

TORCH ACADEMY GROUP MEDEN GOVERNING BODY DECISION PLANNER



Introduction: Scheme of Delegation of Powers

As a charity and company limited by guarantee Torch Academy Group (the “Company”) is governed by a Board of Directors (the “Directors”) who are responsible for, and oversee, the management and administration of the Company and the academies run by the Company. The Directors are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

This document records the delegation of the Local Governing Body’s functions by listing the main areas of business and the types of decision typically taken each year.

The Local Governing Body reviews the delegation of functions annually and acknowledges its accountability for any decisions taken, including those relating to functions delegated to a committee or individual.

Decisions may only be made if a meeting is quorate. The quorum for full Local Governing Body meetings is two thirds (rounded up to the nearest whole number) of the governors in post. The minimum quorum for a sub-committee is three governors.

All decisions are taken on behalf of the full Local Governing Body. The Local Governing Body receives, at each full lgb meeting, reports/minutes from any individual or committee to whom a decision has been delegated so that it may consider whether any further action is necessary.

Delegation of functions of the Local Governing Body

The Local Governing Body may delegate any of its functions to a committee, a governor or to a head of school, or to groups of identified individuals, but must monitor the activities of any such individual/group and receive reports for relay to the TAG Board where necessary. Decisions may only be taken as a result of delegations recorded at full Local Governing Body meetings. Committees may delegate their functions to an individual or working party of individuals, names to be recorded in the minutes.

The Local Governing Body shall review the following annually:

- establishment, terms of reference, constitution and membership of committees
- delegation of functions to committees and individuals.

Proceedings in advance of and at meetings of the Local Governing Body

The dates of local governing body termly and themed/monitoring/training meetings will be circulated at the beginning of the school year.

Local Governing Body meetings must be notified 2 weeks in advance of the meeting. An agenda and related documents will be circulated with the Notice; governors may request added items via the Chair who will ask the clerk to add to the agenda. All calling papers should be received at the earliest opportunity to give governors the opportunity to consider matters for deliberation.

There is no facility for proxy vote at local governing body meetings.

Quorum of any meeting of the local governing body is 3 persons.

LGB Members should send apologies when they are unable to attend meetings. Non-attendance at meetings without apologies will be discussed by the LGB at a meeting under the Membership item and may incur withdrawal of membership, which is in the power of the full LGB.

Only items that have been pre-advised by inclusion on the agenda may be decided. There is no formal 'AOB' slot but governors may introduce items for preliminary discussion and request their addition on the agenda of the next meeting for formal deliberation.

The meetings of the LGB must be recorded by the clerk to governors or a suitably qualified and disinterested competent individual who must forward such notes to the clerk to governors for authorisation and circulation.

The minutes of LGB meetings must be presented to the Chair of Governors for amendment/agreement shortly after the meeting. No other individual may amend or agree LGB minutes at this stage.

The LGB minutes will be circulated in advance of the next full meeting so that they can be formally discussed and agreed as a true record. Only at a properly constituted and notified local governing body meeting may the minutes be amended, by common agreement of those present.

Only those decisions that have been duly notified by agenda, properly discussed and recorded in a formally presented and constitutionally agreed set of minutes will be deemed to be the properly accountable business of the local governing body.

The local governing body may not assume the powers of the Torch Academy Gateway Trust Board.

Any TAG Director may attend a meeting of the local governing body of TAG Academies *and* vote.

One member of the local governing body, preferably the chair but failing his/her consent any person formally delegated at a properly constituted LGB meeting, will represent the academy as a TAG director.

The LGB will comprise the following membership:

No.	Governor Type	Method of appointment	Appointing Body
1	Head of School	Appointed	TAG Board
1	Teaching Staff member	Elected	Peers
1	Professional/Operational Staff member	Elected	Peers
2 (min) or more	Parent governors	Appointed	LGB
1 or more	Community governor	Appointed	LGB
1 (max)	Local Authority member	If already existing at conversion	Nominated by LA; agreed by LGB

Parent and community governors **should** not be employed by the academy: any such employment must be declared and **may** be permitted by the Local Governing Body following discussion at a properly constituted meeting.

The term of office will default to 4 years unless otherwise decided by the Local Governing Body. The Head of School shall be a member of the LGB for as long as he/she holds the HoS position. The HoS may not decline membership of the LGB.

LGB membership vacancies will be advertised in the academy newsletter, on the academy website, and (for staff) by internal email. Expressions of interest will be invited and details given as to procedure which will be:

1. Submission to clerk of expression of interest
 2. Circulation of expression of interest to LGB members
 - 3.a Either inclusion on agenda of next meeting for discussion/ratification
- Or
- b. In the case of only one applicant, agreement by email from all LGB members with agenda & reporting of outcome at next LGB meeting.
4. All LGB appointees must undertake DBS checks and complete a Declaration of Eligibility/ID.

Delegation code (status to be determined by the TAG Board on recommendation of the Executive Committee):

Band 1 (Secure)
Band 2 (Insecure)

Constitutional decisions for the Local Governing Body

Function statement	Delegated to -
1. To appoint parent governors and ratify the election of staff governors.	Local Governing Body
2. To elect or remove the chair	Local Governing Body
3. To elect or remove the vice-chair	Local Governing Body
4. To decide on requests for additional attendance at full governors' meetings	Local Governing Body
5. To agree the dates and locations for full Local Governing Body meetings (legal minimum 3 per year)	Local Governing Body
6. To regulate the procedures of meetings via code of conduct	Chair of Govs
7. To establish selection panels for senior leadership school recruitment	TAG Executive Committee
8. To establish the governors' register of pecuniary and business interests and oversee its maintenance	Clerk
9. To monitor school expenditure as presented by the HoS	Local Governing Body
10. To attend themed meetings for the HoS to explain/present the school budget.	Local Governing Body
11. To submit to the Torch Academy Group Board of Directors completed budget forecasts on a termly basis.	HoS
12.. To attend training on Safer Recruitment prior to participating in staffing selection panels	Local Governing Body
13. To participate in the recruitment of school leaders	Local Governing Body Panel
14. To determine the arrangements for the appointment of all other staff	TAG Exec Committee
15. To participate in the school self review process including the review of the Local Governing Body effectiveness	Local Governing Body
16 To deliberate and decide upon proposals to collaborate or form joint committees with other schools	Local Governing Body
17. To report to the Torch Academy Group Board of Directors on the Staffing complement, the Staffing Structure and any HR issues on a termly basis.	HoS/Chair of Governors
18. To report to the Torch Academy Group Board of Directors on Buildings, Site, H&S and Resources matters on a termly basis.	HoS/Chair of Governors
19. To report to the Torch Academy Group Board of Directors on the on the current Ofsted criteria on a termly basis including achievement data at KS3, KS4 and KS5.	HoS/Chair of Governors

20. To report to the Torch Academy Group Board of Directors on Child Protection matters, Social Services Referrals, Instances of Race/Hate related incidents and incidents requiring physical intervention of pupils by staff on a termly basis.	HoS/Chair of Governors
21. To consider whether or not to exercise delegation of functions to individuals or committees in accordance with the Torch Academy Group Scheme of Delegation of Powers.	Local Governing Body
22. To ensure the school is working to the EFA Financial Management & Governance Evaluation.	HoS ⇔LGB
23. To appoint the Head of School	TAG Board

Strategic Direction, Policy Development, Planning and Public Accountability

Function statement	Delegated to -
1. To formulate the School Prospectus in liaison with TAG Development Officer	HoS
2. To monitor content of the School Prospectus.	LGB
3. To formulate the School Improvement/Development Plan	HoS ⇔LGB
4. To approve and monitor the School Improvement/Dev Plan	LGB
5. To approve school session times and term/holiday dates taking direction from the Torch Academy Group Board	HoS ⇔LGB
6. To implement new policies or amendments to policies from the Torch Academy Group Board of Directors	HoS ⇔LGB
7. To feed back local issues and concerns to the TAG Board.	LGB
8. To formulate, approve and review as required policies as delegated by the Torch Academy Group Board of Directors.	LGB
9. To adopt and review the Home School Agreement	LGB
10. To issue press statements in liaison with TAG Development Officer	HOS
11. To determine matters relating to health and safety and the security of the premises and its occupants, and to determine arrangements for the maintenance of the Health & Safety Policy & Procedures	LGB HoS Governor with LGB and HoS
12. To monitor the use and suitability of the premises in H&S context.	HoS ⇔LGB
13. To monitor pupil achievement against set targets	HoS ⇔LGB
14. To agree pupil achievement targets with the Torch Academy Group Board of Directors	HOS plus Chair
15. To appoint a Governor Training/Induction co-ordinator	LGB
16. To agree and organise an annual Local Governing Body self-evaluation process.	<u>Gov training co-ordinator</u>
17. To monitor school records	Chair of Govs
18. To conduct open Parent Forum meetings and share school developments, policies and news.	LGB with HoS
19. Maintain central record of recruitment and vetting checks	HOS

20. To ensure provision of free school meals to those pupils meeting the criteria	LGB
21. To ensure that Torch Academy Group nutritional standards are met as per policy.	LGB
22. To discharge duties in respect of pupils with special needs by appointing a SENCo	HOS
23. To carry out an annual review of safeguarding children and child protection policy and procedures.	HoS/Chair reporting to TAG Directors
24. To ensure a designated teacher plus a second designated teacher for Child Protection and Looked-After Children are in place	HOS
25. To ensure the designated teacher(s) report to the Local Governing Body at least once per year.	LGB
26. To monitor asset management planning arrangements and Risk Register.	LGB
27. To procure and maintain buildings including developing properly funded maintenance plans	LGB
28. To monitor the academy's use of Pupil Premium monies	LGB
29. To participate in training so as to understand Pupil Premium	
30. To participate in governor training as provided via the Trust	LGB
31. To review the academy's Equality statement	LGB
32. To monitor the school's measures and progress in Preventing and Tackling Extremism	LGB

Finance & Resources

Function statement	Delegated to -
1. To formulate the budget plan and Best Value Statement	HoS → TAG Directors
2. To monitor expenditure (including standards fund and private school funds) against the budget plan and agree adjustments as necessary	HoS ⇔ LGB
3. Review completed mid year re-forecast return and note impact of any changes to projected carry forward.	Exec Cttee
4. Submit balance return to Torch Academy Group Board of Directors	HoS
5. To enter into contracts (below set financial limit of £10k)	HoS ⇔ LGB
6. To monitor the school's arrangements for obtaining quotations and inviting tenders	LGB
7. To maintain inventories and security of assets	HoS
8. To formulate a charging and lettings Policy in consultation with the Torch Academy Group Board of Directors	HoS ⇔ LGB
9. To formulate a charging and remissions policy for activities (non national curriculum based) in consultation with the TAG Board of Directors	Exec Cttee
10. To determine payments regarding petty cash	HoS
11. To determine arrangements for the accounts and the annual auditing of the school funds and to send audited accounts to the TAG Board.	HoS ⇔ LGB
12. To monitor actions following an internal audit	HoS ⇔ LGB

13. To approve the writing off of irrecoverable debts up to £1k and the disposal of surplus and damaged equipment	HoS ⇔LGB
14. To monitor governors' competency for Finance & Resources Committee via self-assessment forms completed annually.	Training Governor
15. To approve leasing arrangements	HoS ⇔LGB
16.	
17.	
18.	

HR Functions and Pay

Function statement	Delegated to
1. To determine the staff complement	HOS with approval by LGB
2. To review staffing structure	HoS → TAG Board
3. To review annually the performance management policy	LGB
4. To implement the performance management policy	HOS
5. To review annually the school's pay policy	LGB
6. To implement the pay policy	HOS
7. To manage the annual salary review, including post-threshold progression for teachers	HOS
8. To conduct the annual appraisal of the head of school (performance management)	Chair of Governors with TAG Directors
9. To consider the head of school's performance management appraisal in relation to the head of school's pay	Chair of Governors with TAG Directors
10. To recruit staff on the leadership spine	HoS/Chair with TAG Directors
11. To recruit all teaching staff	HoS
12. To recruit all other staff	HoS
13. To monitor the recruitment process via attendance at recruitment interviews	Link governors or LGB members
14. To suspend the head of school	CEO
15. To end the suspension of the head of school	CEO
16. To suspend other staff	HoS reporting to CEO
17. To end the suspension of other staff	HoS reporting to CEO
18. To develop (where delegated by the TAG Board of Directors) and systematically review policies relating to staffing matters and to make recommendations for adoption/amendment of these to the Local Governing Body	LGB
19. To hear appeals made by staff in relation to the above	Ad hoc gov's' panel
20. To determine dismissal payments/early retirement	HOS reporting to LGB
21. To dismiss the head of school	TAG Directors
22. To dismiss other staff	HOS/Chair with TAG Directors
23. To agree and monitor the school's training strategy for teachers, support staff and governors	LGB

Admissions and Exclusions

Function statement	Delegated to
1. To set and consult on changes to the PAN	HOS → LGB
2. To agree the admissions policy and monitor its compliance with the Admissions Code	LGB
3. To agree the behaviour policy and monitor its compliance with current legislation.	LGB
4. To hear pupil exclusions representations and determine outcome	Ad hoc panel (no staff) LGB / TAG Directors
5. To annually review the behaviour policy and the use of exclusion	LGB
6. To appoint a clerk to the discipline committee	HOS
7. To monitor and review pupil attendance	LGB
8. To monitor compliance with admissions & exclusions legislation	LGB
9. To implement the admissions policy	HOS reporting to LGB
10. To attend admissions appeals as necessary	Presenting Officer (HOS)
11. To arrange admissions appeals as necessary	HOS/Clerk to Govs

Curriculum (not applicable to insecure schools where the role will be taken by HoS reporting to TAG Directors)

Function statement	Delegated to
1. To ensure that the TAG curriculum is in place and to consider any disapplication to pupils	LGB
1. To ensure that the TAG curriculum is in place and to consider any disapplication to pupils	HoS → TAG Directors
2. To agree (where delegated) a curriculum policy	LGB
3. To implement the curriculum policy	Head of school
4. To monitor the curriculum policy	LGB & Link Governors
5. To report standards of teaching and attainment to the Local Governing Body	HoS/SLT
6. To be responsible for individual child's education	HoS
7. To ensure that the delivery of sex education and RE are in line with the governors' policies and legal guidance	LGB
8. To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues	LGB
9. To decide which subject options should be taught having regard to resources and implement provision for flexibility in the curriculum (including activities outside school day)	HoS
10. To ensure the curriculum complies with the Equality Act 2010	LGB
11. To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils	LGB & Link Governors
12. To monitor the arrangements for school visits/residentials	LGB
13. To monitor compliance with the requirements of the Ofsted Inspection Framework	LGB
14. To be involved in the formulation and review of the Ofsted self evaluation form (SEF)	LGB

15. To consider in detail any inspection report made by Ofsted or the LA and monitor progress against recommendations.	LGB
16. To ensure that the school provides pupils with a broad general knowledge of public institutions and services in England?	LGB
17. To ensure that the school encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs	LGB
18. To ensure that partisan political views are not promoted in the teaching of any subject in the school	LGB
19. To ensure that where political issues are brought to the attention of the pupils, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to pupils, whether in lessons or extra-curricular activities, on or off the school site.	LGB

The Local Governing Body of Toot Hill School has agreed the delegation of its responsibilities as indicated in this decision planner

Chair's Signature Date