

## **Scheme of Delegation**

**This Scheme of Delegation is made between the King Ina Academy Board of Directors (“the Trust”) and the Local Governing Board of King Ina Academy (“the LGB”) in accordance with the Constitution of the LGB (wherein this Scheme of Delegation is referred to as “the Scheme”) and is effective from September 2018.**

**Subject to the requirements of the Trust set out in this Scheme the Trust delegates to the LGB its responsibility and powers as the Governing Body of the Academy which shall be discharged by the LGB in accordance with its Constitution and terms of Reference, the Policies of the Trust and advice published from time to time by the Department for Education and Ofsted**

**Responsibilities and powers delegated to the LGB may be further delegated to a Committee or to the Head Teacher of the Academy. It should be remembered that although decisions may be delegated, the LGB together with the Trust as a whole remains responsible for any decision made under delegation.**

**Members of the LGB agree to:**

- attend such training as is reasonably required by the Trust in order to update and improve the knowledge and skills available within the LGB to fulfil its role in respect of the Academy and as part of the Academy Trust operated by the Trust.**
- provide the information required by the Trust in the form indicated in this Scheme and its Appendix and not to withhold any information which the Trust reasonably requires.**
- refer certain decisions to the Trust for approval as set out in this Scheme, and not to act, or to omit any act, in reliance on such a decision prior to obtaining such approval.**

## **1. Children and Learning**

The LGB shall:

Have an overview of the Academy's curriculum.

Monitor the implementation of the School Development Plan (SDP), providing strategic guidance on the SDP priorities to drive high expectations for the children.

Appoint a Teaching and Learning committee, who meet termly with members of the Senior Leadership Team to gain a deeper understanding of pupils' attainment and progress and agree with the Headteacher the targets to recommend to the FGB.

Contribute to the School's Self Evaluation Form (SEF) by using evidence gathered by governors as part of the committee's work.

Undertake monitoring activities alongside the SLT and sometimes the School Improvement Partner, including learning walks, Collective Worship observations, pupil interviews and work scrutiny activities.

To monitor and review teaching and learning policies.

## **2. Staffing**

### **Appointments**

The LGB shall assist with the appointment of teaching and support staff to the Academy in accordance with the HR policies published by the Trust from time to time [policies ref]

Along with the Directors, the LGB should ensure that the Academy adheres to safer recruitment procedures during shortlisting and interviews.

## **4. Admissions and Exclusions**

### **Admissions**

The LGB shall ensure that the Admissions policy for the Academy is up to date and that it is published on the Academy's website.

Appeals shall be considered by the Trust taking into account, but not being bound by any representations from the LGB

### **Exclusions**

The LGB shall ensure that the Exclusions policy and procedures for the Academy are consistent with the Exclusions Policy of the Trust and that they are published on the Academy's website.

Decisions on exclusions shall be made by the Headteacher in line with the Exclusions Policies and procedures mentioned above.

The review of a decision to exclude shall be carried out by the LGB.

Any appeal against a review decision shall be undertaken by the Trust.

## **5. Structure**

The LGB shall refer to the Trust any proposal to alter:

Opening Times

Extended School Provision

Changes to term times (other than minor changes to fit local need)

Change in age range

prior to implementation of, or consultation on such change, and shall not make or consult upon any such change without the prior consent of the Trust.

The Trust will consider such consent having regard to but not being bound by representations from the LGB

## **6. Safeguarding**

The LGB shall ensure that the Safeguarding Policy of the Trust is implemented at the Academy.

The LGB shall ensure that the academy has a Designated Officer and Deputy and that their contact details are published on the School website.

The LGB shall appoint a member with specific responsibility for safeguarding and make contact details for that member available on the Academy website. The Trust will also appoint a member with specific responsibility for safeguarding.

## **8. Health & Safety**

The LGB shall ensure that the Academy implements and complies with the Health and Safety policy published by the Trust from time to time [policy ref].

The Head Teacher and Business Manager will oversee implementation of the Health & Safety policy across the academy.

Signed by the Chair of Governors on behalf of the LGB

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Signed by Chair of Directors on behalf of the Trust

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Implementation Date .....

## **Appendix – Reporting Requirements**

The LGB shall report to the Trust in the form set out in this Appendix

Reports after **each** LGB Meeting:

1. Minutes of the LGB meeting
2. Report on SDP evaluations.