

# LHS - Scheme of Delegation

|                                  |                |
|----------------------------------|----------------|
| Document created:                | September 2020 |
| Date of approval:                | September 2025 |
| Next review due:                 | September 2026 |
| Document owner(s):               | CoG/HT/COO     |
| Ratified by Full Governing Body: | September 2025 |

## Scheme of Delegation – Lymm High School

**In all areas of governance ultimate responsibility sits with FGB, and this scheme of delegation shows the lowest level of power that functions can be delegated to:**

|   |                                   |
|---|-----------------------------------|
| ✓ | Action can be taken at this level |
|---|-----------------------------------|

| Function                        | Task                                                                                                                                         | FGB | Committee | Headteacher | We have delegated this to:   |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-------------|------------------------------|
| <b>Admissions</b>               | Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria    | ✓   |           |             |                              |
|                                 | 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                                                                     | ✓   |           |             | Commission LA to run process |
| <b>Behaviour and exclusions</b> | Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days | ✓   |           | ✓           |                              |
|                                 | Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances   |     | ✓         |             |                              |
|                                 | Arrange an independent review panel to consider permanent exclusions, where requested by parents                                             | ✓   | ✓         |             |                              |
| <b>Curriculum</b>               | Make sure the school teaches a broad and balanced curriculum to the age of 16                                                                |     | ✓         | ✓           |                              |



| Function                   | Task                                                                                                                                   | FGB | Committee | Headteacher | We have delegated this to:                                                   |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-------------|------------------------------------------------------------------------------|
|                            | Make sure all pupils at the school are provided with independent careers guidance from year 7 to year 13                               |     | ✓         | ✓           | C&S                                                                          |
| <b>Finance and budgets</b> | Make day-to-day spending decisions as permitted by the Financial Regulations                                                           |     |           | ✓           | Budget holder                                                                |
|                            | Appoint a senior executive leader as the accounting officer for the School and a chief financial officer                               | ✓   |           |             |                                                                              |
|                            | Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation    | ✓   |           |             |                                                                              |
|                            | Appoint an external auditor.                                                                                                           |     |           |             | In accordance with ATH pg36 this is an appointment made by the Academy Trust |
|                            | Approve annual financial statements prepared in line with the ESFA's academies accounts direction                                      | ✓   |           |             |                                                                              |
|                            | Appoint an internal auditor in accordance with the Academies Financial Handbook.                                                       | ✓   | ✓         |             | FA&R                                                                         |
|                            | Approve a programme of internal scrutiny to be undertaken by the internal auditor in accordance with the Academies Financial Handbook. | ✓   | ✓         |             | FA&R                                                                         |
|                            | Make sure that the School has adequate insurance cover (or has opted into the academies risk protection arrangement)                   | ✓   | ✓         |             | FA&R                                                                         |



| Function                         | Task                                                                                                                                | FGB | Committee | Headteacher | We have delegated this to: |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-------------|----------------------------|
|                                  | Ensure there is a committee functioning as an audit committee.                                                                      | ✓   |           |             |                            |
|                                  | Approve a balanced budget each financial year and submit to the ESFA                                                                | ✓   |           |             |                            |
|                                  | Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors | ✓   |           |             | Administered by Clerk      |
|                                  | Monitor impact of pupil premium funding Year 7 catch-up funding                                                                     | ✓   | ✓         |             | Delegate to SSW & C&S      |
| <b>Governing body procedures</b> | 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                                                                                         | ✓   |           |             |                            |
|                                  | Check that all statutory policies and documents are in place                                                                        | ✓   |           |             |                            |
|                                  | Delegate functions to committees and individuals                                                                                    | ✓   |           |             |                            |
| <b>Health &amp; Safety</b>       | Monitor the implementation of the health and safety policy                                                                          | ✓   | ✓         |             | Delegated to FA&R          |
|                                  | Make sure the required information is published on the school website                                                               | ✓   | ✓         |             | Delegated to Audit         |



| Function                         | Task                                                                                                                                                                                                           | FGB | Committee | Headteacher | We have delegated this to: |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-------------|----------------------------|
| <b>Parents and the community</b> | Approve a complaints procedure                                                                                                                                                                                 | ✓   | ✓         |             | Delegated to SSW committee |
|                                  | Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides                                                                               | ✓   |           |             |                            |
|                                  | Make sure the school complies with the Freedom of Information Act 2000                                                                                                                                         | ✓   | ✓         |             | Delegated to Audit         |
|                                  | Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)                                                                                                                        | ✓   | ✓         |             | Delegated to Audit         |
| <b>Pupil wellbeing</b>           | Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training                                                   |     |           | ✓           | Deputy DSL - Kerry Hayes   |
|                                  | 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                                      | ✓   | ✓         |             | Delegated to SSW           |
|                                  | Make arrangements for supporting pupils with medical conditions                                                                                                                                                | ✓   | ✓         |             | Delegated to SSW           |
| <b>Safeguarding</b>              | Check that the school complies with statutory guidance on safeguarding                                                                                                                                         | ✓   | ✓         |             | Delegated to SSW           |
|                                  | Make sure that safeguarding arrangements take into account the procedures and practice of the local authority, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board | ✓   | ✓         |             | Delegated to SSW           |



| Function                                                 | Task                                                                                                                                                                                         | FGB | Committee | Headteacher | We have delegated this to:                      |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-------------|-------------------------------------------------|
|                                                          | 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 headteacher | ✓   |           |             | Chair of Gov Body on behalf of FGB              |
|                                                          | Monitor the implementation of the child protection policy                                                                                                                                    |     | ✓         |             | Delegated to SSW                                |
|                                                          | 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 Needs and Disabilities (SEND)</b> | Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND                                                                              | ✓   | ✓         |             | Two link governors, one from SSW & one from C&S |
|                                                          | 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                                                                                                         | ✓   | ✓         | ✓           | Delegated to C&S                                |
|                                                          | Co-operate with the local authority in developing the local offer                                                                                                                            |     | ✓         | ✓           | Delegated to C&S                                |
|                                                          | Make sure the school follows the statutory SEND Code of Practice                                                                                                                             | ✓   | ✓         | ✓           | Delegated to C&S                                |
|                                                          | Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school                                                                             | ✓   | ✓         | ✓           | Delegated to C&S                                |

| Function                | Task                                                                                                                                        | FGB | Committee | Headteacher | We have delegated this to: |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-------------|----------------------------|
|                         | Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching |     | ✓         | ✓           | Delegated to C&S           |
| <b>Staffing matters</b> | Appoint a Headteacher                                                                                                                       | ✓   |           |             |                            |
|                         | Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)                                             | ✓   | ✓         |             | Delegated to SSW           |
|                         | Make sure employment law and guidance is being followed                                                                                     | ✓   | ✓         |             | Delegated to SSW           |
|                         | Dismiss the headteacher                                                                                                                     | ✓   |           |             |                            |