Governors.		✓ Finance		
12.	To enter into contracts (above £20,001) and must be reported to the Academy Trust.	✓ GB			
13.	To approve the Financial Procedure Handbook		✓ Finance		
14.	To sign the monthly finance accounts		✓ Finance	✓	



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No.	Tasks	Member /Director	Committee or WG	Principal	Other/ Staff
15.	To sign the Annual Report	(✓) COGs		✓	
16.	To appoint auditors/ Independent Examiners for the A/Cs	✓ GB			
17.	To appoint a Responsible Officer (RO)		✓ Finance		
18.	To approve the RO duties and Audit Plan	✓ GB			
Purchasing – Provision Of Goods & Services					
14.	Review contracts on an on-going basis (and as part of ensuring the school continues to achieve goods and services in line with the 'best value statement').	✓ GB		✓	(✓) BM
15.	Maintain a contacts register of suppliers, guidance and advice services.				✓ BM
16.	Keep a record of members of staff who are authorized to issue (sign) orders for goods, works and services. List of names to be approved by COGs and Principal.				✓ BM
17.	All requests for goods or services must first be approved via the Purchase Order requisition with approval from your line manager before submitting to the Principal to approve.			✓	(✓) FM
18.	Ensure a minimum of 2 verbal quotes are obtained for purchases and contracts at over £1,001 and up to a value of £2,000, for which a written record must be kept				✓ BM
19.	Ensure a minimum of 3 written quotes are obtained for purchases and contracts over £2,001 and up to a value of £10,000, where best value will be judged and for which a written record must be kept				✓ BM
20.	Ensure a minimum of 3 written quotes are obtained for purchases and contracts at over £10,001 and up to a value of £20,000, where best value will be judged by the Finance Committee plus 1 additional Governor and for which a written record must be kept.		✓ Finance		



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21.	Ensure a minimum of 3 written quotes are obtained for contracts over £20,001 and up to a value of £50,000. Best value should be judged by an evaluation panel comprising of the finance committee plus one additional governor, who then report to the GB for final sign off. Written records to be kept.	(✓) GB	✓ Finance		
No.	Tasks	Member /Director	Committee or WG	Principal	Other/ Staff
22.	Over £50,000. Competitive tendering following good practice inline with the Procurement & Tendering Policy. Minimum of 3 tenders to be returned. The COGs will appoint an evaluation panel consisting of the finance committee plus an additional governor plus a member of the AT	✓ (GB)+ AT member	✓ Finance + additional I governor		
23.	Contracts over £50,000 are to be countersigned by the Principal, COGs and Academy Trust member.	✓ AT		✓	
24.	Ensure that EU regulations are applied for all contracts over the EU threshold (currently as of 1.1.2014 £172514 excluding VAT for services)	✓ Panel	✓ Finance		
Staffing & Pay					
25.	Principal appointments (via selection panel consisting of member/s of the AT, GB and external skills may be required)	✓ Panel			
26.	Vice Principals appointments (via selection panel consisting of member/s of the Principal, AT and Governing Body)	✓ Panel			
27.	Appoint other teachers (a governor is normally part of the selection panel – in OIAMFS case this may include the COGs. NB the Principal is a Governor)			✓	
28.	Appoint non teaching staff (a governor is normally part of the selection panel)			✓	
29.	Agree Annual Pay Policy & annual Appraisal Policy	✓ GB			
30.	Receive Annual Staffing Report as part of the Principal's Report to Governors	✓ GB			
31.	Agree Staff CPD linked to the School Development Plan	✓ GB		✓	
32.	Teachers pay discretions (the Principal should not advise on his/her own pay)		✓ Finance		
33.	Appoint an external adviser (SIP) to assist with the Principal's appraisal	✓ COGs			
Performance Management					



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34.	To agree and review a performance management policy	✓ AT, GB		✓	
35.	To draft and implement the performance management policy			✓	✓ HR
36.	To review annually the performance management policy at working group level with recommendations to the full Governing Body.	✓ GB	✓ Education		✓ HR
No.	Tasks	Member /Director	Committee or WG	Principal	Other/ Staff
Data Analysis & Target Setting					
37.	Scrutinise a range of student performance data to evaluate the school's performance.	✓ GB		✓ + VP	
38.	To monitor targets for student achievement.	✓ GB		✓ + VP	
Premises					
39.	Buildings Strategy: major new commitments.		✓ Facilities	✓	
40.	To set a policy and ensure health and safety issues are met.		✓ Facilities	✓	✓ BM
41.	To ensure Health and Safety regulations are followed.		✓ Facilities	✓	✓ BM
42.	To set a Security Policy.		✓ Facilities	✓	✓ BM
Governance Procedures					
43.	To propose any amendments to the Funding Agreement (including the Articles of Association	✓ AT			
44.	Ensure that there is an induction pack for new Governors identifying clearly their duties. Refer to 'OIAMFS Roles & Responsibilities Of A Governor' document.	(✓) COGs	✓		✓ HR
45.	To appoint (and remove) the chair or vice-chair of the Governing Body or a committee	✓ AT			
46.	To appoint and dismiss the Clerk of Governors	✓			
47.	To hold full Governing Body meeting a minimum 4 times a year	✓ COGs			
48.	Approve the previous meeting minutes at the start of every new meeting delegating autonomy to the COGs to sign.	✓			
49.	To set up a Register of Governors' Business Interests	✓			
50.	To approve and set up an Expenses scheme	✓			



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51.	To agree delegation of functions to individuals, working groups or committees	✓			
52.	Write Annual Report submitted with end of year accounts to Companies House, EFA and school accountants	✓ COGs			
53.	To agree a school Action Plan following OFSTED inspection and distribute copies to parents	✓			

Annual Budget Planning Procedure 2018/2019	Week Commencing				
Approval Process	Apr	May	Jun	July	Aug
Business Manager 1 st draft					
Present 1 st draft to Principal for scrutiny					
Present 2 nd draft to Finance Committee for scrutiny					
Present 3 rd draft to Finance Committee for scrutiny <i>(Principal to present projected outcomes of Performance Management)</i>					
3 rd Draft amends sent to Finance Committee and Academy Trust for feedback					
Present to Governors for sign off* <i>(Pending Performance Management outcomes).</i>					
Chair issues the Budget to Academy Trust					

Monitoring, Evaluation And Review

The full Governing Body will review and amend this policy and procedure on a biannual basis as required by:

- Changes in legislation
- Changes in guidelines from advisory bodies
- The effectiveness of the policy