

JMHS Trustee Board Scheme of Delegation

Function	Task	FTB	CAT Committee	FAE Committee	Welfare Committee	Individual trustee	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	✓						
Attendance	Recognise the importance of school attendance and promote it across the school's ethos and policies				✓			
	Make sure your school leaders fulfil expectations and statutory duties				✓			
	Regularly review attendance data and help leaders focus improvement efforts on pupils who need it				✓			
	Make sure school staff receive adequate training on attendance						✓	
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days						✓	
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents/carers about a suspension or permanent exclusion	✓						
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents/carers	✓						

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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				✓			
	Make sure all pupils at the school are provided with at least 6 encounters with technical education or training providers between years 8 and 13, as part of the school's career guidance offer				✓			
Finance and budgets	Make day-to-day spending decisions under the thresholds specified by the Finance Policy						✓	
	Appoint senior executive leaders as an accounting officer and a chief financial officer of the trust (these must not be the same person)	✓						
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and the Department for Education (DfE)'s Accounts Direction			✓				
	Appoint an auditor			✓				
	Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)			✓				
	Refer novel, contentious and/or repercussive transactions to Department for Education (DfE) for explicit prior authorisation	✓						
	Make sure the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)			✓				

Function	Task	FTB	CAT Committee	FAE Committee	Welfare Committee	Individual trustee	Headteacher	We have delegated this to:
	Establish an audit and risk committee (As the trust's annual income is less than £50 million, this is combined it with FAE committee)	✓						
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the DfE	✓						
	Maintain a published register of interests , including the business and pecuniary interests of members, trustees, local governors and senior employees	✓						
	Monitor impact of pupil premium funding	✓						
Trustee board procedures	Hold full trustee 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 at least 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 and safety	Monitor the implementation of the health and safety policy			✓				
	Make sure there is an appointed person to make sure the school meets its health and safety duties			✓				

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	Make sure the estate is managed strategically and is maintained in a safe working condition			✓				
Parents/carers and the community	Make sure the required information is published on the school website						✓	
	Approve a complaints procedure	✓						
	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			✓				
	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)			✓				
Pupil wellbeing	Make sure eligible pupils receive free school meals (FSM) (this includes all pupils in reception, year 1 and year 2)						✓	
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC, and that they undertake appropriate training						✓	
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty (PSED), and publishes equality objectives and information about how it is doing this	✓						
	Make arrangements for supporting pupils with medical conditions			✓				
Safeguarding	Check that the school complies with statutory guidance on safeguarding				✓			

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	Make sure the school has effective safeguarding policies and procedures in place	✓						
	Make sure a trustee takes leadership responsibility for safeguarding and that they receive appropriate training	✓						
	Make sure trustees receive safeguarding training	✓						
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school						✓	
	Appoint a member of staff to be the designated safeguarding lead (DSL)						✓	
	Make sure effective support is provided for any employee facing an allegation						✓	
Special educational needs and disabilities (SEND)	Designate a member of the trustee board or a committee to have oversight of the school's arrangements for SEND	✓						
	Make sure the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓					
	Make sure parents/carers are notified by the school when special educational provision is being made for their child						✓	
	Make sure the school produces its school SEN information report and publishes it online		✓					
	Co-operate with the LA in developing the local offer						✓	
	Make sure the school follows the statutory SEND Code of Practice						✓	

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	Make sure there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school, and that they have sufficient time and resources to carry out their role effectively						✓	
	Make sure the teachers in the school are aware of the importance of identifying pupils who have SEN and are providing appropriate teaching						✓	
Staffing matters	Appoint a senior executive leader (who should be the academy's principal)	✓						
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓						
	Make sure employment law and guidance is being followed	✓						
	Approve staffing structure changes	✓						
	Dismiss the headteacher	✓						