

## Queen Elizabeth's School SCHEME OF DELEGATION

Function	Task	Members	GB	Committee	Individual governor	Headmaster	Notes
<b>Admissions</b>	Determine the School's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria		✓	✓			The Admissions Committee makes recommendation to GB for approval
	Make sure the School's admissions arrangements comply with the School Admissions Code and are fair, clear and objective		✓	✓			
	Establish an independent appeals panel when there are admissions appeals			✓			
<b>Behaviour and exclusions</b>	Arrange for suitable full-time education for any pupil of compulsory school age who has a suspension (fixed-term exclusion) of more than five school days					✓	
	Convene a meeting to consider reinstating an excluded/suspended pupil and consider parents' representations about an exclusion/suspension in the relevant circumstances			✓			A panel of the Discipline Committee
	Arrange an independent review panel to consider permanent exclusions, where requested by parents		✓				

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Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16		✓			✓	Curriculum Policy and oversight from GB, implementation by HM
	Ensure that statutory requirements around the teaching of Relationships and Sex Education are met.		✓			✓	Policy set by GB, HM to ensure implementation.
	Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13					✓	
Financial Procedures and contractors	Appoint a senior executive leader as the accounting officer for the trust and a chief financial officer		✓				GB appoints HM; Head of Finance appointed as chief finance office
	Appoint a registered statutory auditor	✓					Members appoint/reappoint the auditors annually
	Review annual financial statements in line with the ESFA's academies accounts direction			✓			FAR Committee reviews and circulates to the full Governing Body for approval
	Review and approve the annual audited accounts and annual report		✓				
	Maintain a published register of interests, including the business and pecuniary interests of members and trustees		✓				
	Monitor impact of pupil premium funding		✓				
	Monitor impact of year 7 catch-up funding		✓				School not presently in receipt of this

Function	Task	Members	GB	Committee	Individual governor	Headmaster	Notes
	Establish a set of procedures to manage the use of funds		✓	✓			Financial Procedures set by the Finance, Audit & Risk Committee, with these reported to the full GB.
	Appointing contractors and contract management			✓		✓	HM must personally approve contracts worth over £10k, with those worth over £25k needing approval by the Finance, Audit & Risk Committee. Multiple quotes or tenders are obtained where necessary to ensure good value. Regular contract performance monitoring by senior staff with concerns feeding into the risk register.
	Approving contracts with likely cost of over £250k			✓			Determined by the Finance, Audit & Risk Committee, following presentation of initial business case and tender arrangements, financing plans once tender submissions received, and a recommendation from the School or Estates Committee following negotiation and due diligence.
	Approving contracts with likely cost of over £1m		✓				As above, but with the recommendations of Finance, Audit & Risk, and Estates committees reported to the full board for a decision.
	Manage lettings of the School premises to third parties					✓	HM and Deputy Head (Operations)
	Appoint and remove Members under Article 16 of the Articles of Association	✓					

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<b>Governing body procedures</b>	Appoint and remove trustees (governors)	✓	✓				Revised Articles provide for some trustees being appointing by the Members and others by the Board itself.
	Amend the Articles of Association	✓					
	Hold full governing board meetings at least 3 times a year		✓				
	Elect a chair and vice-chair of trustees		✓				
	Appoint a clerk		✓				
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee		✓				
	Delegate functions to committees and individuals		✓				
<b>Health &amp; Safety</b>	Monitor the implementation of the health and safety policy		✓	✓			Health & Safety Executive Committee look at operational detail, with termly reports to GB
	Make sure there is an appointed person in charge of first aid					✓	
	Make sure the required information is published on the School website					✓	

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<b>Parents and the community</b>	Approve a complaints procedure		✓				
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides		✓				As per the Complaints Policy
	Make sure the School complies with the Freedom of Information Act 2000 and Data Protection Act 2018, including GDPR		✓			✓	Policies set by the Governing Body, with the Headmaster deciding how to best implement these provisions.
<b>Pupil wellbeing</b>	Make sure the provision of free school meals to those pupils meeting the criteria					✓	
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training					✓	
	Make sure the School complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this		✓				GB sets Equal Opportunities Policy and the School's equality objectives. Annual equalities report to full GB for monitoring.
	Make arrangements for supporting pupils with medical conditions					✓	SENCo coordinates provision for those identified as having additional needs.
<b>Safeguarding</b>	Check that the School complies with statutory guidance on safeguarding		✓	✓			Oversight supported by the Named Governor for Safeguarding who chairs the Safeguarding, Child Protection and Wellbeing Committee. Regular reporting to the full Governing Body.

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	Make sure that safeguarding arrangements take into account the procedures and practice of the local safeguarding partners		✓	✓		✓	HM to delegate details to the Designated Safeguarding Lead. Reflected in policies and procedures
	Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the Headmaster		✓				
	Ensure arrangements are in place to deal with safeguarding allegations made against members of staff		✓	✓			Policy established and monitored by Governing Body. Staff and, if required, Staff (Appeals) Committee to hear the case, following investigation.
	Have due regard to the need to prevent people from being drawn into terrorism and ensure that the Prevent duty is outlined in the Safeguarding/child protection policy		✓				
	Monitor the implementation of the child protection policy		✓				
	Appoint a member of staff to be the designated safeguarding lead					✓	
	Make sure that effective support is provided for any employee facing an allegation		✓	✓		✓	
<b>Special Educational</b>	Designate a member of the governing body or a committee to have oversight of the School's arrangements for SEND		✓				

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<b>Needs and Disabilities (SEND)</b>	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness				✓	✓	
	Make sure that parents are notified by the School when special educational provision is being made for their child					✓	
	Make sure the School produces and publishes online its School SEN information report		✓		✓	✓	SEND link governor works with SENCo and has oversight of the report, which is presented to GB.
	Co-operate with the local authority in developing the local offer					✓	
	Make sure the School follows the statutory SEND Code of Practice		✓		✓	✓	
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCo) for the school					✓	
	Make sure that the teachers in the School are aware of the importance of identifying pupils who have SEN and providing appropriate teaching						✓
<b>Staffing matters</b>	Appoint a principal or chief executive		✓				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)		✓		✓	✓	Deputy Head (Operations) to monitor on an ongoing basis, but Single Central Record forms part of annual governors' safeguarding review.
	Make sure employment law and guidance is being followed		✓			✓	

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	Performance management of staff					✓	
	Performance management of the Headmaster			✓			Salaries Review Committee, with support of external advisor.
	Staffing appointments			✓		✓	Delegated to HM, but consultation with the Salaries Review Committee for Deputy Head appointments.
	Determine senior staff pay			✓			Salaries Review Committee
	Annual pay reward		✓				
	Dismiss the Headmaster		✓				
<b>Strategy</b>	Approve the School Development Plan and Development Priorities		✓				
	Check that all statutory policies and documents are in place		✓				
	Review and approve statutory and non-statutory School policies		✓			✓	Responsibility for some policies can be delegated to the Headmaster, but current practice is for the GB to approve all new policies and substantive changes.
	Approve the School's Estates Strategy		✓	✓			



**Key**

✓	Action is taken at this level
	Action can be taken at this level
	Not recommended for action to be taken solely at this level (but action can be taken at this level, especially if part of a multi-tiered approach)
	Action cannot be carried out at this level
	Members have general oversight over the performance of trustees and the School

Approved by the Governing Body on 24 February 2022

Signed .....

B.R. Martin, Chairman of the Governing Body