



The Griffin Primary School Academy Trust Board Scheme of Delegation

Key

R	Responsibility – accountability and decision making to ensure the school is compliant						
A	Action – completion of task						
C	Consult/feedback/recommendation/monitor						
I	Inform						
	Action cannot be carried out at this level						
Function	Task	Members	FGB	Committee	Individual	Headteacher	Director of Finance
Admissions	Determine the school’s admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria		R EGM		C Chair	A	
	Make sure the school’s admissions arrangements comply with the School Admissions Code and are fair, clear and objective		R EGM		C Chair	A	
Behaviour and exclusion	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		R	R	C Chair	A	
	Convene a meeting to consider reinstating an excluded pupil and consider parents’ representations about an exclusion in some circumstances		R	C	A Chair		
	Arrange an independent review panel to consider permanent exclusions, where requested by parents		R	C	A Chair	C	
Curriculum	Make sure the school teaches a broad and balanced and sequential curriculum to the age of 11, which shows ambition for all children.		R			A	
	Make sure the curriculum is sequential curriculum to the age of 11, which shows ambition for all children.		R			A	

Function	Task	Members	FGB	Committee	Individual	Headteacher	Director of Finance
Finance and budgets	Make day-to-day spending decisions					R/A	R/A
	Appoint a senior executive leader as the accounting officer and a chief financial officer of the trust	I	R/A			C	
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction		R	R Finance/Audit		A	A
	Appoint an auditor	A/R AGM		A Audit		C	C
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation		R	C Finance/Audit		A	A
	Ensure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)		R	R Finance/Audit	C		A
	Establish an audit and risk committee If your trust's annual income is less than £50 million, you can combine it with another committee (Not currently a legal requirement but in place for good practice)		A/R				
	Approve a balanced budget each financial year and submit to the ESFA		R	C Finance Committee		C	A
	Maintain a published register of interests, including the pecuniary interests of members, trustees and local governors		R	C Audit and Risk Assurance Committee		A	A
	Monitor impact of pupil premium funding		R	I/C Finance	Anna	A	

Function	Task	Members	FGB	Committee	Individual	Headteacher	Director of Finance
Governing Board procedures	Hold full governing board meetings at least 6 times a year		R/A				
	Elect a chair and vice-chair of trustees		R/A				
	Appoint a governance professional		R			A	
	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.		A/R				
	Check that all statutory policies and documents are in place (Please refer to the policy renewal schedule)		R			A	A
	Delegate functions to committees and individuals		A/R				
Health and Safety	Monitor the implementation of the Health and Safety Policy		R	C Finance			
	Make sure there is an appointed person in charge of first aid		R		C H&S Trustee	R A	
Parents and the community	Make sure the required information is published on the school website		R			A	
	Approve a complaints procedure		R			A	
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides		R			A	
	Make sure the school complies with the Freedom of Information Act 2000		R			A	
	Make sure the school complies with the General Data Protection Regulations (GDPR)		R			C Pastoral	A

Function	Task	Members	FGB	Committee	Individual	Headteacher	Director of Finance
Pupil wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)		R		C Pastoral	A	
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training		R		C Pastoral	A	

Safeguarding	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		R		C Pastoral	A	
	Make arrangements for supporting pupils with medical conditions		R		C Pastoral	A	
	Check that the school complies with statutory guidance on safeguarding		R		C Pastoral	A	
	Make sure there's a child protection policy in place		R			A	
	Make sure a senior board level governor takes leadership responsibility for safeguarding and that they receive training		R A		R/A/C Pastoral	R	
	Make sure governors receive safeguarding training		R		C Pastoral	A	
	Appoint a member of staff to be the designated safeguarding lead		R		C Pastoral	A	
	Make sure that effective support is provided for any employee facing an allegation		I C		C Pastoral	R A	

Special Educational Needs and Disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND		R		A SEND Trustee & SENCO		
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		R		A / C SEND Trustee & SENCO	A	
	Make sure that parents are notified by the school when special educational provision is being made for their child		R		A / C SEND Trustee & SENCO	A	
	Make sure the school produces and publishes online its school SEN information report		R		A / C SEND Trustee & SENCO	A	
	Co-operate with the local authority in developing the local offer		R		A / C SEND Trustee & SENCO	A	
	Make sure the school follows the statutory SEND Code of Practice		R		A / C SEND Trustee & SENCO	A	
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school		R		A / C SEND Trustee & SENCO	A	
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEND and providing appropriate teaching/support		R		A / C SEND Trustee & SENCO	A	

Staffing Matters

Appoint a senior executive leader (who should be the academy's principal)		A/R				
Make sure safer recruitment procedures are applied (for example disclosure and barring checks)		R			A	
Make sure employment law and guidance is being followed		R	C Standing		A	
Approve staffing structure changes		R	C Standing		R/A	
Dismiss the headteacher		R/A				

	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching		R	C Pastoral	SENCO	A	
Staffing matters	executive leader (who should be the academy's principal)		A/ R				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)		R			A	
	Make sure employment law and guidance is being followed		R	C Standing		A	
	Approve staffing structure changes		R	C Standing		R/ A	
	Dismiss the Headteacher		R/ A				