



## Orchards Junior School – Sparkle Multi Academy Trust: Scheme of Delegation

Subject	Members	Governors	Headteacher
<b>Governance</b>	Appointment and removal of directors / governors	Appoint Chair of governors from within governors	Provide admin facilities for the clerk if required
		Appointment and removal of associate governors	Contribution to review and development of the governing body.
		Appointment and removal of clerk	
		Determine schedule of meetings	
		Approval of minutes	
	Approval of scheme of delegation	Can propose amendments of scheme of delegation to members	
		Annual review of skills	
		Approve arrangements for election of staff and parent governors	Arrange elections for parent and staff governors
<b>Strategy and planning</b>	Approval of School vision and strategic direction	Implementation of the School vision and strategic direction	Deliver the SIP
		Approval of school improvement plan	
		Monitor detailed levels of SIP	
<b>Education</b>		Communications and systems for effective stakeholder engagement	
		Delivering the School educational vision, values and ethos	Producing results in line with the School educational vision, values and ethos
		Approval of school policies and contribute to school policy development	Develop school policies for approval



<p><b>Performance management</b></p>	<p>Approving a policy for the appraisal of the Governing Body and Headteacher</p> <p>Approval of performance pay awards following recommendations from the GB</p>	<p>Approval and detailed scrutiny of the school's:</p> <ul style="list-style-type: none"> <li>• performance management &amp; reporting framework;</li> <li>• business performance against plans &amp; budgets;</li> <li>• advice to the members.</li> <li>• Carrying out Performance Management of the Headteacher</li> <li>• Review levels of remuneration and recommendations of performance related pay</li> </ul>	<p>Manage review cycle of policies</p> <p>Development and operation of the schools' performance management &amp; reporting frameworks for approval by the GB.</p>
		<p>Monitoring of performance in implementing the strategy and managing the School, &amp; decision-making on action required.</p>	<p>Developing the school's complaints policy for approval</p> <p>Implementing the school's complaints policy at school level.</p>
		<p>Approval of the school's Complaints Policy &amp; decision making on appeals in line with the policy.</p> <p>(Chair handles complaints made to the GB in line with policy)</p>	<p>Responsible for overseeing:</p> <ul style="list-style-type: none"> <li>• performance management &amp; reporting framework</li> <li>• business performance against plans &amp; budgets</li> </ul>
<p><b>Finance and investments</b></p>	<p>Approval of school's audited accounts</p>	<p>Approval of Financial Regulations/Standing Orders.</p> <p>Approval of:</p> <ul style="list-style-type: none"> <li>• Opening/closing of bank accounts &amp; cheque signatories;</li> <li>• All loan agreements</li> <li>• Revenue expenditures &gt;£5K;</li> </ul> <p>Covenants on prospective restricted donations</p>	<p>Management, oversight and reporting of day to day expenditure within school budgets.</p> <p>Development of the School's Financial Regulations/ Standing Orders for review/approval.</p>



		<p>Detailed scrutiny &amp; advice to the SCHOOL Board re:</p> <ul style="list-style-type: none"> <li>Financial Regulations/Standing Orders;</li> </ul> <p>All financial decisions reserved to the members</p>	<p>Management of the School's finances in accordance with Financial Regulations/Standing Orders.</p>
		<p>Approval and review of the School's Reserves Policy.</p>	<p>Development of the school's reserves policy</p>
<b>Internal Control and risk management</b>	<p>Approval of the Trust's systems of internal control including:</p> <ul style="list-style-type: none"> <li>Health and safety</li> <li>Data Protection</li> <li>Fraud prevention</li> <li>Whistle blowing</li> <li>Safeguarding</li> </ul> <p>Approval of the trust's risk management strategy</p> <p>Appointment of Trust's Responsible Officer and Accounting Officer</p>	<p>Scrutiny and advice re: the Trust's internal systems of control and risk management</p> <p>Approval of insurance providers</p>	<p>Development of systems of internal control and risk management relating to pupil provision, safeguarding, curriculum, teaching &amp; learning and Health &amp; Safety ensuring their effective operation and reporting to the Governing Body / Trust Board as appropriate</p>
<b>Audit</b>	<p>Approval of appointment of external auditors and terms of engagement</p> <p>Approval of the annual report and accounts</p>	<p>Recommendation to the Trust re: the appointment of external auditor</p>	<p>Preparation of the annual report and accounts</p> <p>Management of the process for the appointment of external auditors</p>