



**Westcliff High School**  
for Boys

**SCHEME OF  
DELEGATION**

<b>REVIEWED:</b>	Autumn Term 2019
<b>COMMITTEE:</b>	Governing Board
<b>DATE OF NEXT REVIEW:</b>	Autumn Term 2020

## **DELEGATION - GENERAL**

The Articles of Association of Westcliff High School for Boys Ltd state 'Subject to provisions of the Companies Act 2006, the Articles and to any directions given by special resolution, the business of the Academy Trust shall be managed by the Governors who may exercise all powers of the Academy Trust. No alterations of the Articles and no such direction shall invalidate any prior act of the Governors which would have been valid if that alteration had not been made or that direction had not been given.

Under the Articles of Association of Westcliff High School for Boys, the Governors may delegate to any Governor, Committee, the Headmaster 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 Governors may impose and may be revoked or altered.

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

The Governors may establish any Committee to exercise powers and functions of the Governors. The constitution, membership and proceedings of any Committee of the Governors shall be determined by the Governors. The establishment, terms of reference, constitution and membership of any Committee of the Governing Board shall be reviewed at least once in every twelve months. No vote on any matter shall be taken at a meeting of a Committee of the Governors unless the Committee is quorate or agreement has been reached through other reasonable means such as electronic discussion or conference call.

The Governing Board 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 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 efficient and effective value for money in the managements of the School's resources
- ensuring sound leadership and management, and ensuring that the Senior Team and other staff as necessary are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;
- maintaining a transparent system of prudent and effective internal controls;
- management of the School's financial, human and other resources;
- monitoring academic performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- helping the School be responsive to the reasonable 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 Governing Board has agreed to establish the following committees in order efficiently to discharge various of its functions and to exercise certain of its powers, that is:

- the Finance, Administration & Property Committee (Audit Committee)
- the Personnel Committee
- the Performance Scrutiny Committee
- the Teaching Quality & Pastoral Care Committee.

In respect of each of those Committees the Governing Board has reviewed and approved the Terms of Reference as are set out below. The four Committees shall operate under the Terms of Reference agreed by the Governing Board. The Governing Board has agreed to delegate to those respective Committees the rights and powers necessary to carry out the functions and exercise the duties described in those Terms of Reference and, subject always to the particular limits and restrictions otherwise described in this Scheme of Delegation and the Governing Board's unfettered right to resume the delegation at any time should it decide to do so then by this Scheme of Delegation executed on behalf of the Governing Board and the Headmaster hereby now delegates such rights, powers and duties to those respective Committees.

The Committees are authorised by the Governing Board to investigate any activity within their Terms of Reference, and to seek any information they require from the Headmaster in the conduct of their legitimate inquiries. The four Committees are authorised to obtain independent professional advice if they consider this necessary. The Governing Board shall determine how often the Committees shall meet. The Clerk will advise all members of the Governing Board when the agenda and accompanying papers and subsequent minutes are loaded onto the Governors' portal.

Each Committee should be chaired by a Governor and no vote on any matter shall be taken at a meeting of a Committee unless the Committee is quorate or agreement has been reached through electronic discussion or conference call. Each such Committee shall report to the Governing Board regularly upon how such Committee has discharged the functions delegated to it and exercised the power delegated to it and it shall make such report within a reasonable time.

The establishment of Committees does not absolve the Governing Board of its overall responsibility. In respect of the following matters the right, power and duty to discharge the function and exercise the relevant power is reserved to be executed by the Governing Board. They are:

- to approve the School's three-budget annually
- to approve the School's Development Plan
- to approve the School's annual audited accounts
- to approve the School's Scheme of Delegation
- to approve the School's Admissions Policy
- the appointment of the Headmaster/Accounting Officer
- the appointment of the Chief Financial Officer
- and all duties as identified in the Academies Financial handbook which may not be delegated.

## **HEADMASTER**

The Governors have appointed the Headmaster to manage and provide leadership, internal organisation, management and control of the School (including the implementation of all policies approved of by the Governors) and for the direction of the teaching and curriculum at the School. The Headmaster will be an ex-officio Governor. Such powers and functions delegated to the Headmaster are further described in specific policies adopted by the Governing Board, the Academies Financial Handbook and other relevant sources.

Subject always to the particular limits and restrictions otherwise described in this Scheme of Delegation and without prejudice to the Terms of Reference of the various Committees which have been hereby established and without derogating from the discharge of duties and exercise of powers by such Committees in accordance with those respective Terms of Reference the Governing Board now delegates to the Headmaster the duty to discharge and the power reasonably necessary for him properly and reasonably to discharge his role as Headmaster and functions in respect of the leadership, internal organisation, management and control of the School (including the implementation of all policies approved of by the Governors) and for the direction of the teaching and curriculum at the School.

## GOVERNORS' MEETINGS

The Governing Board must meet at least once a term. No business can be agreed at any meeting unless a quorum is present.

Governors must appoint a Clerk to the Governing Board, who must be someone other than a Governor or the Headmaster of the School.

Where such matters have not been delegated to a specific Committee or where they are delegated but the relevant Committee wishes to refer back to the Governing Board, meetings of the Governing Board 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, vehicles, projectors etc.

Where such matters have not already been considered by Committee, Governor's should consider at least once a year:

- the School's goals and how they are being met;
- review of the performance of external providers and contractors
- review and approval of the School's annual accounts and report of the trustees;
- review and approval of the three-year financial budget for the following years, and five-year forecast budget figures;
- review and approval of insurance arrangements 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.

Decisions taken by individual members or Committees of the Board under delegated powers should be recorded in written minutes available to the Governing Board as a whole.

## GENERAL TERMS OF REFERENCE FOR COMMITTEES

### General

The terms of reference for a committee of the Governing Board must be approved by the Governing Board and reviewed each year. They provide the sole, agreed framework within which a committee operates.

#### 1. Membership

- 1.1 A Committee shall consist of not less than five Governors including the Headmaster (Accounting Officer). The Headmaster shall be entitled, when reasonably required, to appoint an alternate in his or her stead. That alternate shall be a member of the Senior Team of the School.
- 1.2 The membership of a committee will be agreed on an annual basis, in preparation for the coming year, at the first meeting of the Governing Board each academic year.

- 1.3 Only committee members, as approved by the Governing Board, shall have the right to vote on any resolution placed before the committee. The Chair of a committee may have a casting vote in the event of a tie of votes.
2. **Quorum**
  - 2.1 The quorum shall be half the committee members plus one member. The Headmaster or his/her alternate must be present, save where the discussion is in relation to the Headmaster's terms and conditions of employment.
  - 2.2 A vote will not be accepted by the Governing Board unless the committee is quorate for the vote.
3. **Chairperson**
  - 3.1 The Chair of a committee is agreed by the Governing Board on an annual basis, in preparation for the coming year, at the first full meeting of the Governing Board each academic year. No Governor employed at the School will act as Chair to a committee. One Deputy Chair is also agreed at the same time to cover absence of the Chair.
4. **Meetings**
  - 4.1 A committee will meet three times per year, or more frequently as may from time to time be required.
  - 4.2 In the event of a need to make demonstrable urgent decision(s) between meetings on matters falling within the remit of a committee, the Chair of the committee, in consultation with the Chair of Governors, Headmaster, and/or Deputy Chair of the committee and other committee members, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the Governing Board.
5. **Standing Orders**
  - 5.1 The agenda for meetings shall be distributed to all committee members at least five days before the meeting or as long before any meeting as practically possible.
  - 5.2 Attendance at each committee meeting, issues discussed and recommendations for decisions will be minuted.
  - 5.3 The minutes will be included on the agenda and in the papers of the next meeting of the Governing Board, or as soon as practically possible following that meeting. Where minutes are not available, due to the scheduling of meetings, the Chair of a committee will be responsible for giving an oral summary of the committee's deliberations to the Governing Board.
  - 5.4 The committee will have due regard for confidentiality in all matters placed before it.
6. **Declarations of Interest(s)**
  - 6.1 At the start of each meeting, committee members must declare any actual or potential interest(s) in relation to any item on the agenda and/or where an item arises during the course of a meeting and such intent should be declared.
  - 6.2 If an actual or potential interest is declared it must be recorded in the School's Register of Business and Pecuniary interests.
  - 6.3 Committee members may not vote on items where they have declared an actual or potential conflict of interest.

## **FINANCE, ADMINISTRATION & PROPERTY COMMITTEE**

The Headmaster in his role as Accounting Officer and the Director of Resources & Support Services (as Chief Financial Officer) will attend meetings of the Committee. The clerk of the FA&P Committee is the School's Bursar. In the absence of the clerk, the FA&P Committee will elect a replacement for the meeting.

Please see Appendix A for the Financial Scheme of Delegation.

### **Duties**

The specific duties of the FA&P Committee shall be to:

- 1.1 Identify, plan, monitor and evaluate appropriate sections of the School Development Plan and/or Post OfSTED Action Plan.

- 1.2 Prioritise the delivery by the School of the elements of the School Development Plan relevant to the FAPC within agreed timescales
- 1.3 Consider the academy's indicative funding, notified annually by the Education & Skills Funding Agency (ESFA) and to assess its implications for the academy, in consultation with the Headmaster, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Body.
- 1.4 Incorporate the impact of the School Development Plan into the budgeting and planning cycle.
- 1.5 Receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the School Development Plan.
- 1.6 Consider and recommend for approval by the Governing Body the first formal three to five budget plan each year, completing this in keeping with ESFA regulations and time frames.
- 1.7 Review relevant ESFA Benchmark data on an annual basis.
- 1.8 Monitor the use and effectiveness of Pupil Premium funds.
- 1.9 Monitor Health and Safety arrangements and reports.
- 1.10 Review the School's buildings strategy and to contribute to Asset Management Planning arrangements.
- 1.11 Ensure that adequate buildings insurance and indemnity insurance is arranged and maintained.
- 1.12 Exercise responsibility for the School's Financial Management and the integrity of its Financial Procedures ensuring that those Procedures are in conformity with the Academies' Financial Handbook and that an Annual Report is prepared in compliance with Company Law.
- 1.13 Set financial limits within which the School may enter contracts in accordance with financial regulations.
- 1.14 Authorise expenditure, in accordance with the Budget, over the specific level delegated to the Headmaster.
- 1.15 Monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the School, and with the financial regulations of the ESFA, drawing any matters of concern to the attention of the Governing Body.
- 1.16 Monitor the P&L account and variance report against the budget and recommend required actions.
- 1.17 Inform itself regarding any relevant changes to Company or Charity Law and advise the full Governing Body accordingly.
- 1.18 Establish and review the policies allocated to the FAPC by the Governing Body as identified on the Governors' Portal.
- 1.19 Contribute to Governing Body and School Self Review and with particular reference to the OfSTED Framework.
- 1.20 Consider such other matters as may be referred to the Committee by the Governing Body.
- 1.21 Fulfil the responsibilities of the School's Audit Committee as identified in ESFA Academies Financial Handbook\*. The duties will include:
  - Receive auditors' reports, to respond as appropriate and to recommend to the full Governing Body action as appropriate in response to audit findings;
  - Recommend to the full Governing Body the appointment or reappointment of the auditors of the Academy;
  - Receive and consider monitoring reports at least three times per year from the Responsible Officer in order to support internal control procedures;
  - Appoint the School's Responsible Officer;
  - With advice from the School's appointed auditors, review the appropriateness of, and any changes to, accounting policies on an annual basis;
  - Monitor and review effectiveness of School's risk management systems and procedures;
  - Put in place a programme of work to provide assurance on financial controls and risks;
  - Ensure that information submitted to the DfE and ESFA that affects funding, including pupil number returns and funding claims completed by the trust, is accurate and in compliance with funding criteria.

\*Employees of the School may be members of the Audit Committee function of the FAPC but should not participate as members when audit matters are discussed; they may remain in attendance to provide information and participate in discussions. The Headmaster, as Accounting Officer, and the Director of Resources and Support Services (Chief Financial Officer) should routinely attend.

## **The Responsible Officer**

The Governing Board will need to consider how it monitors and checks the operation of the financial management arrangements that have been established and are operated by officers of the School. To assist in this, they may choose to appoint a person who will have specific responsibility for reviewing the financial arrangements on their behalf (a Responsible Officer)

- 1.1 The committee will appoint a governor to act as Responsible Officer from its membership.
- 1.2 The Responsible Officer (RO) will provide Governors with an independent oversight of the School's financial affairs. The main duties of the RO are to provide the Governing Body with independent assurance that:
  - the financial responsibilities of the Governing Body are being properly discharged;
  - resources are being managed in an efficient, economical and effective manner;
  - sound systems of internal financial control are being maintained;
  - Financial considerations are fully considered in reaching decisions.
- 1.3 The Responsible Officer will arrange to undertake a regular programme of reviews on behalf of the Committee. (S)he will ensure that financial transactions have been properly processed and that controls are operating as laid down by the Governing Body. A report of the findings from each visit will be presented to the FAPC.

## **Audit Committee Function**

School Trusts must establish a Committee, appointed by the Governing Board, to provide assurance over the suitability of, and compliance with, its financial systems and operational controls. Taking into account the differing risks and complexity of their operations.

Whilst all Trusts with an annual income over £50 million must have a dedicated Audit Committee, other School Trusts have the flexibility to establish either a dedicated Audit Committee, or to include the functions of an Audit Committee within another Committee.

Westcliff High School for Boys includes the functions of an Audit Committee within the Terms of Reference for its Finance, Administration and Property Committee.

These functions are designed to achieve internal scrutiny which delivers objective and independent assurance and therefore whilst the specific audit matters are addressed the Headmaster and Director of Resources & Support Services will attend to participate in discussions, but will not vote or act as members on audit matters. For example, audit matters will include Risk Management, the appointment of the Responsible Officer and the appointment of the external auditor.

The audit functions must focus on providing assurances to the Governing Board that all risks are being adequately identified and managed with particular regard to reviewing the risks to internal financial control at the School and agreeing a programme of work to address, and provide assurance on, those risks.

Oversight extends to ensure that information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims completed by the Trust is accurate and in compliance with funding criteria.

The outcome of the Committee's work should inform the Governance Statement that accompanies the School's Annual Accounts and, so far as is possible, provide assurance to external auditors.

## **Accounting Officer/Headmaster**

The Funding Agreement and the Academies' Financial Handbook requires each School to identify the Senior Executive Leader as the Accounting Officer. The role of Accounting Officer includes specific responsibilities for financial matters as referenced in the Academies Financial Handbook. It includes a personal responsibility to Parliament, and to ESFA's Accounting Officer, for the financial resources under the Trust's control. Accounting Officers must be able to assure Parliament, and the public, of high standards of probity in the management of public funds.

The appointment of an Accounting Officer does not remove the responsibility of Governors, both individually and as a Board, for the proper conduct and financial operation of the School

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the Director of Resources & Support Services or Bursar. Within the framework of the School Development Plan, as approved by the Governing Board, the Headmaster has overall executive responsibility for the School's activities including financial activities. Many of the financial tasks have been delegated to the Director of Resources & Support Services but the Accounting Officer still retains responsibility as per the requirements of the Academies Financial Handbook. Whilst accountability for financial matters cannot be delegated, in the day to day financial management of the academy, the Accounting Officer will inevitably need to place reliance on the work of the Chief Financial Officer.

### **Director of Resources & Support Services**

The main responsibilities of the Director of Resources & Support Services 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 Governing Board;
- 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;
- ensuring forms and returns are sent to the DfE/ESFA in line with the timetable in the DfE/ESFA guidance. Signing such forms as necessary;

## **PERSONNEL COMMITTEE**

The Headmaster and the Director of Resources & Support Services will attend meetings of the Committee. The clerk of the Personnel Committee is the Director of Resources and Support Services. In the absence of the clerk, the Personnel Committee will elect a replacement for the meeting.

### **Duties**

The specific duties of the Personnel Committee (PC) shall be to:

- 1.1 Identify, plan, monitor and evaluate appropriate sections of the School Development Plan and/or Post OfSTED Action Plan.
- 1.2 To work with the School to set the priorities of the elements of the School Development Plan relevant to the PC.
- 1.3 To oversee and approve the preparation of a range of policies covering (but not limited to): Appointment of staff; Staff reductions including redundancy; Early retirement; Leave of absence; Extension of sick pay; Disciplinary procedures; Grievance procedures; Appeal procedures; Equal opportunities; Pay and to ensure that these are reviewed and amended from time to time. The PC shall be entitled to make all decisions as may reasonably be required in order that it may exercise the functions and powers delegated to it by the Governing Board and discharge the duties delegated to it by the Governing Board in accordance with the policies.
- 1.4 To consider and approve teaching staff structures especially at senior level and in relation to TLR positions, and to oversee and approve annual salary reviews in line with the School's pay policy.
- 1.5 To consider and approve structures for the support staff required to cover the wide range of responsibilities in accordance with developments in the sector and approve annual salary reviews in line with the School's pay policy.
- 1.6 To consider and approve strategic (as opposed to operational) direction on any personnel issues including, in particular, any referred by the Headmaster,
- 1.7 To keep under review the School's systems for monitoring staff performance to ensure these remain fit for purpose. To receive information on staff in difficulty and to offer advice to the Headmaster on particular cases as appropriate.
- 1.8 Monitor and review the School's Continuous Professional Development arrangements for staff.
- 1.9 To keep under review matters relating to the Pay & Conditions of Service of staff ensuring that these reflect appropriately the School's position and competitiveness.
- 1.10 To consider such other matters as may be referred to the PC by the Governing Body.

- 1.11 Contribute to Governing Body and School self-review with particular reference to the OfSTED Framework.

## **PERFORMANCE SCRUTINY COMMITTEE**

The Headmaster and the Deputy Headmaster will attend meetings of the Committee. The clerk of the Performance Scrutiny Committee is the Deputy Headmaster. In the absence of the clerk, the Performance Scrutiny Committee will elect a replacement for the meeting.

### **Duties**

The specific duties of the Performance Scrutiny Committee shall be to:

- 1.1 Identify, plan, monitor and evaluate appropriate sections of the School Development Plan and/or Post OfSTED Action Plan.
- 1.2 Prioritise the delivery by the School of the elements of the School Development Plan relevant to the PSC within agreed timescales
- 1.3 Recommend, to the Governing Body, the School achievement targets based on national and School expected outcomes.
- 1.4 Hold the School, through the Headmaster and his Senior Team, accountable for its performance, using a full range of agreed metrics including public examination results, pupil performance data for all current cohorts, pupil attendance, pupil behaviour, pupil engagement in the School's wider corporate life, and the destinations of its leavers.
- 1.5 Receive from the Headmaster or other members of the Senior Team to whom he may delegate that task, pupil data including, pupil outcomes, pupil progress, departmental performance, historic trends and relevant comparative data of Schools in similar circumstances.
- 1.6 Track and assess performance across the School comparing, cohorts, divisions (Lower School, Middle School and Sixth Form) and subject departments.
- 1.7 Consider whether particular groups of pupils make more progress than others and if so, why Such groups would include, SEND, PPG, EAL, Boys & Girls, Continuing Students & New Students (Sixth Form only) and the Most Able.
- 1.8 Monitor the progress of students against School targets to ensure that there is effective tracking, intervention and support.
- 1.9 Consider how the School's present achievement and progress compares with its previous record as well as compared to national and local (similar schools) performance and to receive and examine proposals for further improvement.
- 1.10 Consider any departmental/cohort inspection (verification) reports produced by the Senior Team. In particular, to examine the proposed actions for improvement.
- 1.11 Discuss the School's performance with the Headmaster and examine proposals from him for promoting improvement in pupils' performance.
- 1.12 Report back to the Governing Body on the work carried out and to raise with the Governing Body, any general conclusions reached from these analyses such that all Governors may have an informed understanding of School performance and thereby be able to effectively contribute to Governance.
- 1.13 Contribute to Governing Body and School Self Review and with particular reference to the OfSTED Framework
- 1.14 Establish and Review the policies allocated to the PSC by the Governing Body as noted on the Governors' Portal.

## **TEACHING QUALITY & PASTORAL CARE COMMITTEE**

The Headmaster and the Deputy Headmaster will attend meetings of the Committee. The clerk of the Teaching Quality and Pastoral Care Committee is the School's Deputy Headmaster. In the absence of the clerk, the Teaching Quality and Pastoral Care Committee will elect a replacement for the meeting.

### **Duties**

The specific duties of the Teaching Quality & Pastoral Committee (TQPCC) shall be to:

## **Outcomes**

- 1.1 Receive from the Headmaster, or other members of the Senior Team to whom he may delegate that task, pupil data including, pupil attendance, pupil outcomes, pupil progress, departmental performance, historic trends and relevant comparative data of Schools in similar circumstances.
- 1.2 Discuss the School's performance with the Headmaster and examine proposals from him for promoting improvement in the quality of teaching and pastoral care for pupils, including the implications for staffing.
- 1.3 Consider evidence relating to Teaching Quality and Pastoral Care provided by the Headmaster and his Senior Team as derived from the School's own internal systems of evaluation and other sources.
- 1.4 Monitor the provision of teaching at all levels of ability and with reference to student categories, such as SEND, LAC, PPG, Most Able and EAL.
- 1.5 Consider any departmental/cohort inspection (verification) reports produced by the Senior Team. In particular, to examine the proposed actions for improvement.
- 1.6 Monitor the effectiveness of the Pastoral Structure in personalising support for every student ensuring that interventions are effective.
- 1.7 Consider and review pupils' attitudes towards the School, doing so using a range of indicators including their well-being and happiness.
- 1.8 Consider and promote Student Voice
- 1.9 Monitor the School's Admissions data and arrangements and ensure the Governors meet their statutory duties in respect of the National Admissions Code.

## **Curriculum & Pastoral Provision**

- 1.10 Ensure the School's curriculum is relevant and appropriate for all students and advise the Governing Body on the statutory obligations in relation to the School's curriculum.
- 1.11 Consider Teaching Quality with particular reference to outcomes from the School's annual Performance Review cycle, and to consider and discuss strategies which the School may adopt and / or may be pursuing to remedy weaknesses.
- 1.12 Ensure the School's curricular and pastoral provision promotes the School's Learner Profile to the entire School community.
- 1.13 Ensure appropriate arrangements are in place for personal, social and health education and the pastoral welfare of all students.
- 1.14 Ensure the effectiveness of the School's Careers and Higher Education Provision for pupils
- 1.15 Consider the arrangements made by the School to encourage pupils' development outside the School day whether through activities promoted directly by the School or through encouraging wider initiatives.
- 1.16 Consider the relationships between Home and School at different levels and to keep the School's Home/School Agreement under review.
- 1.17 Consider arrangements for ensuring parents are kept informed of their child's progress through effective assessment and information sharing.

## **Other Duties**

- 1.18 Identify, plan, monitor and evaluate appropriate sections of the School Development Plan and/or Post OfSTED Action Plan.
- 1.19 Prioritise the delivery by the School of the elements of the School Development Plan relevant to the TQPCC within agreed timescales.
- 1.20 Ensure a Governor is appointed by the full Governing Body with specific responsibility to monitor SEND provision and that Governors meet their statutory duties in respect of the National Code of Practice.
- 1.21 Ensure a Governor is appointed by the full Governing Body with specific responsibility to monitor provision for Looked After Children.
- 1.22 Ensure a Governor is appointed by the full Governing Body with specific responsibility to monitor child protection.
- 1.23 Draw on appropriate external advice to fulfil its duties in relation to pupil disciplinary matters, as required by the School's Disciplinary Policy.
- 1.24 Report back to the Governing Body on the work carried out by the TQPCC and to raise with the Governing Body, any general conclusions reached such that all Governors may have an informed understanding of Teaching Quality and Pastoral Care matters and thereby be able to effectively contribute to Governance.

- 1.25 Contribute to Governing Body and School Self Review and with particular reference to the OfSTED Framework
- 1.26 Establish and review the policies allocated to the TQPCC by the Governing Body as noted on the Governors' Portal.

## Appendix A

### FINANCIAL SCHEME OF DELEGATION

The Governing Bodies of Schools are responsible for ensuring that regulations set out by their Regulatory Bodies are adhered to. Schools require a Financial Procedures Manual, which explains the financial procedures adopted by the Governing Board. Some decisions may be delegated, but the Governing Board as a whole remains responsible for any decision made under delegation. A Scheme of Delegation specifies levels of delegation in writing and is usually included in the Financial Procedures Manual.

It is essential that there is segregation of duties in all transactions so that no one person has control of any transaction.

School	Full Governing Board	Finance Committee	Headmaster	Deputy Headmaster	Director of Resources/Bursar
<b>Commitment to purchase</b>	> £10,000 per item	> £10,000 per item	Up to £10,000 per item	Up to £1,000 per item	Up to £1,000 per item
<b>Authorisation of invoices</b>	> £10,000 per item	> £10,000 per item	Up to £10,000 per item	Up to £1,000 per item	Up to £1,000 per item
<b>Virements</b>	> £10,000 and < £30,000 per item	> £10,000 and < £30,000 per item	Up to £10,000 per item	None	None
<b>Budget approval</b>	Full Governing Board approval	Detailed review by the Finance Committee with a recommendation that the budget should be approved by the Full Governing Board.	Presentation to Finance Committee	None	Preparation of budget with Headmaster
<b>Approved suppliers list</b>	Delegated to Finance Committee	Reviewed annually. New suppliers who are likely to exceed a specified monetary threshold must be approved before work is placed with them.	Presentation to Finance Committee	None	Reviewed regularly and presented to Finance Committee annually
<b>Contract placement</b>	Consistent with commitment to purchase on a per annum basis	Consistent with commitment to purchase on a per annum basis	Consistent with commitment to purchase on a per annum basis	None	Consistent with commitment to purchase on a per annum basis
<b>Exceptional payments</b>	> £10,000 per item	> £10,000 per item	Up to £10,000 per item	Up to £1,000 per item	Up to £1,000 per item

School	Full Governing Board	Finance Committee	Headmaster	Deputy Headmaster	Director of Resources/Bursar
<b>Purchase orders</b>	> £10,000 per item	> £10,000 per item	Up to £10,000 per item	Up to £1,000 per item	Up to £1,000 per item
<b>Purchase payments</b>	> £10,000 per item	> £10,000 per item	Up to £10,000 per item	Up to £1,000 per item	Up to £1,000 per item
<b>Salaries – new employee</b>	Full Governing Board approval	Reviewed by Finance Committee with recommendation the Full Governing Board approves	Authorisation if an existing approved post	None	None
<b>Salaries – change in salary rate</b>	Full Governing Board approval	Reviewed by Finance Committee with recommendation the Full Governing Board approves	None	None	None
<b>Salaries – overtime claim</b>	> £2,000 per claim	> £2,000 per claim	Up to £2,000 per claim	Up to £1,000 per claim	Up to £1,000 per claim
<b>Salaries – expense claim</b>	> £1,000 per claim	> £1,000 per claim	Up to £1,000 per claim	Up to £500 per claim	Up to £500 per claim
<b>Salaries – monthly payroll run</b> <i>(Two signatures should be required and nobody should be able to authorise a change to their own salary.)</i>	None	None	Up to agreed BACs limit	None	Up to agreed BACs limit
<b>Settlement agreement</b>	Approval in line with the Academies Financial Handbook	Approval in line with the Academies Financial Handbook	None	None	None
<b>Write-off of a fixed asset</b>	Approval in line with the Academies Financial Handbook	Approval in line with the Academies Financial Handbook	None	None	None
<b>Write-off of a bad debt</b>	Approval in line with the Academies Financial Handbook	Approval in line with the Academies Financial Handbook	None	None	None

# APPROVAL

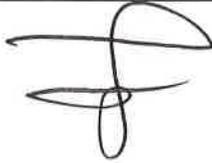
By order of the School Trust, we approve the Westcliff High School for Boys' Scheme of Delegation.

**Chair of School**

Print name:

J/H Seshan Jon

Sign:



Date:

8/10/19

**Headmaster**

Print name:

Michael A SKELLY

Sign:



Date:

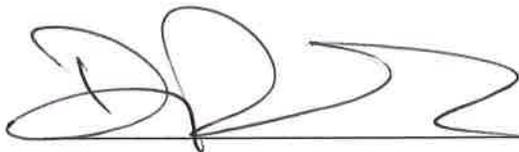
20/9/19

**Director of Resources & Support Services**

Print name:

DAVID PARTRIDGE

Sign:



Date:

17/09/2019