



SCHEME OF DELEGATION

The Scheme of Delegation will be reviewed annually at the first full Governing Board meeting of the School Year.

Under its Articles of Association the Academy Trust Company, Tiffin School is required to have a minimum of three Members. The appointment, removal, rights and conduct of the Members is defined in the Articles of Association.

The Governing Board (the Trustees of Tiffin School)

The Governing Board of Tiffin School is constituted pursuant to the Articles of Association of Tiffin School.

The Governing Board needs to take a strategic role, be accountable for its decisions and hold the leadership team accountable for the day to day operation of the School and its curriculum. It should:

- establish a vision, and set the ethos, aims and objectives of the School, and agree, monitor and review policies, targets and priorities
- develop and agree the School Improvement Plan and monitor progress against the SIP
- appoint the Headteacher and establish a Performance Review Group to monitor the performance of the Headteacher
- delegate Executive authority to the Headteacher to manage and control the School, its policies, finances, operations, personnel, teaching and curriculum
- ensure compliance with legal requirements and that all statutory duties are met; including health and safety, employment law, the Admissions Code
- ensure statutory and other policies are in place and reviewed
- determine the admissions arrangements annually
- set school term dates
- determine annually the structure and composition of the committees of the Governing Board and their terms of reference, as well as the terms of reference for the Governing Board
- delegate other functions of the Governing Board to committees, groups and individuals
- approve expenditure authorities proposed by the Finance Committee
- approve the budget plan of the current financial year and the two subsequent years for submission to the ESFA and any revisions thereto
- approve the annual accounts and the Trustees report for the School and submit them for receipt by the Members
- approve the recommendations of the Audit Committee on the appointment of auditors and then to make recommendations to the Members
- make an annual review of the Risk Register
- review safeguarding procedures for the school annually

The Chair (or Vice Chair in their absence) of the Governing Board has authority to take action where it is in the best interests of the school, but any such action must be reported to the Governing Board or one of its Committees as soon as possible.

Duties Delegated to the Company Secretary

The Company Secretary shall be responsible for:

- maintaining the statutory registers
- ensuring that the company files statutory information by the deadline
- providing Members and Trustees with notice of meetings
- providing Members with proposed written resolutions and auditors with any resolutions if passed
- keeping copies of all Members' resolutions and minutes of all general meetings

Powers and Duties Delegated to the Finance Committee

In addition to the terms of reference, the Finance Committee has the responsibility:

- to monitor the finances of the School and ensure there is sound financial management
- to receive, review and approve an annual budget and to submit this budget (together with budgets for the following two years) first to the Governing Board for final approval and then to the ESFA
- to receive and review monthly management accounts and projections for current and future years, including income, expenditure and cash flow, and to compare these accounts and projections against budget
- to receive and review the audited annual accounts of the school and to submit these to the Governing Board
- to receive, consider and respond to annual and termly Audit Findings Reports
- to propose to the Governing Board the level of delegation to the Headteacher for the day-to-day financial management of the school, as well as other authority limits within the Financial Procedures Manual
- to review and approve the Tiffin School Financial Procedures Manual
- to ensure that the Risk Protection Agreement and insurance cover held by the School is sufficient

Powers and Duties Delegated to the Personnel Committee

In addition to the terms of reference, the Personnel Committee has the responsibility:

- to ensure that all statutory requirements relating to safeguarding and personnel are met
- to review and recommend for adoption policies related to personnel matters

With regard to the pay functions, the Committee has the responsibility:

- for the annual review of teachers' salaries in accordance with the School's pay and performance management policy and decisions on promotions on the pay scale, following Headteacher recommendations
- to decide on the performance pay of the Headteacher following recommendations of the Headteacher Appraisal Group

Powers and Duties Delegated to the Audit committee

In addition to the terms of reference, the Audit Committee has the responsibility:

- to recommend auditors to the Governing Board
- to review and ensure compliance with the then prevailing Governance Handbook, Academies Financial Handbook and School Financial Procedures Manual, including the terms of any transactions with related parties
- to review and ensure regularity, propriety and value for money in the School's use of both public and private funds
- to review the risks to internal financial control at Tiffin School and agree a programme of work that will address these risks

Powers and Duties Delegated to the Admissions committee

In addition to the terms of reference, the Admissions Committee has the responsibility:

- To review, within the statutory provisions and the Articles of Association of Tiffin School, the admissions arrangements and to make recommendations to the Governing Board for determination.
- to review the admissions policy each year in Autumn/Spring terms and to carry out any consultations on the policy as determined by the Code of Practice on Admissions
- to review the Appeals procedure and the annual report from the Governors' representative to the Independent Appeals Panel
- to oversee the set up and operation of the Independent Appeals Panel annually

Powers and Duties Delegated to the Curriculum and Student committee

In addition to the terms of reference, the Curriculum and Student Committee has the responsibility:

- to monitor and review all matters relating to the curriculum and pupils
- to review and report to the Governing Board on the implementation and review of the School policies and procedures related to the pupils and curriculum
- to receive reports on trips and monitor the implementation of the Trips Policy

- to receive a termly report on safeguarding
- to receive regular reports on levels of attendance
- to agree with the Headteacher the targets for pupil progress and achievement as required for Key Stages 4 and 5 for the following school year
- to maintain the annual review of the Self Evaluation Form (SEF)

Powers and Duties Delegated to the Sites and Premises committee

In addition to the terms of reference, the Sites and Premises Committee has the responsibility:

- to oversee all matters pertaining to the premises, including, planning, building regulation and health and safety matters
- to establish and keep under review a Building MasterPlan
- to review the condition of the school buildings and premises, agreeing and prioritising improvements for the buildings and premises and the long term development of the facilities of the school and to oversee and review the school master plan periodically
- to establish, maintain and review a Health and Safety Policy, responding to and monitoring changes in legislation and where necessary taking appropriate action and/or updating the Governing Board
- to oversee the operation, including Health and Safety, of all contracts on the site that relate to the buildings and premises

Powers and Duties Delegated to the Headteacher

Executive authority is delegated to the Headteacher to manage and control the School, its policies, safeguarding, finances, operations, personnel, teaching and curriculum.

In addition to the functions specified in the job description, the Headteacher shall also:

- act as the Accounting Officer
- be responsible for the annual performance review of the associate and teaching staff and for making recommendations on discretionary pay awards in line with the pay policy and within the constraints of the budget set for the financial year
- approving new staff appointments within the agreed structure and budget and approving the payment of salaries each month

The scheme of financial delegations is set out in the Tiffin School Financial Procedures Manual.

January 2019