Scheme of Delegation

Raynsford
Church of England Academy

Reviewed: September 2026

Next Review Date: September 2027

Approved by: Full Governing Body

Abbreviations

‘FGB’ - Full Governing Board’

‘FPAR’ – Finance, Personnel, Audit and Risk Committee

‘AC’ – Audit and Risk Committee (part of FPAR)

‘CS’ – Curriculum & Standards Committee

‘PC’ – Pay Committee

‘EAC’ – Exclusions & Appeals Committee (ad hoc)

Key

	Action can be taken at this level (or no guidance given on required approval level)
	Not recommended for action to be taken at this level (this is a recommendation only, you can choose not to follow this if that works for your board)
	Action cannot be carried out at this level
	Autumn term
	Spring term
	Summer term

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria		✓				Consult every 7 years even if there are no changes. Last done 2019 as part of Schools for the Future changes.
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective		✓				
	Establish an independent appeals panel when there are admissions appeals					✓	Central Bedfordshire Council is the admissions authority. Head teacher to represent the school at any appeals.
Behaviour, attendance and exclusions	Approve Behaviour and Discipline Policy (recommended annually)			✓ CS			
	Approve Behaviour Principles written statement (recommended annually)		✓				

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Approve Attendance Policy (recommended annually)			✓ CS			
	Approve term dates annually		✓				
	Approve Exclusion policy annually		✓				
	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days					✓	
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about a suspension or permanent exclusion in some circumstances			✓ EAC	✓ Chair or vice chair in cases of urgency		
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents		✓				

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
Curriculum	Maintain and develop the designated Church of England religious character of the school		✓				Christian ethos Link Governor to monitor
	Make sure the school teaches a broad and balanced curriculum					✓	
	Oversee and monitor the curriculum			✓ CS			
	Approve Relationships & Sex Education Policy (recommended annually)			✓ CS			
	Review pupil attainment statistics, targets and comparisons with local and national datasets			✓ CS			
	Approve Early Years Foundation Stage policy (review as required)			✓ CS			EYFS Link Governor to monitor

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
Finance, budgets and risk	Appoint a senior executive leader as the accounting officer and a chief financial officer of the trust		✓				Headteacher as accounting officer and Finance Manager as chief financial officer
	Establish an audit and risk committee If your trust's annual income is less than £50 million, you can combine it with another committee		✓				Combined in FPAR
	Ensure sound internal control, risk management and assurance processes are in place and monitored			✓ FPAR			Finance Link Governor to monitor
	Approve and review at least annually a risk register		✓				
	Monitor and advise FGB concerning the risk register			✓ AC			
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)			✓ FPAR			

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Approve a written scheme of delegation of financial powers and procedures			✓ FPAR			Financial Handbook
	Make day-to-day spending decisions under the amount of £5,000					✓	Refer to Financial Handbook for detailed limits and procedures
	Approve spending decisions over £5,000			✓ FPAR			Refer to Financial Handbook for detailed limits and procedures, including competitive tendering
	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			✓ FPAR			Finance Link Governor to monitor
	Approve annual report and annual accounts and present to members		✓				

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Oversee the external audit process and make recommendations to the members on appointment of external auditors			✓ AC			
	Participate in annual accounts consolidation exercises as communicated by the Department for Education			✓ FPAR			
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation		✓				
	Oversee and approve an appropriate programme of internal scrutiny in accordance with the Academy Trust Handbook			✓ AC			
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA		✓				Advised by FPAR

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Prepare monthly management accounts					✓	Finance Link Governor to monitor
	Review management accounts and updated budget forecasts and ensure appropriate action is taken, including budget amendments			✓ FPAR			Finance Link Governor to monitor
	Maintain a published register of interests, including the business and pecuniary interests of members, governors and senior employees		✓				
	Monitor impact of pupil premium funding			✓ FPAR		✓	PP/SP Link Governor
	Monitor impact of PE and sport premium funding			✓ FPAR		✓	PP/SP Link Governor
	Approve Charging and Remissions policy (recommended annually)			✓ FPAR			

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Approve Reserves Policy (review as required)		✓				Advised by FPAR
	Approve Governor expenses Policy (recommended annually)		✓				Advised by FPAR
	Approve Investment policy (review as required)			✓ FPAR			
	Approve Gifts and hospitality policy (review as required)			✓ FPAR			
Governing board procedures	Hold full governing board meetings at least 3 times a year		✓				
	Elect a chair and vice-chair of trustees		✓				
	Appoint a clerk		✓				

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this at least annually. Appoint or elect a chair for each committee		✔				
	Check that all statutory policies and documents are in place		✔				
	Delegate functions to committees and individuals		✔				
Health and safety	Approve Health and Safety policy (annually)		✔				FGB as employer
	Make sure there is an appointed person (Link Governor) to ensure the school meets its health and safety duties		✔				H&S Link Governor appointed by FGB
	Monitor the implementation of the health and safety policy				✔		H&S Link Governor to monitor

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Approve First Aid Policy (recommended annually)		✔				FGB as employer
Parents and the community	Make sure the required information is published on the school website					✔	Website Link Governor to monitor
	Approve a complaints procedure (recommended annually)		✔				
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides		✔				
	Approve Freedom of Information Policy (review as required)		✔				
	Make sure the school complies with the Freedom of Information Act 2000					✔	GDPR Officer
	Approve Data Security Policy (recommended annually)		✔				

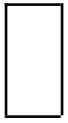
	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)					✓	GDPR Officer
Pupil wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)					✓	
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training					✓	
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this (every 4 years)		✓				
	Approve Pupils with Medical Needs Policy (recommended annually)		✓				

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Make arrangements for supporting pupils with medical conditions					✓	
Safe-guarding	Approve Child Protection and Safeguarding policy (annually)		✓				
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training		✓				Safeguarding Link Governor appointed by FGB
	Check that the school complies with statutory guidance and requirements on safeguarding, including maintenance of Single Central Record		✓				Safeguarding Link Governor to monitor
	Make sure the school has effective safeguarding policies and procedures in place		✓				Safeguarding Link Governor to monitor
	Make sure governors receive safeguarding training		✓				Safeguarding Link Governor to monitor

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Appoint a member of staff to be the designated safeguarding lead					✓	Safeguarding Link Governor to monitor
	Make sure that effective support is provided for any employee facing an allegation					✓	Safeguarding Link Governor to monitor
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		✓				SEND Link Governor appointed by FGB
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness					✓	SEND Link Governor to monitor
	Approve SEND Policy (annually)		✓				
	Make sure that parents are notified by the school when special educational provision is being made for their child					✓	SEND Link Governor to monitor

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Make sure the school produces and publishes online its school SEN information report					✓	SEND Link Governor to monitor
	Cooperate with the local authority in developing the local offer					✓	SEND Link Governor to monitor
	Make sure the school follows the statutory SEND Code of Practice					✓	SEND Link Governor to monitor
	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					✓	SEND Link Governor to monitor
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching					✓	SEND Link Governor to monitor
Staffing matters	Appoint a senior executive leader (who should be the academy's principal)		✓				

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)		✓				Safeguarding Link Governor to monitor
	Make sure employment law and guidance is being followed			✓ FPAR			
	Approve staffing structure changes			✓ FPAR			
	Approve Pay policy (annually)		✓				PC to advise
	Approve Teacher Appraisal Policy (recommended annually)			✓ FPAR			
	Approve Discipline Procedures (recommended annually)			✓ FPAR			

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Approve Grievance Resolution Policy (recommended annually)			✓ FPAR			
	Approve Whistleblowing Policy (review as required)		✓				
	Approve Early Career Teacher policy (recommended annually)		✓				
	Appoint or dismiss the headteacher		✓				
	Be involved in and support as appropriate the appointment of Deputy Head teacher		✓				
	Appoint other staff					✓	
	Approve remuneration of Headteacher based on recommendations of Headteacher Performance Management Panel (annually)			✓ PC			

	Task	Suggested review term	FGB	Committee	Individual governor	Head teacher	Comments:
	Approve LGPS Employer Policy Statement (recommended every 3 years)		✓				
Premises	Monitor and review premises with a view to maintaining a safe environment which aids learning				✓		H&S Link Governor to monitor
	Prepare Accessibility Plan					✓	
	Review and approve Accessibility Plan (every 3 years)		✓				H&S Link Governor to monitor
	Prepare Premises Management Documents eg Good Estate Management for Schools					✓	Aspects of school premises management such as asbestos, fire safety & statutory testing
	Review and approve Premises Management Documents		✓				H&S Link Governor to monitor
	Approve Lettings Policy (annually)			✓ FPAR