



***ST. THOMAS MORE HIGH SCHOOL  
ACADEMY***

***GOVERNORS' COMMITTEES  
AND  
SCHEMES OF DELEGATION***

## Governors' Scheme of Delegation

1. This Scheme of Delegation was approved by the Governing Body in July 2016. It is subject to annual review and is made without prejudice to the powers and duties of the Governing Body and its sub-committees.
2. Each Committee will hold three Committee meetings a year.
3. The Scheme has been developed to flow from the Articles of Association in order to clarify the responsibilities and powers of Governors and members of staff employed at the school in respect of key aspects of the management of the school, and to ensure compliance with legal requirements.
4. The delegations set out in this scheme are delegated to the specified committees of the Governing Body and post-holders employed in the school. A committee may delegate tasks to an individual member, but responsibility and accountability may not be delegated.
5. Delegations may not be exercised other than by the designated person or committee.
6. In the absence or incapacity of the Headteacher, the delegations stand delegated to the Deputy Headteacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a post-holder other than the Headteacher, the delegations stand delegated to the Headteacher unless otherwise directed or agreed by the Governing Body.
7. Instead of exercising his/her delegated powers a post-holder or committee may refer a matter to the appropriate committee or Governing Body.
8. Powers to be Exercised Only by the Full Governing Body:
  - co-opt or appoint persons to a committee
  - elect the Chairman and Vice-chairman of the Governing Body
  - appointment/dismissal of Clerk to the Governors
  - decide what Sex Education is to be provided
  - decide the policy on Charging and Remissions
  - agree any general principles on student discipline
  - take action as required or permitted by law on matters relating to school admissions
  - decide any changes in the times of school sessions
  - approve the school budget
  - suspension and subsequent reinstatement of Headteacher (subject to approval of new Articles)
9. The Full Governing Body also has a Duty to:
  - hold a meeting once a term
  - ensure that RE and daily Collective Worship are provided.
10. None of the responsibilities under Points 7 and 8 may be delegated.

St Thomas More High School – Governors’ Scheme of Delegation

	General	Community & Catholic Ethos	Pupil Achievement and Curriculum	Personnel	Finance & Premises	Health & Safety
HEADTEACHER ACCOUNTABLE TO EACH OF THE FOLLOWING COMMITTEES	Day to day Management	1. All day to day issues 2. All aspects of student discipline 3. All aspects of safeguarding 4. Ensure individual equality of opportunity and entitlement for all students 5. Exclusion of students – fixed term (up to 45 days per year) and permanent 6. Daily Act of Worship 7. Provision of RE	All day to day management and implementation of:  1. The School Development Plan (SDP) 2. Statutory Polices for Academies 3. Standards of teaching and learning 4. Curriculum Policy	1. Day to day management 2. Appointments <ul style="list-style-type: none"> <li>➤ Identification of need</li> <li>➤ Preparation of job specification, placing of advert, administration and confirmation of selection</li> </ul> 3. Planning overall strategy for staff continuing professional development (CPD) 4. Development and implementation of induction for new staff 5. Implement performance management policy 6. Implement policies for staff absence and welfare and safeguarding	1. Identify priorities according to SDP 2. Budget: <ul style="list-style-type: none"> <li>➤ At the end of each financial year to prepare a report showing the schools income and expenditure for the year against the delegated budget.</li> <li>➤ Preparation of draft budget to be presented to committee for discussion before full Governing Body</li> <li>➤ Administration</li> <li>➤ To be the Accounting Officer</li> </ul> 3. Budget analysis to committee 4. Day to day running and monitoring within agreed budgetary headings 5. Procurement of services 6. Make payments on agreed invoices and contracts 7. Ensure insurance cover is satisfactory	1. Ensure day to day Health and Safety issues are met 2. Authorize emergency repairs 3. Implement the Critical Incident Plan when necessary

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HEAD & CHAIR	<ol style="list-style-type: none"> <li>Continual dialogue (at interval of two weeks)</li> <li>First line of communications</li> <li>Agree Agenda for meetings</li> <li>Agree Minutes of Meetings and circulate papers</li> </ol>					<ol style="list-style-type: none"> <li>Emergency school closures</li> </ol>
HEAD & CHAIR OF COMMITTEE ACCOUNTABLE TO THE COMMITTEES (as required)	<ol style="list-style-type: none"> <li>Produce minutes on the activities of the Committee to be submitted to the FGB at its termly meeting</li> <li>Three of these Governors (of which two must be Foundation Governors) act as the Headteacher Performance Management Committee.</li> </ol>	<ol style="list-style-type: none"> <li>Monitor the administration of the admissions criteria</li> <li>Complete annually the LSCB Safeguarding audit</li> </ol>		<ol style="list-style-type: none"> <li>Consultation in preparation for staff appointments using the guidelines (Appendix 2) subject to compliance with legislation current at the time of appointment</li> <li>Arrangement of interviews – both teaching and non-teaching</li> <li>Suspension of staff (except HT)</li> </ol>	<ol style="list-style-type: none"> <li>Monitoring of monthly financial reports</li> <li>Investigation of possible financial irregularities</li> </ol>	<ol style="list-style-type: none"> <li>Walk around school once each term to carry out a visual H &amp; S and maintenance check</li> <li>Consider if external specialists or other members of staff are required to attend the meeting to advise on particular matters and invite them as necessary.</li> </ol>

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	General	CACE	PAC	Personnel	Finance & Premises	Health & Safety
COMMITTEES	<ol style="list-style-type: none"> <li>1. Receive reports</li> <li>2. Respond with recommendations to FGB</li> <li>3. Hold meetings at a minimum of one per term</li> <li>4. Monitor delivery and impact of relevant sections of the School Development Plan.</li> <li>5. The quorum shall be a minimum of three voting members except where specified otherwise.</li> <li>6. Monitor the implementation of the relevant policies and procedures and their impact on the school community.</li> <li>7. Keep under review the relevant statutory policies and procedures for each committee as per table in Appendix 1.</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor the general welfare of the students within the school</li> <li>2. Ensure compliance with all safeguarding procedures</li> <li>3. Monitor the data on pupils attendance, rewards and sanctions</li> <li>4. Monitor the religious life of the school and partnerships with the Deanery and Diocese, considering its impact on the ethos of the school</li> <li>5. Monitor the schools recruitment of students</li> <li>6. Monitor any proposed major changes to the school term and holiday dates or session times</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor student achievement across the school using internal and external data sources</li> <li>2. Monitor Teaching &amp; Learning across the school using reports from SLT of internal data and annually train Governors, using an independent facilitator, with published achievement data eg RAISE, ePANDA, FFT etc</li> <li>3. Review and develop the curriculum plan annually and receive curriculum documents.</li> <li>4. Be responsible for advising the FGB on all aspects of current and new curriculum change.</li> <li>5. Monitor annually the resources implications of delivering the curriculum</li> <li>6. Ensure equality of provision for all disadvantaged groups</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor Performance Management Policy &amp; Procedures</li> <li>2. Ensure compliance with all safer recruitment procedures</li> <li>3. Review annually the schools staffing proposals</li> <li>4. Review and agree all staff pay scales and review these annually to recommend to the Finance Committee</li> <li>5. Review the professional development of all staff</li> <li>6. Be responsible for advising the FGB on all aspects of current and new employment legislation</li> <li>7. Ensure all staff are employed by a written contract of employment.</li> <li>8. Act as members of the panel hearing capability/disciplinary appeals</li> </ol>	<ol style="list-style-type: none"> <li>1. Review and agree the annual draft budget for income and expenditure in the forthcoming financial year and report the budget to the FGB for approval.</li> <li>2. Keep under review the school’s actual financial performance compared with the budgeted performance and take action as necessary.</li> <li>3. Annually approve the report showing income and expenditure for the year against the delegated budget.</li> <li>4. Agree and determine charges for the letting of the school premises including the grounds and seek the best financial return on all lettings.</li> <li>5. Monitor all spending and approve in advance major spending proposals.</li> <li>6. Be responsible for all insurance matters</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor the maintenance and general upkeep of all buildings, engineering installations, landscaping and grounds under the schools authority.</li> <li>2. Receive reports provided by inspections of the enforcing authorities appointed under the Health &amp; Safety at Work Act.</li> <li>3. Determine arrangements for Safety Inspections and consider reports</li> <li>4. Assist in the development of safe working practices and Codes of Practice</li> </ol>

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COMMITTEES				<p>9. Consider applications made for early retirement of staff and make recommendations to the FGB.</p>	<p>7. Review any proposal regarding leasing, credit purchase or long term hire arrangements and take action when necessary.</p> <p>8. Determine the total expenditure on staff salaries.</p> <p>9. Receive reports from internal and external auditors</p> <p>10. Appoint internal and external auditors</p> <p>11. Construct and review the Asset Management Plan and the Maintenance Plan and for their implementation on an annual basis.</p> <p>12. Review and update the risk register.</p> <p>13. Review the arrangements for the cleaning of the School and ensure a satisfactory service.</p>	<p>5. Monitor the implementation of the Health &amp; Safety Policy</p> <p>6. Receive reports on accidents and appropriate occupational ill health and consider the need for action</p> <p>7. Review matters raised by Staff H&amp;S Representatives (invited to meetings)</p>

	General	Community & Catholic Ethos	Pupil Achievement and curriculum	Personnel	Finance & Premises	Health & Safety
FULL GOVERNING BODY	<ol style="list-style-type: none"> <li>1. Ensure the Academy is conducted in accordance with the Articles of Association and any agreement entered into with the Secretary of State for the funding of the academy.</li> <li>2. Appoint an external advisor to assist the HT PM Committee with the PMR process and salary review.</li> <li>3. Consider the HT PM Committee report and recommendations in a confidential section.</li> <li>4. Act as members of the panel hearing pupil disciplinary appeals as required</li> <li>5. Hold meetings at a minimum of three per year.</li> <li>6. Monitor and evaluate progress against success criteria in school development plan.</li> <li>7. Ensure SDP is reviewed in light of action recommended by Ofsted Inspection Section 5 or 48.</li> <li>8. Strategic planning and setting of policies.</li> <li>9. Appoint or remove the Chair, Vice-Chair or Clerk of the GB</li> <li>10. Review annually the schemes of delegation and committees</li> </ol>	<ol style="list-style-type: none"> <li>1. Decide how much support and patronage is given to the schools wider community and ensure formal collaboration or support is appropriately documented.</li> </ol>	<ol style="list-style-type: none"> <li>1. Manage the performance of the academy through the monitoring of standards of achievement.</li> </ol>	<ol style="list-style-type: none"> <li>1. Manage the performance of the academy through the monitoring of standards and the implementation of quality management and leadership</li> </ol>	<ol style="list-style-type: none"> <li>1. Manage the performance of the academy through business planning, the setting and monitoring of budgets and risk assessment processes.</li> <li>2. Receive and approve the annual budget from the Finance Committee and the annual report and accounts together with the Auditors report.</li> </ol>	

## Governors' Committee Membership – 2016/17

### Pupil Achievement & Curriculum Committee

- Mrs G Ackred (Headteacher)
- Mr J Foster (Chair of PAC)
- Mr S Mason
- Mrs N Kelsey-Cashell
- Mr R Shorten (Staff Governor)

### Health and Safety Committee

- Mrs G Ackred (Headteacher)
- Mr J Foster (Chair of Governors)
- Mr A Crowley (Chair of H&S)
- Mr D Micklewright
- Mr J Parsad
- Mr K Seaby - (Site Manager)
- Staff H & S Representative

### Finance Committee

- Mrs G Ackred (Headteacher)
- Mrs C Gradwell (Chair of FGM)
- Mr J Foster (Chair of Governors)
- Mr D Micklewright
- Mr J Parsad
- Mr A Juniper
- Mrs Christina Mupati (Parent Governor)
- Mr G Prior (Director of Business & Audit)
- Mrs M Westpfel (Director of Finance)

### HT PM Appraisal Committee

- Chairman of Governors
- Chair of Finance
- Chair of Personnel
- Outside Advisor

### Community & Catholic Ethos Committee

- Mrs G Ackred (Headteacher)
- Mr J Foster (Chair of Governors)
- Mrs S Jones (Chair of CACE) (Parent Governor)
- Mr F O'Brien
- Fr J Woolnough
- Mr S Mason
- Mrs A Kwasnica (Parent Governor)

### Personnel Committee

- Mrs G Ackred (Headteacher)
- Mr J Foster (Chair of Governors)
- Mr J Parsad (Chair of Personnel)
- Mrs C Gradwell
- Mr F O'Brien



## Governor Meetings Attended

Sept 15 - Aug 16

Name	Role	FGB Meetings		EGM Meetings		Finance Committee		CACE Committee		H & S Committee		Personnel Committee		PAC Committee	
		Attended	Out of	Attended	Out of	Attended	Out of	Attended	Out of	Attended	Out of	Attended	Out of	Attended	Out of
David Micklewright	Foundation Governor	3	3	1	1	2	3			3	3				
Francis O'Brien	Foundation Governor	3	3	0	1			3	3			3	3	1	2
Joe Parsad	Foundation Governor	3	3	1	1	2	3			3	3	2	3		
Jeffrey Woolnough	Foundation Governor	3	3	1	1			2	3						
John Foster	Foundation Governor	3	3	1	1	3	3	2	3			3	3	1	2
Frank Keenan	Foundation Governor	3	3	1	1									2	2
Alan Juniper (app25/6/15)	Foundation Governor	3	3	1	1	3	3							1	2
Simon Mason (app25/6/15)	Foundation Governor	3	3	0	1			1	3					2	2
Amy Kwasnica	Parent Governor	3	3	1	1			2	3						
Samantha Jones	Parent Governor	2	3	0	1			3	3						
Carol Gradwell	Community Governor	1	3	0	1	3	3					2	3		
Susan Turrell	Staff/Teacher Governor	1	3	0	1									1	2
Gemma Ackred	Headteacher	3	3	1	1	3	3	3	3	3	3	3	3	2	2
Anthony Crowley (app21/9/15)	Foundation Governor	3	3	1	1					2	3				
Geoffrey Prior	Clerk to the Governors	3	3	1	1	2	3					1	2		

