



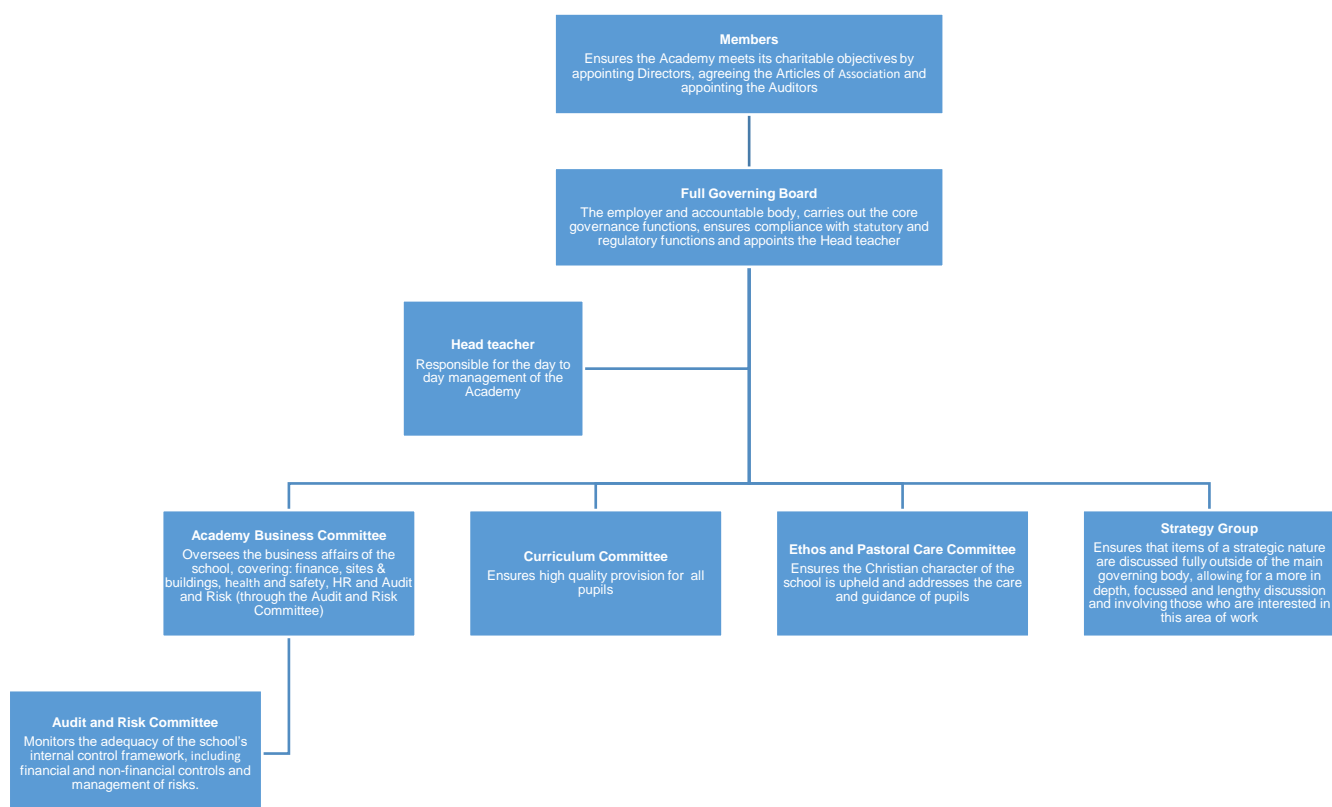
Full Governing Board

Scheme of Delegation

This document uses NGA guidance as its basis. Holywell Academy, as a single academy trust, does not have a separate layer of governance at school level, so this scheme of delegation needs only to make clear what is delegated to board committees and to the 'executive' (Head teacher). We should be able to rely on our committee terms of reference to identify where governance functions are exercised, and who makes decisions.

Format and Structure

This diagram shows the layers of governance, basic functions, and lines of accountability



Delegation and decision making

The grid representation of delegation below has columns for each layer of governance which indicates who within the Academy is responsible for each function and the associated decision making. The grid is in four key areas to reflect both the governance framework and the three core functions of the governing board:

1. The governance framework:
 - a) People
 - b) Systems and structures
 - c) Reporting
2. Being strategic
3. Holding to account
4. Ensuring financial probity

The Governance functions below are taken from the NGA template.

For 'Trust' read 'Academy' and for 'Trustees' read 'Directors/Governors'

Governance function		Members	Full Governing Board	Committees	Head teacher
Governance framework: people	Members: appoint/remove	✓			
	Trustees: appoint/remove	✓	✓		
	Parent trustees: appoint when elected		✓		
	Board committee chairs: appoint and remove		✓		
	Named safeguarding trustee: appoint and remove		✓		
	Clerk to board: appoint and remove		✓		
Governance framework: systems and structures	Articles of association: review and agree	✓			
	Governance structure for the trust: establish and review annually		✓		
	Committee terms of reference and scheme of delegation: agree annually		✓		
	Annual schedule of governance business: agree		✓	✓	
	Self-review of trust board and committees: complete annually		✓		
	Chair's performance: carry out 360° review periodically		✓		
	Trustee/academy committee (LGB) member contribution: review annually		✓	✓	
Governance framework: reporting	Publish governance arrangements on trust website: ensure				✓
	Annual report on the performance of the trust: submit to members and publish		✓		
	Annual self-review/triannual external review of board effectiveness: submit to members		✓		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓	ABC	
	ESFA required reports and returns submit		✓	ABC	
	Determine school level policies: approve		✓	✓	✓
	Management of risk: establish register, review and monitor		✓	A&RC	✓
	Engagement with stakeholders: ensure		✓	✓	✓
	Determine schools' vision, strategy and key priorities: approve		✓	✓	✓
	Accounting officer: appoint and dismiss		✓		

Approved by FGB on 1st July 2021

Governance function		Members	Full Governing Board	Committees	Head teacher
	HTs: appoint and dismiss		✓		
	Budget plan to support delivery of trust key priorities: agree		✓		
	Budget plan to support delivery of schools' key priorities: agree		✓	ABC	
	Schools' staffing structure: agree		✓		✓
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓	✓	
	Monitoring progress on key priorities: agree reporting arrangements		✓	✓	✓
	Performance management of HTs: undertake		✓		
Financial oversight	External auditors: appoint	✓			
	Chief financial officer: appoint (this is SL our Finance Director)				✓
	Trust's scheme of financial delegation: establish, monitor and review		✓	ABC	
	External auditors' report: receive and respond		✓	ABC	
	Headteachers' pay award: agree		✓		
	Staff appraisal procedure and pay progression: review and agree		✓	ABC	
	Benchmarking and trust wide value for money: ensure robustness		✓	ABC	
Monitoring budget: agree reporting		✓	ABC		

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