

LHS - Scheme of Delegation

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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
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Function	Task	FGB	Committee	Headteacher	We have delegated this to:
Admissions	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
Behaviour and exclusions	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	✓	✓		
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16		✓	✓	
	Make sure all pupils at the school are provided with independent careers guidance from year 7 to year 13		✓	✓	C&S

Function	Task	FGB	Committee	Headteacher	We have delegated this to:
Finance and budgets	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 Department for Education (DfE) for explicit prior authorisation	✓			
	Appoint an external auditor.				In accordance with ATH Section 4.5 - this is an appointment made by the Academy Trust
	Approve annual financial statements prepared in line with the DfE'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 Academy Trust Handbook.	✓	✓		FA&R
	Make sure that the School has adequate insurance cover (or has opted into the academies risk protection arrangement)	✓	✓		FA&R
	Ensure there is a committee functioning as an audit committee.	✓			
	Approve a balanced budget each financial year and submit to the DfE	✓			
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors	✓			Administered by Clerk

Function	Task	FGB	Committee	Headteacher	We have delegated this to:
	Monitor impact of pupil premium funding Year 7 catch-up funding	✓	✓		Delegate to SSW & C&S
Governing body procedures	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	✓			
Health & Safety	Monitor the implementation of the health and safety policy	✓	✓		Delegated to FA&R
Parents and the community	Make sure the required information is published on the school website	✓	✓		Delegated to Audit
	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

Function	Task	FGB	Committee	Headteacher	We have delegated this to:
Pupil wellbeing	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
Safeguarding	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
	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			✓	
Special Educational Needs and Disabilities (SEND)	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		✓		Delegated to C&S

Function	Task	FGB	Committee	Headteacher	We have delegated this to:
	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
	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
Staffing matters	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	✓			