



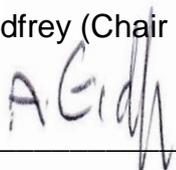
Scheme of Delegation

Policy Version Control

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Delegation General

Under the Articles of Association of North View Academy, the governors may delegate to any governor, committee, the Principal or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the governors may impose and may be revoked or altered.

Where any power or function of the governors has been exercised by any committee, that person or committee shall report to the governors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the governors immediately following the taking of the action or the making of the decision.

The governors may establish any committee to exercise powers and functions of the governors. The constitution, membership and proceedings of any committee of the governors shall be determined by the governors. The establishment, terms of reference, constitution and membership of any committee of the governors shall be reviewed at least once in every twelve months. The membership of any committee of the governors may include persons who are not governors, provided that a majority of members of any such committee shall be governors. The governors may determine that some or all of the members of a committee who are not governors shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the governors unless the majority of members of the committee present are governors.

The governing body is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the academy, addressing such matters as:

- policy development and strategic planning, including target-setting to keep up momentum on school improvement;
- ensuring sound management and administration of the academy, and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;
- establishing and maintaining a transparent system of prudent and effective internal controls.
- management of the academy's financial, human and other resources
- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- helping the academy be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- setting the academy's standards of conduct and values;
- assessing and managing risk (including preparation of a statement on the academy's risk management for its annual report and accounts).

Scheme of Delegation

The governing body should agree a formal schedule of matters reserved for their decision, i.e. those which should not be delegated within the academy. These are listed below. Beyond this, the governing body should consider establishing separate committees to deal with specific areas of academy business, and should determine the delegated responsibilities to be assigned to those committees, to ensure that matters can be dealt with in appropriate detail and with sufficient frequency. However, as a minimum, it is a requirement that all academies establish a finance committee separate from the governing body to deal with financial matters.

Where the governing body decides to delegate certain matters for consideration by committees, each committee should be chaired by a governor. The membership of the committee may include persons who are not governors provided that a majority of the members are governors. Those members of any committee that are not Governors are not entitled to vote at committee meetings. The governing body should ensure that it receives adequate feedback on the work of those committees and is able to consider their decisions formally. The establishment of committees does not absolve the governing body of its overall responsibility to manage the finances of the academy.

PRINCIPAL

The governors shall appoint the Principal who will act as an ex-officio governor. By signing this document the governors delegate such powers and functions as they consider are required by the Principal for the internal organisation, management and control of the Academy (including the implementation of all policies approved of by the governors) and for the direction of the teaching and curriculum at the Academy.

Governor's Meetings

It is a requirement of all academy governing bodies that they meet at least once a term. No business can be conducted at any meeting unless a quorum is present.

Governors must appoint a clerk to the governing body, who must be someone other than a governor or the Principal of the academy.

Each meeting of the governing body should consider:

- a report of the financial position of the academy, including its income and expenditure and financial commitments;
- whether adequate financial monitoring of the academy's budget and activities is being undertaken;
- progress on any action identified to improve financial arrangements at the academy;
- significant contracts proposed to be entered into by the academy;
- details of any significant matters affecting the academy's staff;
- details of any significant matters affecting the pupils' welfare or education;
- details of any significant matters affecting the academy's assets e.g. computers, cars, whiteboards etc;

Matters that should be considered by Governor's at least once a year are:

- the academy's goals and how they are being met;
- review of the management structure to ensure it is operating effectively;
- review of the performance of external providers e.g. bankers, services provided under SLAs;
- review and approval of the academy's annual accounts and report of the trustees;
- review and approval of the financial budget for the following year;
- review and approval of the levels of insurance cover for the academy's assets;
- findings made by the auditors and the auditor's management letter, and any other financial reviews, and consideration of what actions should be taken arising from their recommendations;
- review of the risks to which the academy is exposed and determination of whether systems are in place to mitigate those risks.

The board may decide to delegate responsibility for specified matters, where it has power to do so, to individual members or committees of the board. Decisions taken by individual members or committees of the board under delegated powers should be recorded in written minutes available to the board as a whole.

Reserved powers and duties of the Governing Body

Review and monitoring of the following policies and procedures:

- Scheme of Delegation
- Governors Code of conduct
- Self-Review and Development
- Special Educational Needs Policy
- SEN Local Offer
- Admissions Arrangements
- Disability and Equality Policy
- Accessibility Plan
- Guidance for Safer Working Practices
- Recruitment and Selection
- Teachers Pay Policy
- NJC Staff Pay Policy
- Flexible Working
- Redundancy and retirement
- Whistleblowing Policy
- Complaints Policy
- Dealing with Allegations Policy
- Pupil Behaviour and Discipline Policy
- Religious Education Policy
- Setting of Annual Budget
- Register of pupil admissions
- Register of Pupil Attendance

Audit and Risk committee

The Governing Body hereby resolves to establish a committee of the governing body to be known as the Audit and Risk Committee.

The chair, members and clerk of the Audit and Risk Committee shall be non-executive members and shall be appointed by the Governing Body.

Governors who are not members of the Audit and Risk Committee should have the right of attendance. The clerk will circulate minutes of meetings of the Audit and Risk Committee to all members of the governing body.

The Principal in his or her role as Accounting Officer and the School Business Manager in his or her role as Chief Finance Officer will normally attend meetings of the Committee.

The Governing Body shall determine how often the Committee shall meet. The external auditor may request a meeting if he or she considers one necessary.

Terms of Reference

Authority

The Audit and Risk Committee is a Committee of the Board (Governing Body) and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee, external audit, internal audit or other assurance provider.

Role

The role of the Audit and Risk Committee is to maintain an oversight of the Academy Trust's governance, risk management and internal control framework.

It will report its findings annually to the Governing Body and the Accounting Officer as a critical element of the AT's annual reporting requirements.

The Audit and Risk Committee has no executive powers.

Duties

The duty of the Audit and Risk Committee is to:

Advise the Governing Body and Accounting Officer on the adequacy and effectiveness of the AT's governance, risk management, internal control and value for money systems and frameworks. An annual report will be produced by the Audit and Risk Committee in this regard.

Advise the Governing Body on the appointment, re-appointment, dismissal and remuneration of the external and regularity auditor.

Advise the Governing Body on the need for, and then, where appropriate, the appointment, re-appointment, dismissal and remuneration of, an internal auditor or other assurance provider to enable the Board to sign the corporate governance statement in the annual accounts.

Advise the Governing Body on an appropriate programme of work to be delivered by independent internal assurance providers (auditors). This programme of work to be derived from the Audit and Risk

Committee's regard of the key risks faced by the AT, the assurance framework in place and its duty to report to the Governing Body.

Review the external auditor's annual planning document and approve the planned audit approach.

Receive reports (annual reports, management letters etc.) from the external auditor and other bodies, for example the EFA and NAO, and consider any issues raised, the associated management response and action plans. When it is deemed appropriate reports should be referred to the Board or other committee for information and action.

Regularly monitor outstanding audit recommendations from whatever source and ensure any delays to implementation dates are reasonable.

Review the AT's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.

Consider any additional services delivered by the external auditor or other assurance provider and ensure appropriate independence is maintained.

Ensure appropriate cooperation and coordination of the work of the external auditor.

Meet with the external auditor without management present, at least annually.

Review new and existing policies relating to the Audit and Risk at the Academy and make recommendations to the Governing Body;

- Finance Policy, regulations and Manual (FPM)
- Anti-Fraud, Corruption and Bribery Policy
- Business and Pecuniary Interests Policy
- Risk Management Policy
- Accounting Policy
- Financial Whistleblowing Policy
- Data Protection
- CCTV Policy
- Freedom of Information
- Information Sharing Protocol
- Key Holding Policy
- Business Continuity Plans
- Adequate levels of Insurance

Monitor that the above policies and following procedures are used by the school and reviewed from time to time as required.

- Financial Procedures (FPM)
- Cash Collection Procedures
- Business and Pecuniary Interest Register
- Risk Register
- Internal Assurance Reports and recommendations
- Auditors management letters to Accounts
- Data Protection and FOI requests
- Risk Protection Arrangements and Motor Insurance
- Audit Services provided by Auditors

Returns compliance:

- Website requirements
- School CENSUS
- School Workforce CENSUS
- Audit of Teachers Pension Scheme

- Internal Assurance Audit Reports
- SOFA, Trustees Report and AAR
- Auditors Findings summary report
- Auditors Management Letter
- PSC Register and annual return to Companies House
- Update of Governor details for new governors to Edubase and Companies House

Delegated Powers

The Audit and Risk Committee is authorised to obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or Chair of Trustee Board. However, the Audit and Risk Committee may not incur expenditure in excess of £10,000 in doing so without the prior approval of the Governing Body.

Administration of Audit and Risk Committee

The Audit and Risk committee will meet at least once per term.

The Audit and Risk Committee will consist of three members of the Governing Body. Additionally, up to two external co-opted members may also be appointed.

The Audit and Risk Committee will be quorate if two members are present and 50% of members are AT Board members.

The Accounting Officer, Chief Finance Officer and other members of the AT staff maybe invited to attend, but will have no voting rights.

Administrative support will be provided by the Clerk to the Governing Body.

Agendas will be agreed in advance by the Chair of the Audit and Risk Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 10 working days in advance of the meeting.

Minutes of meetings will be taken and once approved in draft by the Chair of the Audit and Risk Committee, be submitted to the next scheduled meeting of the Governing Body.

The Audit and Risk Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis, reporting to the governing body any proposed amendments to terms of reference, membership or training requirements.

Business and Finance committee

The Governing Body hereby resolves to establish a committee of the governing body to be known as the Business and Finance Committee.

The chair, members and clerk of the Business and Finance Committee shall be non-executive members and shall be appointed by the Governing Body.

Governors who are not members of the Business and Finance Committee should have the right of attendance. The clerk will circulate minutes of meetings of the Business and Finance Committee to all members of the governing body.

The Principal in his or her role as Accounting Officer and the School Business Manager in his or her role as Chief Finance Officer will normally attend meetings of the Committee.

Terms of Reference

Authority

The Business and Finance Committee is a Committee of the Board (Governing Body) and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee or external source.

Role

The role of the Business and Finance Committee is to maintain an oversight of the Academy Trust's budget, spend, value for money and long term financial sustainability.

It will report its findings annually to the Governing Body and the Accounting Officer as a critical element of the AT's annual reporting requirements.

The Business and Finance Committee has no executive powers or operational responsibilities/duties.

Duties

The duty of the Business and Finance Committee is to:

Consider the financial implications of the priorities in the Academy's School Improvement Plan.

Agree the level of delegation to the Principal for the day to day financial management of the school.

Produce an annual budget for approval by the Governing Body.

Monitor the budget and present a report to a scheduled meeting of the Governing Body termly.

Monitor and review the adequacy of monthly management accounts reports provided by the Chief Finance Officer

Oversee the use of any gifts to the school.

Be responsible for the premises and the learning environment.

Review any report from the Chief Finance Officer in relation to the operation of the Academy Buildings and Grounds.

Review new and existing policies relating to Business and Finance at the Academy and make recommendations to the Governing Body;

- Gifts and Hospitality Policy
- Investment and Treasury Management Policy
- Assets Policy
- Reserves Policy
- Charging and Remissions Policy
- LGPS Discretions Policy

Monitor that the above policies and following procedures are used by the school and reviewed from time to time as required;

- Budget Setting
- Budget Monitoring Reports
- Monthly Management Accounts
- Cashflow projections
- 3-5 year projections
- Banking services
- Value for Money
- Financial benchmarking
- Asset Management and Premises Expenditure
- LGPS Discretions
- Traded Services and Premises SLAs

Delegated Powers

The Business and Finance Committee is authorised to order repairs and improvements to the premises and learning environment. However, the Business and Finance Committee may not incur expenditure in excess of £10,000 in doing so without the prior approval of the Governing Body.

Administration of Business and Finance Committee

The Business and Finance committee will meet at least once per term.

The Business and Finance Committee will consist of three members of the Governing Body. Additionally, up to two external co-opted members may also be appointed.

The Business and Finance Committee will be quorate if two members are present and 50% of members are AT Board members.

The Accounting Officer, Chief Finance Officer and other members of the AT staff maybe invited to attend, but will have no voting rights.

Agendas will be agreed in advance by the Chair of the Business and Finance Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 10 working days in advance of the meeting.

Minutes of meetings will be taken and once approved in draft by the Chair of the Business and Finance Committee, be submitted to the next scheduled meeting of the Governing Body.

The Business and Finance Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis, reporting to the governing body any proposed amendments to terms of reference, membership or training requirements.

Safeguarding Link Governors

The Governing Body hereby resolves to establish the position of Safeguarding Link Governor(s).

Terms of Reference

Authority

The position of Safeguarding Link Governor has been established by the Board (Governing Body) and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee or external source.

Role

The role of the Safeguarding Link Governor(s) is to maintain an oversight of the Academy Trust's duties to safeguard the wellbeing of students, employees and visitors to the Academy.

Duties

The duty of the Safeguarding Link Governor(s) is to:

Manage the board of director's responsibilities for Health and Safety at Work.

Recommend to the Business and Finance Committee the purchase of equipment and services to improve school security and safeguarding procedures

Review new and existing policies, risk assessments and plans relating to safeguarding at the Academy and make recommendations to the Governing Body;

- Health and Safety Policy
- Health and Safety Audit
- Health and Safety Risk Assessments
- Fire Risk Assessments
- Emergency Evacuation Plan
- Safeguarding Audit
- Child Protection Policy
- Child Protection Supervision Policy
- Children Missing from Education
- E-Safety
- Computer and Acceptable Use Policy
- Private Car Transport Policy
- Intimate Care
- Keeping Children Safe in Education
- Peer on Peer abuse
- The use of Physical Intervention
- Arrival and Departures Policy
- Statement of procedures for dealing with allegations of abuse against staff
- Looked After Children Policy
- Prevent Duty
- Supporting pupils with medical conditions
- Induction Policy

Monitor that the above policies and following procedures are used by the school and reviewed from time to time as required;

- Central Record of recruitment and vetting checks
- Allegations of abuse against staff
- Safeguarding First SLA
- Use of positive handling and incident reporting in CPOMS
- Safe premises

Delegated Powers

None

Administration of Safeguarding Link Governor(s)

The Safeguarding Link Governor(s) will report to the Governing Body at least once per term.

The Safeguarding Link Governor(s) will report any recommendation of purchases of equipment and services for the improvement of premises security and safeguarding as they occur.

Administrative support will be provided by the Clerk to the Governing Body.

Reports and Papers from the Safeguarding Link Governors(s) will be circulated to members of the Governing Body 10 working days in advance of the meeting of the Governing Body

The Safeguarding Link Governor(s) will review these terms of reference and self-assess its performance against these terms of reference on an annual basis, reporting to the governing body any proposed amendments to terms of reference, membership or training requirements.

Learning and Teaching Link Governors

The Governing Body hereby resolves to establish the position of Standards Link Governor(s).

Terms of Reference

Authority

The position of Learning and Teaching Link Governor has been established by the Board (Governing Body) and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee or external source.

Role

The role of the Learning and Teaching Link Governor(s) is to maintain an oversight of the Academy Trust's duties to review and monitor the quality of learning, pupil progress and curriculum.

Duties

The duty of the Learning and Teaching Link Governor(s) is to:

Monitor students' attainment and quality of learning;

Ensure the curriculum offer is relevant and appropriate for all students;

Advise the governing body on the Academy's curriculum statutory obligations;

Review any report from the Principal in relation to the standards and achievement of the Academy

Review RAISEOnline Summary Report and Ofsted Dashboard

Review new and existing policies, strategies and development plans relating to learning and Teaching of staff at the Academy and make recommendations to the Governing Body;

- Curriculum Policy
- Assessment Policy
- Marking Policy
- Academy Development Plans
- Pupil Premium Strategy
- Sex and Relationship Education

Monitor that the above policies and following procedures are used by the school and reviewed from time to time as required;

- Curriculum
- Baseline
- Target Setting
- Assessment Monitoring and Moderation – internal and external
- RAISEOnline reports
- Ofsted Dashboard

Delegated Powers

None

Administration of Standards Link Governor(s)

The Standards Link Governor(s) will report to the Governing Body at least once per term.

Administrative support will be provided by the Clerk to the Governing Body.

Reports and Papers from the Standards Link Governors(s) will be circulated to members of the Governing Body 10 working days in advance of the meeting of the Governing Body

The Standards Link Governor(s) will review these terms of reference and self-assess its performance against these terms of reference on an annual basis, reporting to the governing body any proposed amendments to terms of reference, membership or training requirements.

Personnel and Staffing Committee

The governing body hereby resolves to establish a committee of the governing body to be known as the Personnel and Staffing Committee.

The chair, members and clerk of the Personnel and Staffing Committee shall be non-executive members and shall be appointed by the Governing body.

The clerk will circulate minutes of meetings of the Personnel and Staffing Committee to all members of the Governing Body.

The Governing Body shall determine how often the Committee shall meet.

Terms of Reference

Authority

The Personnel and Staffing Committee is a Committee of the Board (Governing Body) and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee or external source.

Role

The role of the Personnel and Staffing Committee is to advise the Governing Body about all matters relating to the staffing of the school and to undertake certain responsibilities related to staffing matters on behalf of the Governing Body.

It performs this role with the purpose of supporting best practice and of complying with legal requirements in the recruitment, deployment, retention and development and welfare of all the school's staff.

Duties

The duty of the Personnel and Staffing Committee is to:

Be responsible for the appropriate proper recruitment of staff, except in respect of the Principal and Vice Principal, whose recruitment is covered separately by legislation.

Recommend a pay policy to the Governing body.

Implement the Governing body's pay policy, determining pay and annual progression.

Make Recommendations to the Governing Body in the matters of early retirement.

Meet the board of director's responsibilities under the Disability Discrimination Act 1996 especially in the area of employment.

Monitor the implementation of the academy's School Improvement Plan regarding staffing and staff development.

Review new and existing policies relating to the employment and conditions of staff at the Academy and make recommendations to the Governing Body;

- Teachers Pay Policy
- NJC Staff Pay Policy
- Trade Union recognition agreement
- Staff Code of Conduct
- Performance Management
- Teaching Staff Appraisal and Capability
- Statement of Grievance Procedure
- Statement of Staff Disciplinary Procedure
- Support Staff Appraisal and Capability
- Leave of Absence Policy
- Stress at Work Policy
- Staff Development and CPD Policy
- Flexible Working Policy
- Redundancy and retirement Policy

Monitor that the above policies and following procedures are used by the school and reviewed from time to time as required;

- Procedure for Managing Sickness Absence - school employees
- Staff Grievance procedure
- Appraisal and Capability procedure

Review the recommendations of the Principal as to salaries particularly any discretionary awards;

Review the operation of the Academy's code of conduct for staff;

Monitor compliance with School Workforce CENSUS return requirements

Delegated Powers

Decide on the salary scale starting point of newly appointed staff.

Be responsible for the allocation/continuation of TLR's and any consultation with staff groups about such matters as they see fit.

Administration of Personnel/Staffing Committee

The Personnel/Staffing committee will meet at least once per annum.

The Personnel/Staffing Committee will consist of three members of the Governing Body. Additionally, up to two external co-opted members may also be appointed.

The Personnel/Staffing Committee will be quorate if two members are present and 50% of members are AT Board members.

The Accounting Officer, Chief Finance Officer and other members of the AT staff maybe invited to attend, but will have no voting rights.

Administrative support will be provided by the Clerk to the Governing Body.

Agendas will be agreed in advance by the Chair of the Personnel and Staffing Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 10 working days in advance of the meeting.

The Personnel and Staffing Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis, reporting to the governing body any proposed amendments to terms of reference, membership or training requirements.

Complaints Committee/Panel

The Governing Body hereby resolves to establish a committee of the governing body to be known as the Complaints Committee.

The chair, members and clerk of the Complaints Committee shall be non-executive members and shall be appointed by the Governing Body.

The Governing Body shall determine how often the Committee shall meet.

In appointing members to the complaints committee, consideration must be given to the possible need for further action by the disciplinary/dismissal committees with regard to the issue of tainting other committees. With that in mind, the complaints committee should be small and constituted as follows:

That 2 governors be appointed, with a quorum of 2

That the committee, when it meets, includes at least one parent governor and one person independent of the management and running of the academy

That any governors employed at the school and who may have a direct involvement, are precluded from membership

If the governing body has not appointed a chair, or the chair is not available, the committee shall appoint one of their number to be chair.

It is assumed that, unless the complaint is about the Headteacher personally, the head will always be expected to be the person to initially resolve a complaint.

Terms of Reference

Authority

The Complaints Committee is a Committee of the Board (Governing Body) and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.

Role

To resolve complaints when it is required that it be escalated to the committee.

Duties

The duty of the Complaints Committee/Panel is to:

To consider complaints submitted to the Chair of the governing body when other avenues for their resolution have been exhausted

To investigate complaints in an appropriate manner, taking evidence from all relevant parties

Following a tribunal format, the complainant and the head teacher will only be heard in each other's presence.

To communicate the process and outcome of complaints hearings to all concerned.

Delegated Powers

To make recommendations arising from complaints

Administration of Complaints Committee

The Complaints committee will meet as required.

The Complaints Committee will consist of two members of the Governing Body and one person independent of the management and running of the academy.

The Complaints Committee will be quorate if all members are present and 50% of members are AT Board members.

Administrative support will be provided by the Clerk to the Governing Body.

Agendas will be agreed in advance by the Chair of the Complaints Committee

The Complaints Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis, reporting to the governing body any proposed amendments to terms of reference, membership or training requirements.

Pupil Discipline Committee

The Governing Body hereby resolves to establish a committee of the governing body to be known as the Pupil Discipline Committee.

The chair, members and clerk of the Pupil Discipline Committee shall be non-executive members and shall be appointed by the Governing Body.

Timescales for reviewing exclusions:

The governing body must consider the headteacher's decision to exclude a pupil within 15 school days in the case of:

All permanent exclusions

All fixed-period exclusions of pupils who have been excluded for more than 15 school days in the term, or who will have been as a result of the exclusion

All fixed-period exclusions that would result in a pupil missing a public examination or National Curriculum test

The governing body must consider the headteacher's decision to exclude a pupil within 50 school days in the case of fixed-period exclusions where a pupil would be excluded for more than 5 school days in a term, and their parents have made representations

For fixed-period exclusions that do not bring a pupil's total number of days of exclusion to more than 5 in a term, the governing body must consider any representations made by parents, however, there is no time limit but the school should take action within a reasonable time frame. It cannot direct the headteacher to reinstate the pupil and is not required to meet with the parents.

Terms of Reference

Authority

The Pupil Discipline Committee is a Committee of the Board (Governing Body) and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.

Role

To review the use of exclusion within the school, including considering the views of the parent of an excluded pupil, and deciding whether or not to confirm exclusions of more than five days or where a pupil would miss an opportunity to take a public examination.

Duties

The duty of the Pupil Discipline Committee is to:

Monitor and review the use of exclusion within the school

Report to the Governing Body on the use of exclusion

Consider pupil exclusions in line with current legislation and statutory guidance.

Delegated Powers

Uphold the headteacher's decision to exclude the pupil

Direct the reinstatement of the pupil immediately, on a particular date.

Where an exclusion does not take a pupil's total number of excluded days above 5 for that term, the governing body does not have the power to overturn the headteacher's decision.

Administration of Pupil Discipline Committee

The Pupil Discipline committee will meet as required.

The Pupil Discipline Committee will consist of three members of the Governing Body.

The Pupil Discipline Committee will be quorate if two members are present and 50% of members are AT Board members.

Administrative support will be provided by the Clerk to the Governing Body.

Agendas will be agreed in advance by the Chair of the Pupil Discipline Committee

The Pupil Discipline Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis, reporting to the governing body any proposed amendments to terms of reference and/or membership.

Staff Grievance and Discipline committee

The Governing Body hereby resolves to establish a committee of the governing body to be known as the Staff Grievance and Discipline Committee.

The chair, members and clerk of the Staff Grievance and Discipline Committee shall be non-executive members and shall be appointed by the Governing Body.

Terms of Reference

Authority

The Staff Grievance and Discipline Committee is a Committee of the Board (Governing Body) and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.

General discipline or grievance matters will be investigated by the Headteacher in the first instance. If a satisfactory outcome is not reached, the Chair of Governors will investigate and attempt to resolve the issue.

Role

If the issue remains unresolved, the matter will revert to the Staff Discipline and Grievance Committee.

Duties

The duty of the Staff Grievance and Discipline Committee is to:

Hear any complaint about performance management or any other grievance brought by a staff member. The committee must have people different from those named on the Staffing and Personnel committee.

Hear any grievance from members of staff against other members of staff that the Headteacher has heard but the member of staff still feels aggrieved.

Hear any grievance from members of staff against the Headteacher

Hear any grievance from the Headteacher

Delegated Powers

Make decision on whether to uphold the grievance.

Communicate the process and outcome of grievance hearings to the parties personally with written confirmation.

Where a grievance is upheld against an employee, the employee must be informed of his/her right to appeal and that this should be submitted in writing to the Headteacher.

Make any determination to dismiss any member of staff

Administration of Staff Grievance and Discipline Committee

The Staff Grievance and Discipline committee will meet as required.

The Staff Grievance and Discipline Committee will consist of three members of the Governing Body. Additionally, up to two external co-opted members may also be appointed.

The Staff Grievance and Discipline Committee will be quorate if two members are present and 50% of members are AT Board members.

Administrative support will be provided by the Clerk to the Governing Body.

Agendas will be agreed in advance by the Chair of the Staff Grievance and Discipline Committee

The Staff Grievance and Discipline Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis, reporting to the governing body any proposed amendments to terms of reference, membership or training requirements.

Accounting Officer

The Funding Agreement requires each academy to identify the Principal as the Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the Accounting Officer is personally responsible to the governing body for:

- ensuring regularity and propriety;
- prudent and economical administration;
- avoidance of waste and extravagance;
- efficient and effective use of available resources; and
- the day to day organisation, staffing and management of the academy.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the Chief Finance Officer and/or the Business and Operations Manager. Within the framework of the academy development plan as approved by the governing body the Principal has overall executive responsibility for the academy's activities including financial activities. Much of the financial responsibility has been delegated to the Chief Finance Officer but the Principal still retains responsibility for:

- approving new staff appointments within the authorised establishment, except for any senior staff posts which should be approved by the Governing Body;
- authorising contracts between £2,000 and £10,000 in conjunction with the Chief Finance Officer; contracts above £10,000 will need to be approved by the Governing Body.
- To authorise emergency works up to a value of £10,000 where the health and safety of a person or the security of the premises is concerned.
- signing cheques up to £10,000 in conjunction with the Chief Finance Officer or other authorised signatory. Two signatories are required on all cheques. Most payments are to be made by BACS, so cheques above £10,000 should be rare. Where a cheque is for an amount over £10,000, one of the signatories should be a non-executive Board member of the Business and Audit Committee.

Chief Finance Officer

The main responsibilities of the Chief Finance Officer are:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
- the management of the academy financial position at a strategic and operational level within the framework for financial control determined by the governing body;
- the maintenance of effective systems of internal control;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the academy;
- the preparation of monthly management accounts;
- authorising orders below £2,000 in conjunction with budget holders
- signing cheques up to £10,000 in conjunction with the Principal or other authorised signatory and

- ensuring forms and returns are sent to the DfE in line with the timetable in the DfE guidance. Signing such forms as necessary.

Internal Assurance Programme

The governing body will need to consider how it monitors and checks the operation of the financial management arrangements that have been established and are operated by officers of the academy. To assist in this they will appoint auditors who will have specific responsibility for completing an internal assurance program/audit on behalf of the governing body.

The internal assurance programme is intended to provide an independent oversight of the academy's financial affairs. The main duty of the auditors in preparing reports is to provide the governing body with on-going independent assurance that:

- the financial responsibilities of the governing body are being properly discharged;
- resources are being managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained; and
- financial considerations are fully taken into account in reaching decisions.

Delegation to Other Committees

The Governing Body recognises that it may need to delegate duties to a Committee other than those Committees described above in due course, and shall need to amend this document accordingly.

Annex A

Version No.	Change History	Guidance reference (if any)	Date
1	Created	Articles 101, 102 and 103 North View Academy's Memorandum and Articles of Association Academies Financial Handbook 2016 Governors' Handbook 2017 Governor Competency Framework 2017 NASBM: example committee terms of reference. The Key - school governors: example committee structures, roles remits and terms of reference.	09.03.2017