

Academy Board Framework of Delegation: St George's School Harpenden

The colours in the framework indicate how functions and tasks are delegated to (or supported and advised by) specific governance committees or the Headteacher. The Full Governing Board (FGB) is, as a whole, responsible for any delegated tasks and decisions, and so any material decisions taken by a committee or the Headteacher are reported back to the FGB in a timely manner.

Responsible Body	
Full Governing Board (FGB)	Green
Staff and Students Committee (SAS)	Purple
Finance Audit and Facilities Committee (FAF)	Yellow
Environment and Engagement Committee (EE)	Blue
School through the Headteacher	Pink

- ✓ The FGB has delegated this task to one of its governance committees or directly to the School through the Headteacher
- ✓ (S) A specific governance committee or the Headteacher supports and advises the FGB in carrying out this task (or one of its committees if delegated from the FGB)

Function	Task	FGB	Committee	Headteacher	We have delegated this to...
Admissions	Determine the School's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓ (S)		Admissions Sub Committee
	Ensure admissions arrangements comply with the School Admissions Code and are fair, clear and objective. Monitor the impact of the School's determined admissions criteria.		✓	✓ (S)	
	Resolve any matters concerning the application of admissions criteria to admissions applications		✓		Admissions Sub Committee
	Establish an independent appeals panel when there are admissions appeals	✓			Appeals are managed by Herts County Council

Function	Task	FGB	Committee	Headteacher	We have delegated this to...
Behaviour and Suspensions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than five school days			✓	
	Convene a meeting to consider reinstating an excluded pupil, and consider parents' representations about a suspension or permanent exclusion in some circumstances	✓	✓		A Sub Committee is formed as required
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓			
Curriculum	Ensure the School teaches a broad and balanced curriculum to the age of 16			✓	
	Ensure all pupils are provided with independent careers guidance from year 8 to year 13			✓	
Governing Board Procedures	Hold Full Governing Board meetings at least three times a year	✓			
	Elect a chair and vice-chair of the governing board	✓			
	Appoint a clerk	✓			
	Determine the constitution, membership and terms of reference of any committee and review this at least annually. Appoint or elect a chair for each committee.	✓			
	Delegate functions and tasks through the Academy Board Framework of Delegation	✓			
	Ensure all statutory policies and documents are in place	✓			See separate policy list to see where delegation is undertaken
	Undertake regular skills audits and review membership of the governing board		✓		
Finance and Budgeting	Appoint a senior executive leader as the accounting officer and a chief financial officer of the trust	✓			

Function	Task	FGB	Committee	Headteacher	We have delegated this to...
	Establish an Audit and Risk Committee	✓			Part of FAF terms of reference
	Maintain adequate accounting records and prepare the trust's annual report and financial statements in line with the Charity Commission's Statement of Recommended Practice (SORP) and Department of Education's Accounts Direction	✓	✓ (S)		
	Submit an Academies Accounts Return annually to the Department for Education	✓			Submission made by external auditor
	Establish a Schedule of Financial Delegation to sit alongside the overall Academy Board Framework of Delegation	✓	✓ (S)		
	Approve a balanced budget for both Academy and Boarding activities and submit an accurate three-year Budget Forecast Return (BFR) each financial year to the Department for Education	✓	✓ (S)		
	Refer novel, contentious and/or repercussive transactions to the Department for Education for explicit prior authorisation	✓	✓ (S)		
	Make recommendations to trust members on the appointment/reappointment of the external auditor	✓	✓ (S)		
	Ensure the trust has adequate insurance cover		✓		
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and senior employees	✓			
	Appoint and approve the work of the trust's internal audit provider		✓		
	Monitor the implementation of IT security and cyber policies		✓		
Health and Safety	Ensure the school estate is managed strategically and maintained in a safe condition	✓	✓ (S)		
	Monitor the implementation of health and safety policy		✓		

Function	Task	FGB	Committee	Headteacher	We have delegated this to...
	Ensure there is an appointed person to check the School meets its health and safety duties		✓	✓ (S)	
Pupil Wellbeing	Ensure the School complies with the Equality Act 2010 and the Public Sector Equality Duty (PSED), and publishes equality objectives and information about how it is doing this	✓	✓ (S)		
	Make arrangements for supporting pupils with medical conditions		✓	✓	Headteacher reporting into SAS
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post-LAC, and that they undertake appropriate training			✓	
	Ensure eligible pupils receive free school meals			✓	
Parents and the Community	Ensure statutory information for parents is published on the School's website			✓	
	Approve a complaints procedure	✓			
	Establish a complaints panel as required to consider any formal complaints about the School and any community facilities or services it provides	✓			
	Monitor the implementation of policies to comply with the Freedom of Information Act 2000 and UK General Data Protection Regulations (UK GDPR)		✓		
	Develop and review stakeholder relationships for the benefit of the School		✓		
Safeguarding	Ensure the School has effective safeguarding policies and procedures in place	✓		✓ (S)	
	Ensure a member of the governing board takes leadership responsibility for safeguarding and that they receive appropriate training	✓		✓ (S)	
	Ensure all members of the governing board receive safeguarding training	✓		✓ (S)	
	Appoint a member of staff to be the Designated Safeguarding Lead			✓	
	Monitor compliance with statutory guidance on safeguarding	✓	✓		

Function	Task	FGB	Committee	Headteacher	We have delegated this to...
	Ensure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school		✓	✓	Headteacher reporting into SAS
	Ensure that effective support is provided for any employee facing a safeguarding allegation			✓	
Special Educational Needs and Disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the School's arrangements for SEND	✓			
	Ensure the necessary special education provision is made for any pupil who has SEND, and monitor its effectiveness		✓	✓	Headteacher reporting into SAS
	Ensure the School produces and publishes online a SEND information report		✓	✓	Headteacher reporting into SAS
	Monitor the impact of pupil premium funding	✓	✓	✓	Headteacher reporting into SAS and then FGB
	Ensure a qualified teacher is appointed as the special educational needs co-ordinator (SENCO) for the School, and that they have sufficient time and resources to carry out their role effectively			✓	
	Ensure the School follows the SEND Code of Practice published by the Department of Education and Department of Health			✓	
	Co-operate with the local authority in developing the School's SEND provision			✓	
	Ensure that parents are notified when special educational provision is made for their child			✓	
	Ensure that teachers are aware of the importance of identifying pupils who have SEND and providing appropriate teaching			✓	
Staffing Matters	Appoint or dismiss the Headteacher	✓			
	Undertake the Head's performance review	✓	✓		A Sub Committee of the FGB

Function	Task	FGB	Committee	Headteacher	We have delegated this to...
	Approve the appointment and grade banding of staff on the Senior Leadership Team	✓			
	Ensure the School follows an agreed policy and process for reviewing and approving annual pay scale uplifts and pay progression within bands		✓		Pay Sub Committee
	Ensure employment law and guidance is followed		✓	✓	Headteacher reporting into SAS
	Ensure safer recruitment procedures are applied for all appointments (for example, disclosure and barring checks)			✓	
Boarding	Review and approve boarding fees on an annual basis	✓	✓ (S)		
	Ensure the School's boarding facilities, practices and procedures meet National Minimum Standards (NMS)		✓	✓ (S)	
	Oversee the marketing of boarding and its sustained financial stability as a 'going concern'		✓	✓ (S)	