Scheme of delegation LGB Governors Appendix 1

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| Area | Responsibilities | How in place / outstanding |
| General Governance compliance | Appoint and remove relevant governors (subject to the Bishop’s right to appoint/remove  foundation governors): |  |
|  | Elect a chair and vice-chair from their number |  |
|  | Ensure there are governors with specific responsibilities for SEND, child protection,  pupil premium and financial matters |  |
|  | Give notice of any removal of a local governor (other than a foundation governor) to the directors |  |
|  | Give notice of any resignation of a local governor to the directors |  |
|  | Champion the company’s vision, ethos and strategic direction  in the academy |  |
|  | Assist the senior executive leadership with setting and ensuring the medium to  long-term vision for the academy’s future viability as a Catholic school |  |
|  | Attend any diocesan, or other provider’s, induction training as required by the Diocese |  |
|  | Support the directors to carry out the three core functions |  |
|  | Support and challenge the Head to carry out the three core functions |  |
|  | Assist the senior executive leadership with its report on governance arrangements in the academies in the company Succession plan for local governance |  |
|  | Support the senior executive leadership to prepare an annual schedule of LGB business, as appropriate |  |
|  | Meet at least three times per year, once per term |  |
|  | Ensure that the academy is conducted in a way that is compliant with all relevant regulations including charity law, company law and education law and report any failings to the senior executive leadership for action |  |
|  | Assist the senior executive leadership to ensure that the academy’s governance  details, including its accounts, are published on its website |  |
|  | Implement the policies of the academy as set by the senior executive leadership |  |
|  | Adopt any specific company policies in the academy |  |
|  | Comply with any denominational inspections pursuant to s.48 and any additional canonical inspections and visitations of the bishop |  |
|  | Comply with any other education inspections, e.g. s.5 as required by law |  |
|  | Ensure the spiritual wellbeing of pupils at the academy |  |
|  | Implement the school development plan as set out by the senior executive leadership |  |
|  | With the head teacher, establish and develop Pupil, Parent and Staff Voice and monitor the same, reporting any issues or other matters to the senior executive leadership/directors as appropriate |  |
|  | Establish and maintain relationships with the parish priest, local Church and parish  community to work with them as they contribute to the Catholic formation of  the pupils at the academy |  |
|  | Establish and maintain relationships with parents of pupils attending the academy  to support them in their role as primary educators |  |
|  | Establish and maintain a relationship with members of the wider local community,  including assisting the Head to build relationships with other schools, agencies and businesses in community to enhance quality of Catholic education provided forpupils |  |
|  | Support and work with other LGBs in the company |  |
|  | Generally support and challenge the head teacher |  |
| FINANCIAL MATTERS | Support the Head in the preparation of the annual budget. be mindful of the  academy’s annual budget and operate within it |  |
|  | Assist the senior executive leadership to produce a report on the effectiveness  of central services, as may be required |  |
|  | Ensure the academy keeps proper records and provide information to assist the company to prepare the annual accounts or any other accounting matters |  |
|  | Maintain a register of business and pecuniary interests for the academy |  |
|  | Provide local intelligence to the directors/senior executive leadership to inform decisions relating to head teacher pay |  |
|  | Monitor the provision of free school meals to those pupils meeting the criteria and follow up where there are any issues |  |
|  | Support the directors in their monitoring and evaluation of the delivery of any central services and functions provided or procured by the company for the academy |  |
|  | Ensure the business of the academy is conducted ethically and in line with requirements set by the directors to ensure that all suppliers used take account of economic, social and environmental factor |  |
|  | Support head teacher through regular monitoring of standards and KPIs at academy level |  |
| STANDARDS APPOINTMENT | Designate a member of the LGB as governor responsible for standards at the academy and ensure that such governor report to the senior executive leadership as appropriate |  |
| OFSTED | Ensure the academy is prepared for an inspection and support the principal/head teacher |  |
|  | Report any concerns relating to inspection to the senior executive leadership |  |
| SDP | Ensure that the academy Implement the academy development plan as set by the senior executive leaders |  |
| CURRICULUM | Ensure that the curriculum of the school, including all the subjects of the National Curriculum, is taught in the light of the Gospel values and actively promotes the spiritual and moral development of its pupils |  |
| RE | Ensure that RE is in accordance with the Curriculum Directory and the bishop’s policy and that it constitutes 10% of the weekly timetable in the academy in accordance with the tenets and norms of the Catholic church (or 5% for KS5) |  |
| COLLECTIVE WORSHIP | Ensure that the head teacher is complying with the requirement to provide a daily collective act of worship in accordance with the rites, practices, disciplines and liturgical norms of the Catholic church and take action to address any issues, as appropriate |  |
| RE TEACHING | Ensure that relationships and sex education is taught in accordance with the social and moral teachings of the Catholic Church having regard to any company-wide policy |  |
| QUALITY OF TEACHING AND LEARNING | Assist the senior executive leadership with the monitoring of the quality of teaching and learning, the curriculum inclusion and the sharing of good practice across the academy |  |
|  | Ensure the company policies are applied at the academy |  |
| SPECIAL EDUCATIONAL NEEDS | Assist the senior executive leadership to ensure compliance with legal requirements relating to SEND within the academy assist the senior executive leadership with the implementation of the policy within the academy and compliance with the legal requirements relating to disability and report tithe senior executive leadership/directors |  |
| SAFEGUARDING | Assist the senior executive leadership with the safeguarding audit at the academy |  |
|  | Ensure that safeguarding practices are followed at the academy and report any shortcomings tithe senior executive leadership |  |
|  | Identify training needs and report tithe senior executive leadership |  |
|  | Ensure completion of the single central record and its regular updating |  |
|  | Appoint a designated governor for safeguarding |  |
|  | Ensure that at least one governor on any recruitment panel has up to date safeguarding and safer recruitment training review and maintain a safeguarding and child protection policy for the academy(consistent with the company-wide policy |  |
| EXCLUSIONS | Convene a committee to review any exclusion of a pupil |  |
|  | Review the overall pattern of exclusions at the academy and report to the senior executive leadership/directors |  |
| BEHAVIOUR | Assist the head teacher to prepare a behaviour policy for the academy in line with the company-wide policy |  |
|  | Assist the head teacher to prepare an exclusions policy for the academy in line with the company-wide policy |  |
| ADMISSIONS ETC. | Assist the senior executive leadership to prepare an annual report to the directors on the need for school places within the local community, using local intelligence, which will be used to assist the Bishop with his school place planning duties across the diocese |  |
|  | Undertake consultation, determine and publish admissions arrangements as required in accordance with the company-wide admissions policy |  |
|  | Make arrangements for determine admissions and hearing admission appeals |  |
|  | Ensure effective arrangements are in place for pupil recruitment |  |
|  | Contribute to the development of the academy prospectus (if there is one) |  |
|  | Adopt the company-wide admissions policy in the academy |  |
|  | Implement the academy complaints policy as set by the senior executive leadership |  |
|  | Hear complaints at the relevant stage |  |
|  | Consult with directors on the times of academy sessions and the dates of academy terms  and holidays times |  |
| ATTENDANCE AND ABSENCE | Review attendance and pupil absences |  |
|  | Support the company and the head teacher in the extended school provision in the academy |  |
|  | Ensure effective arrangements are in place for pupil support and representation at the academy |  |
| PUPIL PREMIUM AND SPORTS GRANT | Appoint a local governor responsible for statutory grants including  pupil premium and sports premium |  |
|  | Monitor the impact of the pupil premium and the sports premium in academy and advise senior executive leadership/directors |  |
|  | Support and advise the head teacher to determine KPIs |  |
| NUTRITION | Monitor that the school lunch provision at the academy meets the appropriate nutritional standards and take action, as appropriate, if not |  |
| APPOINTMENTS AND STAFFING / HR AND DISMISSALS | Support the directors in the process to appoint the head teacher and any other relevant post as requested by the senior executive leadership |  |
|  | Having regard to the company’s strategic plans, support the head teacher in the development and review (from time to time) of an appropriate staffing structure for  the academy and for the appointment of academy staff and to ensure that the  academy is fully staffed in accordance with that structure |  |
| Appraisal | Support the senior executive leadership to conduct the performance management of the  head teacher |  |
|  | Dismiss teaching and non-teaching staff in consultation with the senior executive  leadership |  |
|  | Ensure the company’s policies on all HR matters are implemented in the academy |  |
|  | Monitor and scrutinise the implementation of the company’s policies at the academy for HR matters including the appointment, induction and performance management of staff,  pay review process, and procedures for dealing with disciplinary matters,  grievances and dismissal |  |
|  | Ensure that there is effective communication between the head teacher and the senior executive leadership, HR committee and pay committee |  |