

SPALDING GRAMMAR SCHOOL – GOVERNANCE SCHEME OF DELEGATION

✓	Responsible
<A	Direction of advice
C	Consulted prior to decision being made

Ensure clarity of vision, ethos and strategic direction (Trust Board)
Hold to account for educational performance of the School, and Performance Management of staff (C & S)
Oversee financial performance and make sure money is well-spent (R & A)

Governance function		Members	Trust Board	Trust Committees*		HT
				R & A	C & S	
People	Members: appoint/remove	✓				
	Trustees: appoint/remove	✓	✓			
	Role descriptions for members	✓				
	Role descriptions for trustees/chair/specific roles: agree		✓			
	Parent trustees: appoint when elected		✓			
	Board committee chairs: appoint and remove		✓			
	Named safeguarding trustee: appoint and remove		✓			
	Clerk to board: appoint and remove		✓			
Systems and structures	Articles of association: review and agree	✓	<A			
	Governance structure for the trust: establish and review annually		✓	<A		
	Committee terms of reference and scheme of delegation: agree annually		✓	<A		
	Annual schedule of governance business: agree		✓	<A		<A
	Skills audit: complete and recruit to fill gaps		✓			
	Self-review of trust board and committees: complete annually		✓			
	Succession: plan		✓	<A		
	Chair's performance: carry out 360° review periodically		✓			
	Trustee contribution: review annually		✓			

Governance function		Members	Trust Board	Trust Committees*		HT
				R & A	C & S	
Reporting	Publish governance arrangements on trust website: ensure					✓
	Register of all interests (business, pecuniary, loyalty) for members/trustees: establish and publish		✓			
	Annual report on the performance of the trust: submit to members and publish		✓	<A		
	Annual self-review of board effectiveness: submit to members		✓			
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓	<A		
	Overall responsibility for ensuring that statutory requirements for information published on the school website are met		✓	<A		<A
	To publish and update at least annually a SEN Information Report		✓		✓	✓
	ESFA required reports and returns: submit		✓			C
Being strategic	Determine trust policies which reflect the trust's ethos and values: approve		✓			C
	Management of risk: establish register, review and monitor		✓			C
	Engagement with stakeholders: ensure		✓			✓
	Determine trust's vision, strategy and key priorities: approve		✓			C
	Chief executive officer / Accounting officer: appoint and dismiss		✓			
	Budget plan to support delivery of trust key priorities: agree		✓			C
	Pay Policy: establish and agree		✓	<A		<A
	Trust's staffing structure: agree		✓			C
	Appoint teaching and support staff					✓
	Ensure a broad and balanced curriculum is in place		✓		<A	<A
Annually determine admission arrangements and carry out consultation in accordance with required timeframes		✓			<A	

Governance function		Members	Trust Board	Trust Committees*		HT
				R & A	C & S	
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓			C
	Monitoring progress on key priorities: agree reporting arrangements		✓			C
	To produce and maintain a central record of recruitment and vetting checks					✓
	Appraisal of the Headteacher: undertake		✓			
	Appraisal of staff: undertake					✓
Financial oversight	External auditors: appoint	✓				
	Chief financial officer: appoint		✓	<A		C
	Trust's scheme of financial delegation: establish, monitor and review		✓			C
	External auditors' report: receive and respond		✓	<A		
	Headteacher's pay award: agree		✓	<A		
	Staff appraisal procedure and pay progression: review and agree		✓	<A		<A
	Benchmarking and trust wide value for money: ensure robustness		✓			
	Determine trust financial policies which ensure value for money: approve		✓	<A		C
	To approve the annual and five-year budget		✓	<A		
	Monitoring budget: agree reporting		✓			C

*Governance Committees:

R & A = Resources and Audit

C & S = Curriculum and Standards