West Hill School

Aiming High Since 1927

West Hill School
Scheme of Delegation
2026 - 2027

Author/Owner	Date Written	Approved by	Date Approved
J Hemmings/C Cronin	30th October 2023	Full Board of Trustees	29th November 2023
C Cronin/ D Tilbrook	20th November 2024	Full Board of Trustees	11th December 2024
C Cronin	5th September 2025	Full Board of Trustees	17th September 2025
C Cronin	9th September 2026	Full Board of Trustees	16th September 2026

Trust Board Scheme of Delegation

Introduction

An Academy Trust's Board of Trustees is accountable in law for all decisions about its Academy. However, this does not mean that the Full Board is required to make all the decisions itself. Many decisions can be delegated to the Headteacher, Trust Board Committees and individual Trustees. It is vital that the decision to delegate a function is made by the Full Board of Trustees and is recorded. Without such formal delegation, the individual or committee has no power to act.

What functions the board decides to delegate will vary depending. Once determined the Scheme of Delegation (SoD) must be published on the Trust website.

The Purpose of Scheme of Delegation

A Scheme of Delegation (SoD) is the key document defining which functions have been delegated and to whom. It should be a simple yet systematic way of ensuring members, Trustees, committees and individuals are clear about who has responsibility for making which decisions in the trust. This overarching SoD covering all decision-making in the Trust should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook.

Deciding what to retain at Trustee-level and what to delegate will vary from trust to trust. The detail will not be set out in the articles of association, the Academy Trust's governing document. This is why it is critical that the Academy Trust agree a SoD that explicitly establishes who makes which decisions and ensures this is clear to all. A detailed yet clear SoD can help prevent confusion from arising before any misunderstanding arises which has the propensity to lead to a loss of trust and damaged working relationships.

Format, Structure and Clarity

Whilst schemes will vary from trust to trust each model schemes aims to clarify decision-making and lines of accountability in a simple, succinct and clear format and as such each model includes:

- A short paragraph of text which outlines the structure
- A structure diagram which shows the layers of governance and reporting structures
- A short paragraph of text which outlines the structure
- Details on roles and responsibilities
- A grid format, with columns for each layer of governance which enables stakeholders to quickly determine who has the power to take which decisions within the trust. The grid is in four key areas to reflect both the governance framework and the three core functions of the Trustee Board:

West Hill School Thompson Cross, Stamford Street, Stalybridge, Cheshire SK15 1LX T: 0161 338 2193 E: admin@westhillschool.co.uk W: www.westhillschool.co.uk

1. The governance framework:
   a. People
   b. Systems and structures
   c. Reporting
2. Being strategic
3. Holding to account
4. Ensuring financial probity

You will note that the models do not use overly complicated legal terminology. Instead, they are intended to be working documents that the Trust Board and Headteacher should be able to revise and adapt in response to their context and circumstances.

Review and Adapt

The SoD should be reviewed annually, with revisions made as the context changes, if necessary each year. This is not a failure, but recognition of the need to be responsive to changing circumstances and to adapt accordingly. It is, however, important to ensure that all involved in governance are made aware of any changes and what these mean in practice.

An effective scheme will:

- Ensure the school leadership is clear about which decisions the Trust Board remain in control of
- Ensure that the role of the Headteacher is fully understood
- Promote a culture of honesty and accountability
- Identify responsibility for the appointment and performance management of the Headteacher
- Identify responsibility for policy and practice in the Academy
- Identify responsibility for oversight of the Academy's budget
- Identify responsibility for assessment of risk in the Academy
- Identify responsibility for oversight of educational performance in the Academy

West Hill School Thompson Cross, Stamford Street, Stalybridge, Cheshire SK15 1LX T: 0161 338 2193 E: admin@westhillschool.co.uk W: www.westhillschool.co.uk

Academy Trust

Members

Academy Trust Board of Trustees

Required Sub Committees:

- **Pay Committee**
- **Headteacher's Performance Management Committee**
- **Admissions Committee**
- **Audit Committee**
- **Pupil Discipline Committee**
- **Complaints Committee**
- **Appeals Committee**

Headteacher

Governance Structure and Lines of Accountability

The Academy Trust Board of Trustees delegate responsibility for the day-to-day running of the Academy to the Headteacher. The Trustee Board will hold the Headteacher to account for the performance of the academy. The Headteacher in turn holds other members of the Senior Leadership Team to account by line managing them. While the board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making.

The Headteacher will report to the board on the performance of the Academy, although this will be supplemented by the monitoring of Trust Board committees and individual Trustees with any delegated responsibilities.

The Headteacher is performance managed by the Trust Board.

Roles and Responsibilities

The Role of the Members

The members of the trust have a different status to Trustees. Originally, they will have been the signatories to the memorandum of association and will have agreed the Trust's first articles of association (a document which outlines the governance structure and how the trust will operate).

West Hill School Thompson Cross, Stamford Street, Stalybridge, Cheshire SK15 1LX T: 0161 338 2193 E: admin@westhillschool.co.uk W: www.westhillschool.co.uk

The articles of association will also describe how members are recruited and replaced, and how many of the Trustees the members can appoint to the Trust Board. The members appoint Trustees to ensure that the trust's charitable object is carried out and so must be able to remove Trustees if they fail to fulfil this responsibility. Accordingly, the Trust Board submits an annual report on the performance of the trust to the members. Members are also responsible for approving any amendments made to the trust's articles of association.

In order to retain a degree of separation of powers between the members and the trust board, and in line with DfE expectations, not all members should be Trustees. The DfE has amended the model articles to state that members are not permitted to be employees of the Academy Trust.

The Role of the Trustees

The Academy Trust is a charitable company and so Trustees are both Charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and Company Directors. Because Trustees are bound by both charity and company law, the terms 'Trustees' and 'Directors' are often used interchangeably.

The Trustees are responsible for the general control and management of the administration of the trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of the trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. In addition, it must carry out the three core governance functions:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold the Headteacher and Senior Leaders to account for the educational performance of the trust and their pupils, and the performance management of staff
3. Oversee the financial performance of the trust and make sure its money is well spent

The Board of Trustees has the right to review and adapt its governance structure at any time which includes removing delegation.

The Role of Trust Board Committees

The Trustees may establish committees to carry out some of its governance functions which may include making decisions, although any decisions made will be deemed decisions of the Trust Board. The membership (there must be at least three Trustees) and responsibilities of board committees are set out in the committee's terms of reference. It is usual for the Trust Board to appoint board committee chairs and committee members according to their skills.

The Academies Financial Handbook 2016 makes it clear that the Board of Trustees 'should have an audit committee to which the board delegates financial scrutiny and oversight'.

At West Hill School, we have three Trust Board Committees each chaired by a member of the Senior Leadership Team alongside a Trustee Chair of the Committee. We have a Safeguarding,

Standards and Inclusion Committee, Quality of Education Committee and a Finance, Audit and Risk Committee that meet three times per calendar year alongside three Full Board Meetings.

The Role of the Headteacher

The Headteacher has the delegated responsibility for the operation of the Trust.

The Headteacher is the Accounting Officer so has overall responsibility for the operation of the Academy Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The Headteacher leads the Senior Leadership Team (SLT) of the Academy Trust. The Headteacher will delegate management functions to the SLT and is accountable to the Trust Board for the performance of the SLT.

West Hill School Thompson Cross, Stamford Street, Stalybridge, Cheshire SK15 1LX T: 0161 338 2193 E: admin@westhillschool.co.uk W: www.westhillschool.co.uk

Key

✓		Action can be taken at this level
		Not recommended for action to be taken at this level
		Action cannot be carried out at this level

Function	Task	Members	FBT	Relevant 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		✓	✓			Admissions Committee
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective		✓	✓			Admissions Committee
	Establish an independent appeals panel when there are admissions appeals		✓				Tameside Democratic Services
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		✓			✓	If a permanent exclusion is issued
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents about a suspension or permanent exclusion		✓	✓	✓		Pupil Discipline Committee
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents		✓				Tameside Democratic Services
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 11		✓			✓	
	Make sure all pupils at the school are provided with at least 6 encounters with technical education or training providers between years 8 and 11, as part of the school's career guidance offer		✓	✓		✓	
Finance and budgets	Make day-to-day spending decisions under the amount of £20,000.					✓	
	Appoint Senior 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 Education and Skills Funding Agency's (ESFA) Accounts Direction		✓	✓			Finance, Audit and Risk Committee
	Appoint an auditor		✓	✓			Ratified by the Members
	Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)		✓	✓			Finance, Audit and Risk Committee
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation		✓				
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)		✓	✓			Finance, Audit and Risk Committee
	Establish an audit and risk committee (If your trust's annual income is less than £50 million, you can combine it with another committee)		✓				

West Hill School Thompson Cross, Stamford Street, Stalybridge, Cheshire SK15 1LX T: 0161 338 2193 E: admin@westhillschool.co.uk W: www.westhillschool.co.uk

	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA		✓				
	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		✓	✓		✓	Quality of Education Committee
Governance	Members: Appoint/Remove	✓					In line with Articles
	Trustees: Appoint/Remove	✓	✓				In line with Articles
	Appoint auditors	✓					In line with Articles
	Hold Full Governing Board meetings at least 3 times a year		✓				
	Elect a Chair and Vice-Chair of Trustees Appoint/remove committee chairs		✓				In line with Articles
	Appoint/remove clerk to the board		✓				In line with Articles
	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		✓				In line with Articles
	Check that all statutory policies and documents are in place		✓				
	Develop and review Scheme of Delegation		✓	✓			Full Board of Trustees
	Role descriptions for Trustees/ chair/specific roles/ committee member		✓			✓	

West Hill School Thompson Cross, Stamford Street, Stalybridge, Cheshire SK15 1LX T: 0161 338 2193 E: admin@westhillschool.co.uk W: www.westhillschool.co.uk

	Delegate functions to committees and individuals		✓				
Health and safety	Monitor the implementation of the health and safety policy		✓	✓			Finance, Audit and Risk Committee
	Make sure there is an appointed person to make sure the school meets its health and safety duties		✓	✓		✓	Headteacher
	Make sure that the estate is managed strategically and is maintained in a safe working condition		✓	✓		✓	Finance, Audit and Risk Committee
Parents and the community	Make sure the required information is published on the school website		✓	✓		✓	Headteacher
	Approve a complaints procedure		✓			✓	Headteacher
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides		✓			✓	Headteacher/ Clerk of Trustees
	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		✓			✓	
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and that they undertake appropriate training		✓			✓	Safeguarding, Standards and Inclusion Committee
	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		✓			✓	

West Hill School Thompson Cross, Stamford Street, Stalybridge, Cheshire SK15 1LX T: 0161 338 2193 E: admin@westhillschool.co.uk W: www.westhillschool.co.uk

	Make arrangements for supporting pupils with medical conditions		✓			✓	
Safeguarding	Check that the school complies with statutory guidance on safeguarding		✓	✓		✓	Safeguarding, Standards and Inclusion Committee
	Make sure the school has effective safeguarding policies and procedures in place		✓				Safeguarding, Standards and Inclusion Committee
	Make sure a Trustee takes leadership responsibility for safeguarding and that they receive appropriate training		✓	✓			Safeguarding, Standards and Inclusion Committee
	Make sure Trustees receive safeguarding training		✓		✓	✓	Full Board of Trustees via Chair
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school		✓			✓	Safeguarding, Standards and Inclusion Committee
	Appoint a member of staff to be the Designated Safeguarding Lead					✓	Headteacher
	Make sure that effective support is provided for any employee facing an allegation		✓			✓	
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		✓				Safeguarding, Standards and Inclusion Committee
	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness				✓	✓	

West Hill School Thompson Cross, Stamford Street, Stalybridge, Cheshire SK15 1LX T: 0161 338 2193 E: admin@westhillschool.co.uk W: www.westhillschool.co.uk

	Make sure that parents/carers are notified by the school when special educational provision is being made for their child					✓	Safeguarding, Standards and Inclusion Committee
	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		✓			✓	
	Make sure that 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		✓			✓	Safeguarding, Standards and Inclusion Committee
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching					✓	Safeguarding, Standards and Inclusion Committee
Staffing matters	Appoint a Senior Leader (who should be the Academy's Headteacher)		✓				
	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		✓				Chair and Board Panel

West Hill School Thompson Cross, Stamford Street, Stalybridge, Cheshire SK15 1LX T: 0161 338 2193 E: admin@westhillschool.co.uk W: www.westhillschool.co.uk