**The Royal School Wolverhampton**

**Academy Trust**

**Membership and Terms of Reference**

**Reviewed and Adopted: xxxx**

***Current version as at: xxxx***

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**Academy Trust Membership**

**2023/24 Academic Year**

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| --- | --- | --- | --- |
| **Members** | | | |
| Mr Peter Hill | | | |
| Mr Martin White | | | |
| Rajinder K Mann OBE DL | | | |
| Dr Keith Bradshaw | | | |
| **Governors (Trustees)** | | | |
| **Name** | **Category** | **Appointing body** | **End of office** |
| **VACANCY** | Appointed governor | Members |  |
| Jon Eagle | Appointed governor | Members | 10/01/2027 |
| Steve Bunn | Appointed governor | Members | 31/08/2024 |
| Cherry Reynolds | Appointed governor | Members | 26/09/2025 |
| **VACANCY** | Appointed governor | Members |  |
| Rachel Morgan-Guthrie | Appointed governor | Members | 31/01/2025 |
| Steve Hawke | Co-opted governor | Governing Board | 31/08/2024 |
| Linda Lang | Co-opted governor | Governing Board | 31/08/2024 |
| **VACANCY** | Co-opted governor | Governing Board |  |
| Neil Lloyd | Co-opted governor | Governing Board | 31/08/2024 |
| **VACANCY** | Parent governor | Parents |  |
| Bal Kumar | Parent governor | Parents | 17/07/2026 |
| Mark Heywood | Principal | N/A | Ex-officio |
| **Accounting Officer:** | Mark Heywood | | |
| **Chief Financial Officer:** | Jo Phillips (CoSec) | | |
| **Governance Professional:** | Jennifer Willett | | |
| **Auditors:** | Cooper Parry (External) Haines Watts (Internal) | | |

**Chair of Trustees :** XXXX **Vice Chair of Trustees:** XXXXX

**Meeting Dates 2023-24**

See separate meeting schedule.

**Roles and Responsibilities**

Trustees must have the skills, knowledge and experience to run the academy trust. Understanding the difference roles will help ensure the trust complies with legal and contractual duties.

**Members** have a similar role to shareholders of a company limited by shares. They:

* are the subscribers to the memorandum of association (where they are founding

members)

* may amend the articles of association subject to any restrictions created by the
* funding agreement or charity law
* may, in certain circumstances, appoint new members or remove existing

members

* have powers to appoint and remove trustees in certain circumstances
* may, by special resolution, issue direction to the trustees to take a specific action
* appoint the trust’s auditors and receive the audited annual accounts (subject to
* the Companies Act)
* have power to change the company’s name and, ultimately, wind it up

See individual trust Articles of Assocation for members powers.

**Trustees\*** should focus on three core functions:

* ensuring clarity of vision, ethos and strategic direction
* holding the executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff
* overseeing and ensuring effective financial performance

The Academies Trust Handbook 2021 stresses the importance of Trustees taking ownership with regards to assessing the academy trust’s ability to continue as a going concern.

Academy trusts must not have de facto trustees (defined in appendix 1 of the Charities SORP) or shadow directors (defined in section 251(1) of the Companies Act 2006).

*\*Trustees of the academy trust are both charity trustees and company directors. These terms of reference refers to them as trustees. However, in some academy trusts, such as church academies, those on the board are known instead as ‘directors’. In church academies, the term ‘trustees’ is reserved for those on the board of the separate trust owning the land.*

Board purpose

The academy trust is the legal entity with the board having collective accountability and

responsibility for the academy trust and assuring itself that there is compliance with

regulatory, contractual, and statutory requirements.

The academy trust board provides:

• Strategic leadership of the academy trust: the board defines the trust vision for high quality

and inclusive education in line with its charitable objects. It establishes and fosters the trust’s

culture and sets and champions the trust strategy including determining what, if any,

governance functions are delegated to the local tier.

• Accountability and assurance: the board has robust effective oversight of the operations

and performance of the academy trust, including the provision of education, pupil welfare,

overseeing and ensuring appropriate use of funding and effective financial

performance and keeping their estate safe and well maintained

• Engagement: the board has strategic oversight of relationships with stakeholders. The

board involves parents, schools and communities so that decision-making is supported by

meaningful engagement.

The trustees must apply the highest standards of conduct and ensure robust governance, as these are critical for effective financial management. Trusts should consider the features of high-quality governance as described in the trust quality descriptions. [Commissioning high-quality trusts - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/commissioning-high-quality-trusts)

Academy trusts must not have de facto trustees (defined in appendix 1 of the Charities SORP) or shadow directors (defined in section 251(1) of the Companies Act 2006).

**Academy Trust Handbook**

The Academies Financial Handbook sets out the financial management requirements that apply to academy trusts. Academy trusts must comply with the handbook as a condition of their funding agreement. It provides an overarching framework for implementation of effective financial management and control.

[Academy Trust Handbook - Academy Trust Handbook 2023 - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/academy-trust-handbook/academy-trust-handbook-2023)

**Governance Handbook/Competency Framework for Governance**

The trustees must apply the highest standards of conduct and ensure robust governance, as these are critical for effective financial management. They should follow the Governance Handbook, which describes the following features of effective governance and will aid compliance with the Academies Financial Handbook:

[Governance Handbook October 2020](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf)

[Competency Framework for Governance January 2017](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf)

**Terms of Reference**

The board of trustees and its committees must meet regularly enough to discharge their responsibilities and ensure robust governance and effective financial management. Board meetings must take place at least three times a year (and business conducted only when quorate).

The board has delegated functions to the committees as detailed. Each committee must contain a majority of trustees, but it may also include other people the board chooses to appoint.

The quorum for meetings is specified in the trusts articles of association.

**Committees**

Each committee must contain a majority of trustees, but it may also include other people the board chooses to appoint.

The clerk to the board will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the board of trustees appropriate.

All decisions made by committees with delegated powers should be reported to the next meeting of the board of trustees. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first board of trustees/committee meeting of the academic year.

Committees will have delegated powers to approve policies as relevant to that committee.

The board cannot delegate overall responsibility for the academy trust’s funds. However, it must approve a written scheme of delegation of financial powers that maintains robust internal controls.

**Review of committees and delegation**

The board of trustees must review the committee structure, terms of reference for each committee and the membership of each committee on an annual basis.

**Virtual meeting arrangements**

In accordance with Article 123, the Board has approved that *any Governor shall be able to participate in meetings of the Governors by telephone or video conference provided that*

1. *he has given notice of his intention to do so by detailing the telephone number on which he can be reached and/or the appropriate details of the video conference suite from which he shall be taking part at the time of the meeting at least 48 hours before the meeting and*
2. *the Governors have access to the appropriate equipment. If after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.*

* **Data, Standards & Achievement Committee**

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| The committee has responsibility delegated by the board of trustees to: | |
| * Review/approve all policies relevant to the curriculum and roles of the committee   **Achievement:**   * Review information on school performance to include ASP & OFSTED data dashboard. * Monitor and review school targets. * Monitor and review in year progress for all year groups and all groups of pupils. * Compare school performance against national data. * Reporting to parents according to statutory requirements. * Monitor achievement for all groups of pupils (inc. pupil premium). * Monitor pupils work and carry out pupil conversations. * Monitor school target setting systems and how this is reported to parents.   **Teaching and Learning:**   * Review data published by DfE ensuring the school is meeting standards. * Ensure support & action plans are in place for all teachers who are not at least good. * Monitor and review quality of teaching across the school. * Monitor teaching for groups of pupils (inc. pupil premium). * Monitor intervention groups for all groups of pupils. * Monitor homework arrangements.   **Curriculum:**   * Ensure the school is meeting national curriculum requirements and review the curriculum policy statement ensuring it meets pupils’ needs. * Monitor and review the curriculum with a focus on basic skills. * Monitor skills coverage of curriculum in all subjects. * Parental engagement. * Review and update SEF (self-evaluation form). * Monitor and review school improvement plan. * Monitor how school are developing pupils’ spiritual, moral, social and cultural development.   **Behaviour and attendance:**   * Challenge pupil number estimates and review these termly. * Review behaviour and attendance polices. * Monitor school behaviour * Review and monitor attendance data against school and national targets.   **Safeguarding:**   * Ensure that the school meets its statutory responsibilities * Ensure that the pupils attending the school are safe.   ***Any item referred by the board of trustees*** | |
| **Membership** | |
| 1. Steve Hawke 2. Mark Heywood 3. Linda Lang 4. Rachel Morgan-Guthrie 5. Cherry Reynolds   ***The quorum for meetings is three Governors, or, where greater any one third (rounded up to a whole number) of the total number of Governors appointed to the committee holding office at the date of the meeting.*** | |
| **Chair of committee** | Steve Hawke |
| **Clerk** | SIPS |

**Finance, Audit and Risk Committee**

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| The committee has responsibility delegated by the board of trustees to: | |
| **Finance:**   * Review/approve all policies relevant to finance and roles of the committee. * Approve the annual budget and present it to the board of trustees for ratification. * Approve the budget forecast return outturn (BFRO) and present it to the board of trustees for ratification. * Approve the three-year budget forecast return (BFR3Y) and present it to the board of trustees for ratification. * Receive and review monthly management accounts (*Management accounts must be shared with the chair of trustees every month irrespective of the trust’s size, and with the other trustees six times a year*) * Ensure appropriate action is being taken to maintain financial viability including addressing variances between the budget and actual income and expenditure. * Select key financial performance indicators and measure its performance against them regularly, including analysis in its annual trustees’ report as explained in the Accounts Direction. * Ensure that any investment risks are properly managed. * Approve expenditure over £10,000 and virements of sums over £20,000,sums below that amount are delegated to the Principal. * Assess the financial progress towards achieving the objectives in the school improvement plan. * Review and approve a written scheme of delegation of financial powers that maintains robust internal controls. * Receive termly financial statements in relation to the trading subsidiary RWS Enterprises Ltd. * Challenge pupil number estimates and review these termly.   **Procurement :**   * Ensure that spending has been for the purpose intended and there is probity in the use of public funds. * Ensure spending decisions represent value for money. * Ensure internal delegation levels exist and are applied. * Ensure competitive tendering policy is in place and applied, and the procurement rules and thresholds in the Public Contracts Regulations 2015 and Find a Tender service are observed. * Ensure requirements for the tendering process are followed and comply with the EU Procurement Threshold including tender limits for supplies and services and works. * Ensure professional advice is obtained where appropriate. * Ensure requirements for managing related party transactions are applied across the trust. * Ensure that ‘at cost’ requirements are adhered to. * Review of leases and contracts. * Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.   **Audit and Risk:**  *The academy trust must establish an audit committee, appointed by the board. Trusts with an annual income over £50 million must have a dedicated audit & risk committee.  Other trusts must either have a dedicated audit committee or can combine it with another committee.  The audit committee should meet at least three times a year.*  ***Internal Scrutiny***  The committee must  Oversee and approve the trusts programme of internal scrutiny, ensure that risks are being addressed appropriately through internal scrutiny and report to the board on the adequacy of the trusts internal control framework, including financial and non financial controls and management of risks.    The committee must:  • agree a programme of work annually to deliver internal scrutiny that provides coverage across the year, agree who will perform the work and consider their reports and the trust’s progress in addressing recommendations  • review the ratings and responses on the risk register to inform the programme of work  • have access to the external auditor, as well as their internal scrutineers.    * Oversight must ensure information submitted to DfE and ESFA that affects funding is accurate and complies with funding criteria.     Whilst the audit and risk committee is responsible for overseeing the internal scrutiny, the findings must also be made available to all trustees promptly.    Internal scrutiny must:  • be independent and objective – for example it must not be performed by members of the senior leadership or finance team  • be conducted by someone suitably qualified and experienced and able to draw on technical expertise, as required  • be timely, with the programme of work spread appropriately over the year so higher risk areas are reviewed in good time  • include regular updates to the audit and risk committee by the internal scrutineer(s) carrying out the programme of work, incorporating:  1. a report of the work to each audit and risk committee meeting  2. an annual summary report to the audit and risk committee for each year ended 31 August outlining the areas reviewed, key findings, recommendations and conclusions, to help the committee consider actions and assess year on year progress.    The trust must submit its internal scrutiny summary report to ESFA by 31 December each year when it submits its audited annual accounts. The trust must also provide ESFA with any other internal scrutiny reports, if requested  Trusts must manage and oversee assets, and maintain a fixed asset register, the review of the fixed asset register can be delegated to the committee.    **External Audit**  Academy trusts must appoint an auditor to give an opinion on whether their annual accounts present a true and fair view of the trust’s financial performance and position (appointment being by the members, other than where the Companies Act permits the trustees to appoint) and, as reporting accountant, provide a regularity assurance conclusion. Trusts should retender their external audit contract at least every five years.    The audited report and accounts must be:  • submitted to ESFA by 31 December  • published on the trust’s website by 31 January  • filed with Companies House by 31 May  • provided to every member and to anyone who requests a copy.    The committee must :   * Review the external auditors plan each year * Review the annual report and accounts * Review the auditors findings and actions taken by the trusts managers in response to those findings * Assess the effectiveness and resources of the external auditor to provide a basis for decisions by the trust’s members about the auditor’s reappointment or dismissal or retendering. * Report the committee’s conclusions annually to the board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.     ***Any item referred by the board of trustees*** | |
| Membership | |
| 1. Steve Bunn 2. Jon Eagle 3. Neil Lloyd 4. Mark Heywood – ACCOUNTING OFFICER IN ATTENDANCE 5. Jo Phillips – Chief Finance Officer IN ATTENDANCE   *(Employees of the trust should not be audit committee members. Where the audit committee is combined with another committee, employees should not participate as members when audit matters are discussed)*  ***The quorum for meetings is three Governors, or, where greater any one third (rounded up to a whole number) of the total number of Governors appointed to the committee holding office at the date of the meeting.*** | |
| **Chair of Committee** | Steve Bunn |
| **Clerk** | SIPS |

**Personnel Committee**

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| The committee has responsibility delegated by the board for hearing: | |
| * Staff grievance and discipline (in line with school policies) * Staff dismissal, redundancy and redeployment * Staff capability/management of absence | |
| **Membership** | |
| * To be made up of three governors who have no awareness of the original incident and are not known personally to the member of staff   ***Minimum of three governors required*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | SIPS Education |

**Pupil Discipline Committee**

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| The committee has responsibility delegated by the board to: | |
| Consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if:   * • it is a permanent exclusion; * • it is a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term; or * • it would result in the pupil missing a public examination or national curriculum test * Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently * Comply with exclusion procedures in accordance with DfE and ESFA guidance   ***Any item referred by the board*** | |
| **Membership** | |
| * To be made up of three governors who have no awareness of the original incident and are not known personally to the appellant parents or pupils   ***Minimum of three governors required*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | SIPS Education |

**Complaints Committee**

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| The committee has responsibility delegated by the board to: | |
| * At the relevant stage hear any complaint made under the school complaints procedures   ***Any item referred by the board*** | |
| **Membership** | |
| * To be made up of three governors who have no awareness of the original incident and are not known personally to the complainant   ***Minimum of three governors required*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | SIPS Education |

**Appeals Committee**

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| The committee has responsibility delegated by the board for hearing appeals with regard to: | |
| * Pay * Redundancy * Staff grievance * Leave of absence – if appropriate * Staff dismissal * Any Item referred by the full governing board   ***When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision*** | |
| **Membership** | |
| * To be made up of three governors who have no awareness of the original incident and are not known personally to the appellant   ***Minimum of three governors required*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | SIPS Education |

**Principal Appraisal**

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| The committee has responsibility delegated by the board to: | |
| * Meet the external advisor to discuss the Principal’s performance targets * Decide whether targets have been met and set new targets annually * Recommend pay progression to the relevant committee and in accordance with the pay policy * Undertake mid-year monitoring of the Principal’s performance against targets | |
| **Membership** | |
| 1. Steve Hawke 2. Neil Lloyd 3. Tom Johnson SVAT Academy Trust (External advisor)   ***Minimum of two governors required*** | |
| **Chair of Committee** | TBC |
| **Clerk** | N/A |

**Selection Panel**

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| The panel has responsibility delegated by the board for the: | |
| * Selection of the Principal and Vice Principal (Guidance on this process will be provided by your school improvement partner)   ***The appointment must always be ratified by the Board*** | |
| **Membership** | |
| ***Minimum number of governors as per appointment of staff delegations. All governors must be available at all stages of the process*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | N/A |

**Admissions Committee**

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| The committee has responsibility delegated by the board of trustees to: | |
| * Determine offers of places for the annual admissions round as per the school’s admissions policy. * Determine offers of places to ‘mid-term’ applicants as per the school’s admissions policy. * Review the boards admissions rules and make any recommendations for change to the board of trustees. * Ensure publication of the school’s admissions arrangements in the school prospectus.   *Taken from Schools Admissions Code – statutory guidance 2014:*  *Admission authorities* ***must*** *allocate places on the basis of their determined admission arrangements only, and a decision to offer or refuse admission* ***must not*** *be made by one individual in an admission authority. Where the school is its own admission authority the board of trustees, or an admissions committee established by the board,* ***must*** *make such decisions.* | |
| Membership | |
| 1. Mark Heywood 2. Neil Lloyd 3. Linda Lang | |
| **Chair of Committee** | Linda Lang |
| **Clerk** | N/A |

**Health, Safety and Premises Committee**

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| The committee has responsibility delegated by the board of trustees to: | |
| * Review the health and safety policy on an annual basis, amend, develop and review any other health and safety related polices or procedures. * Establish and review an accessibility plan. * Review e-safety policy and procedures. * Receive Health and safety audit, and monitor any action plans that come out of the audit. * Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents. * Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority. * Comply with current fire safety legislation and regulations * Ensure risk assessments are carried out and reviewed on a regular basis. * Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them. * Ensure Fire risk assessment is carried out and reviewed annually, any recommendations identified will be transferred to an actions plan which will be monitored by trustees to ensure completion. * Ensure fire log book is maintained and updated. * Inspect the school site and buildings to enable maintenance and improvement, including security (site visit). The inspection to be documented and any actions monitored. * Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to: * Electronic testing – PAT testing * Asbestos (where applicable) * Annual gas service * Glassing risk assessment * Ladder log * Playground equipment and gym inspection * Lifting equipment * Local exhaust ventilation (where applicable) * Legionella risk assessment and relevant checks * Ensure premise log book is being maintained and the premise manager and deputy have attended relevant health and safety training. * Trustees need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors. * Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances. * Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion. * Monitor the health and safety training that staff and trustees have undertaken and plan any future training required. * Monitor all safeguarding procedures. * Keep up to date on any changes in health and safety legislation that may have an impact for the school. * Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.   ***Any item referred by the board of trustees*** | |
| Membership | |
| 1. Jon Eagle 2. Mark Heywood 3. Linda Lang   ***The quorum for meetings is three Governors, or, where greater any one third (rounded up to a whole number) of the total number of Governors appointed to the committee holding office at the date of the meeting.*** | |
| **Chair of Committee** | Jon Eagle |
| **Clerk** | SIPS |

**HR & Performance Management Committee**

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| --- | --- |
| The committee has responsibility delegated by the board of trustees to: | |
| **Staffing:**   * Review/approve all policies relevant to staffing and roles of the committee. * Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc). * Ensure all personnel records are held securely. * Review the staffing structure of the school annually ensuring that it meets the requirements of the curriculum and is in line with the school improvement plan. * Review staff work/life balance, working conditions and well-being, including the monitoring of absence. * Implement the appraisal policy and monitor teacher appraisal process. * Equal Opportunities. * Establish and maintain rolling programme for Disclosure & Barring Service (DBS) Checks. * Staff training and CPD.   **Performance Management:**   * Undertake functions in relation to appraisal and pay progression as determined in the pay policy * Ensure that decisions about levels of executive pay (including salary and any other benefits) follow a robust evidence-based process and are a reasonable and defensible reflection of the individual’s role and responsibilities. The board must discharge its responsibilities effectively, ensuring its approach to pay and benefits is transparent, proportionate and justifiable.   ***Any item referred by the board of trustees*** | |
| Membership | |
| 1. Steve Hawke 2. Neil Lloyd   *Mark Heywood – NON VOTING ADVISORY CAPACITY*  ***The quorum for meetings is three Governors, or, where greater any one third (rounded up to a whole number) of the total number of Governors appointed to the committee holding office at the date of the meeting.*** | |
| **Chair of Committee** | Sarah Bond Williams |
| **Clerk** | TBC |

**Annual General Meeting**

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| The AGM must be held annually to: | |
| * Approve annual report and financial statement for submission to ESFA. * Appoint auditors for next financial year. * Propose amendments to articles of association (if applicable). * Appointment/retirement of members (if applicable). * Consider the appointment of trustees (if applicable). | |
| Membership | |
| As per articles of association | |
| **Chair** | TBC |
| **Clerk** | SIPS |

**Special Responsibility Governors**

|  |  |
| --- | --- |
| Safeguarding/Child Protection governor \* | Steve Hawke |
| SEND governor | Cherry Reynolds |
| Health and Safety governor | Jon Eagle |
| Safer Recruitment governor | Steve Hawke |
| Whistleblowing governor \*\* | Linda Lang (staff – Angie Dent) |
| Boarding governor |  |
| Well Being/Mental Health |  |
| Estates Management Trustee |  |
| Training |  |
| Filtering and Monitoring Trustee |  |

*\*In accordance with Keeping Children Safe in Education 2023 ‘Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their schools or college’s safeguarding arrangements.’ The DfE have confirmed that this can be a member of staff, but that person must be a member of the board as well (for example, the headteacher or a staff governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation's safeguarding arrangements and performance.*

*\*\* In accordance with the Academies Trust Handbook 2023 ‘The trust should appoint at least one trustee and one member of staff who other staff can contact to report concerns.’*

**Items Delegated to an Individual(s)**

**Delegation of expenditure and virements**

That expenditure below £10,000 and virements below £20,000 be delegated to the Principal. Expenditure between £10,001 and £99,999 and virements between £20,001 and 49,999 be delegated to the Finance, Audit and Risk Committee.

**Disposal of surplus stock**

Delegated to Principal with the approval of the chair of the board.

**Delegation of Suspension**

That suspension be delegated to the chair of the board instances where the Principal is the person in question or involved in the case. That the chair of the board be given delegated powers to lift the suspension after taking advice from Human Resources or any other organisation providing the service to the school.

**Approval for Expenditure**

The chair of the board or chair of the Finance, Audit and Risk committee be given approval for expenditure above the set limit prior to the next committee meeting – **only in cases of emergency**

**Appointment of Staff** (ensure no appointment is carried out by one person alone)

**Appointing headteachers and deputy headteachers**

The board of trustees has legal responsibility for selecting a headteacher, according to article 107 of the Department for Education's [model articles of association](https://www.gov.uk/government/publications/academy-model-memorandum-and-articles-of-association). In multi-academy trusts (MATs), some responsibility may be delegated to local governing bodies (LGBs) in individual schools. Check the trusts articles of association and scheme of delegation.

## Appointing other members of staff

Academy trusts are free to decide which staffing functions they want to delegate. They **must** record this in their scheme of delegation (see page 90 of the [Governance Handbook](https://www.gov.uk/government/publications/governance-handbook)).

Single Academy Trusts

Trustees can be involved in the recruitment process for staff under the headteacher or deputy headteacher, such as sitting on an interview panel. For example, if:

* It is small academy that doesn't have enough senior staff members available to make up the panel
* The post being interviewed for is within the school's senior leadership team (SLT)
* Other members of the panel feel they could use the skills and experience of the governor, such as HR experience

Outline below the agreed delegations in line with the scheme of delegation.

|  |  |
| --- | --- |
| Lunchtime/Cleaning/Administration Support Staff | * Head Teacher/Principal or Deputy Head Teacher/Vice Principal * Post Line Manager |
| Educational Support Staff | * Head Teacher/Principal * 1 trustee |
| Business Manager | * Head Teacher/Principal * 2 trustees |
| Teaching Staff | * Head Teacher/Principal * 1 trustee |
| Senior Management Team\*  *\* Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.* | * Head Teacher/Principal * 2 trustees |