

SCHEME OF DELEGATION

September 2025

Version control			
Version	Author	Date	Changes
2.0	Bryan Fitzgerald	September 2019	
2.1	Bryan Fitzgerald	September 2020	Various minor, Risk and Resource Committee, named, risk and internal scrutiny
3.0	Bryan Fitzgerald	September 2020	Approved by the Board of Trustees
3.1	Bryan Fitzgerald	September 2021	Role of the Admissions Committee and minor amendments
4.0	Bryan Fitzgerald	November 2021	Approved
5.0	Bryan Fitzgerald	September 2022	Approved

6.0	Kim Lee	September 2023	Approved
7.0	Kim Lee	September 2024	Approved

SCHEME OF DELEGATION

DELEGATION - GENERAL

Under the Articles of Association of Jubilee Primary School, the trustees may delegate to any trustee, committee, the Headteacher 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 trustees may impose and may be revoked or altered.

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

The trustees may establish any committee to exercise powers and functions of the trustees. The constitution, membership and proceedings of any committee of the trustees shall be determined by the trustees. The establishment, terms of reference, constitution and membership of any committee of the trustees shall be reviewed at least once in every twelve months. The membership of any committee of the trustees may include persons who are not trustees, provided that a majority of members of any such committee shall be trustees. The trustees may determine that some or all of the members of a committee who are not trustees 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 trustees unless the majority of members of the committee present are trustees.

The Board of Trustees 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 school, 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 school 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 school's financial, human, and other resources
- monitoring performance and the achievement of objectives and ensuring that plans for improvement are acted upon.

- helping the school be responsive to the needs of parents and the community and making it more accountable through consultation and reporting.
- setting the school's standards of conduct and values.
- assessing and managing risk (including preparation of a statement on the school's risk management for its annual report and accounts).

SCHEME OF DELEGATION

The Board of Trustees should agree a formal schedule of matters reserved for their decision, i.e. those which should not be delegated within the school. These are listed below. Beyond this, the Board of Trustees should consider establishing separate committees to deal with specific areas of school 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 Risk and Resource Committee separate from the Board of Trustees to deal with financial matters.

Where the Board of Trustees decides to delegate certain matters for consideration by committees, each committee should be chaired by a trustee. The membership of the committee may include persons who are not trustees provided that a majority of the members are trustees. All members of the committee, including those not trustees, are entitled to vote at committee meetings. The Board of Trustees 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 Board of Trustees of its overall responsibility to manage the finances of the school.

HEADTEACHER

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

TRUSTEES MEETINGS

The Board of Trustees shall meet at least three times a year. No business can be conducted at any meeting unless a quorum is present.

Trustees must appoint a clerk to the Board of Trustees, who must be someone other than a trustee or the Headteacher of the school.

Each meeting of the Board of Trustees should consider:

- a report of the financial position of the school, including its income and expenditure and financial commitments.

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

Matters that should be considered by trustees at least once a year are:

- the school'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 school'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 school'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 school is exposed and determination of whether systems are in place to mitigate those risks.

The Board of Trustees 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 whole board.

The Board of Trustees shall establish and appoint a risk and resources committee to which the board delegates financial scrutiny and oversight, and which can support the board in maintaining the trust as a going concern.

The Board of Trustees shall establish and appoint an audit and risk committee. The Board of Trustees may combine the audit and risk committee with another committee, such as finance.

RISK AND RESOURCE COMMITTEE

The Board of Trustees hereby resolves to establish a committee of the Board of Trustees to be known as the Risk and Resource Committee and will cover finance, audit, risk and internal scrutiny functions.

The chair, members and secretary of the Risk and Resource Committee shall be non-executive members and shall be appointed by the Board of Trustees.

Trustees who are not members of the Risk and Resource Committee should have the right of attendance. Either the chair or clerk will circulate minutes of meetings of the Risk and Resource Committee to all members of the Board of Trustees.

The Headteacher in his or her role as Accounting Officer and the School Business Manager may attend meetings of the Committee.

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

Authority

The Risk and Resource Committee is an advisory body with no executive powers. However, it is authorised by the Board of Trustees to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the committee in the conduct of its inquiries.

The Risk and Resource Committee is authorised to obtain independent professional advice if it considers this necessary.

Duties

The specific duties of the Risk and Resource Committee shall be to:

- review the Annual Budget in detail and to make recommendations to the Board.
- review the School's internal and external financial statements and reports to ensure that they reflect best practice.
- discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff.
- consider all relevant reports by the School Business Manager or the appointed external auditor, including reports on the School's accounts, achievement of value for money and the response to any management letters.
- maintain overall responsibility for risk management and maintaining the risk register and review the register at least annually (in addition to any reviews by individual committees). Risk management covers the full operations of the trust, not only financial risks.

- review the effectiveness of the School's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner.
- be responsible for internal scrutiny. To direct the trust's programme of internal scrutiny, ensure that risks are being addressed appropriately through internal scrutiny, and report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks. Reference should be made to the Academy Trust Handbook 2021.
- review any report from the School Business Manager in relation to the operation of the School Buildings and Grounds.
- review new and existing policies relating to the employment and conditions of staff at the School and make recommendations to the Board of Trustees.
- review the recommendations of the Headteacher as to salaries particularly any discretionary awards.
- review the operation of the Trust's code of practice for Trustees and the code of conduct for staff.

BOARD OF TRUSTEES GENERAL

The Board of Trustees must ensure personnel management procedures have been identified, formally approved and documented to cover as a minimum:

- recruitment (including references and police checks).
- performance appraisal and review.
- equal opportunities.
- disciplinary (including absence policies).
- grievance.
- staff expenses.
- consider any other matters where requested to do so by the Board of Trustees; and
- the Headteacher shall report at least once a year to the Board of Trustees on the discharge of the above duties.

The Board of Trustees should also ensure that procedures are in place to ensure that employees of the school are paid for work done in accordance with their contracts of employment with the school.

In addition, the Board of Trustees must ensure the school has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

ACCOUNTING OFFICER

The Funding Agreement requires School to identify the Headteacher 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 Board of Trustees 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 school.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to a Chief Financial Officer, sometimes referred to as a School Business Manager as is the case in this scheme of delegation. Within the framework of the school development plan as approved by the Board of Trustees the Headteacher has overall executive responsibility for the school's activities including financial activities. Much of the financial responsibility will have been delegated to the School Business Manager but the Headteacher still retains responsibility for:

- approving new staff appointments within the authorised establishment, except for any senior staff posts which should be approved by the Board of Trustees.
- authorising contracts between £1,000 and £50,000 in conjunction with the School Business Manager; contracts above £50,000 will need to be approved by the Board of Trustees.
- signing cheques up to £20,000 in conjunction with the School Business Manager or other authorised signatory. Two signatories are required on all cheques. Most payments are to be made by BACS, so cheques above £20,000 should be rare. Where a cheque is for an amount over £20,000, one of the signatories should be a non-executive Board member of the Finance and Risk and Resource Committee.

SCHOOL BUSINESS MANAGER

The main responsibilities of the School Business Manager are:

- the day-to-day management of financial issues including the establishment and operation of a suitable accounting system.
- the management of the school financial position at a strategic and operational level within the framework for financial control determined by the Board of Trustees.
- 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 school.
- the preparation of monthly management accounts.
- authorising orders below £1,000 in conjunction with budget holders.
- signing cheques up to £20,000 in conjunction with the Headteacher or other authorised signatory and
- ensuring forms and returns are sent to the DfE/ESFA in line with the timetable in the relevant DfE/ESFA guidance. Signing such forms as necessary.

ADMISSIONS COMMITTEE

Purpose

To oversee full compliance with the Funding Agreement requiring the Academy Trust to act in accordance with all relevant provisions of the statutory codes of practice on admissions and the law on admissions as it applies to maintained schools.

The Trust as Admissions Authority must allocate pupil places on the basis of its determined admission arrangements only. A decision to offer or refuse admission will not be made by one individual in an Admission Authority. The Board of Trustees delegates to the Admissions Committee all necessary decision-making powers relating to admissions. The Admissions Committee, on behalf of the Admissions Authority, will keep a clear record of any decisions on applications, including in-year applications.

Duties

To be responsible for complying with the terms, conditions and timeline of the agreed Local Authority Scheme for Co-ordination of Admissions.

To be responsible for administering the Trust's Admissions Policy, including applying the admissions criteria where the school is over-subscribed with parental requests for admission.

To approve annually the Trust's Admission Policy, including the published admission number.

To consider any application for admission that the Headteacher cannot determine in accordance with the Trust's Admission Policy.

To be responsible for preparing and managing the school's case in response to any parental appeals against the refusal of admission to the school.

To be responsible for raising any issues that arise from the Trust's Admissions Policy with the Board of Trustees for its consideration.

To make appropriate comments and recommendations on such matters to the Board of Trustees.

The Headteacher will have delegated responsibility for:

- Overseeing all administrative arrangements surrounding the admissions process within the school.
- Reviewing the Trust's Admissions Policy annually.
- Determining the Trust's Admissions Policy, including the admissions criteria, in accordance with the School Admissions Code and other statutory requirements.

Education Standards Committee

Purpose

The Education Standards Committee is established to oversee and enhance the quality of education provided and educational standards of Jubilee Primary School, ensuring the best possible outcomes for all pupils.

Responsibilities

The committee will:

To monitor and evaluate pupil outcomes and review the quality and impact of the education provided.

To monitor the development of ambitious, broad, well-sequenced and knowledge-rich curriculum, preparing pupils well for the next stage of their education and lives, and enriched further by extra-curricular opportunities.

To evaluate teaching and learning strategies to ensure high standards and continuous improvement.

To oversee the implementation of the School Development Plan related to educational standards .

To monitor the effectiveness of strategies for pupil engagement, behaviour and attendance.

To review policies related to curriculum and learning, making recommendations to the governing board.

To monitor the culture of inclusion so that all children, including the disadvantaged and those with SEND, can achieve their full potential.

To ensure maintenance of the School's commitment to inclusion and effective pastoral support so that standards of attendance and behaviour are high.

Ensure that the School has a clearly defined and effective strategy for continuous school improvement and a robust system of quality assurance.


Delegation to Other Committees

The Board of Trustees recognises that it may need to delegate duties to a Committee other than the Risk and Resource Committee and shall need to amend this document accordingly.

By order of the Academy Trust, we approve Jubilee Primary School's Scheme of Delegation v6.

Chair of Trustees:


Print name: PAUL DARLING

Sign: 

Date: 10th September 2025

Accounting Officer:

Print name: MARILYN NADESAN

Sign: 

Date: 11.09.2025

[INTERIM]

School Business Manager:

Print name: K. LEE

Sign: 

Date: 11.9.2025

This Scheme of Delegation is due to be reviewed in September 2025.