



Westbury on Trym Church of England Academy

Scheme of Delegation

Adopted: October 2021

Last reviewed: Autumn 2026

Signed....Stephanie Pritchett.....**Chair of Governors**

Introduction

The Scheme of Delegation is granted to the school by the Board of Trustees. The Trustees may withdraw this delegation of part of it if there is significant concern, supported by robust data, around the actual or predicted outcomes of pupils, the safety and welfare of pupils or the financial stability of the school.

The Members Board

The Members Board is the statutory Board overseeing governance and delivery of Westbury on Trym CE Academy's charitable objective. The Members Board normally consists of 5 Members and they are responsible for:

- Appointing / removing Members
- Appointing / removing Trustees
- Agreeing role description for Members
- Approving any amendments made to the Trust's Articles of Association
- Reviewing the Board of Trustees annual report on the performance of the Academy

The Board of Trustees (Full Governing Body/FGB)

The Board of Trustees are the statutory Governing Body and will delegate according to the provisions set out in the Trust Articles, Funding Agreement and this Scheme of Delegation. Only the Board of Trustees can take decisions on the delegation of powers, including the establishment of Local Governing Bodies / Sub Committees and their Terms of Reference. The appointment of Governors (with the exception of elected parent or staff Governors) will be made by the Board of Trustees on the recommendation of the Sub Committee.



Westbury on Trym Church of England Academy

Scheme of Delegation

Sub Committees

The Sub Committees are empowered, as Committees of the Board of Trustees, to act and exercise the powers and responsibilities as set out in this Scheme of Delegation and in its Terms of Reference. Each Committee will have a Chair, who will be appointed by the Trustees. Neither the Board of Trustees nor any committee with delegated powers of governance may contain more than one third members who are employed by the Trust. As a committee of the Board, delegation can be removed at any time.

Matters which cannot be completely delegated

There are some roles, decisions and powers on which the Board of Trustees must retain the final say.

- The Board of Trustees is the employer of all staff and therefore is the final appeal body in most matters of pay and staff discipline;
- The Board of Trustees is the admissions authority for the Trust
- The Board of Trustees will agree/ratify the final budget

The Board of Trustees may delegate such authority as it deems appropriate but the Board of Trustees remains responsible for every decision made.

Consequently, the Trust will not:

- a) restrict its own ability to withdraw such delegation at any time, with or without notice; or
- b) delegate authority to a Committee to act in a way inconsistent with any of the Trust's published policies and procedures

The role of the Headteacher

The Board of Trustees / Governors delegate the day-to-day management of the school to the Headteacher, line managing them in line with the Academy's appraisal policy.



Westbury on Trym Church of England Academy

Scheme of Delegation

The Headteacher is also the Accounting Officer and is not only responsible for the performance of the school as a whole, but has a personal responsibility to parliament for regulatory compliance, to ensure value for money and for assuring the Board about compliance with the funding agreement and the rules set out in the Academy Trust Handbook.

The Headteacher is responsible for the day to day management of the Academy's school staff, line managing them in accordance with the Academy's appraisal policy.

The Headteacher shares information about how the Academy is being managed so that committee members build an understanding about how the school operates which enables them to monitor and scrutinise how key policies and improvement plans are working in practice.

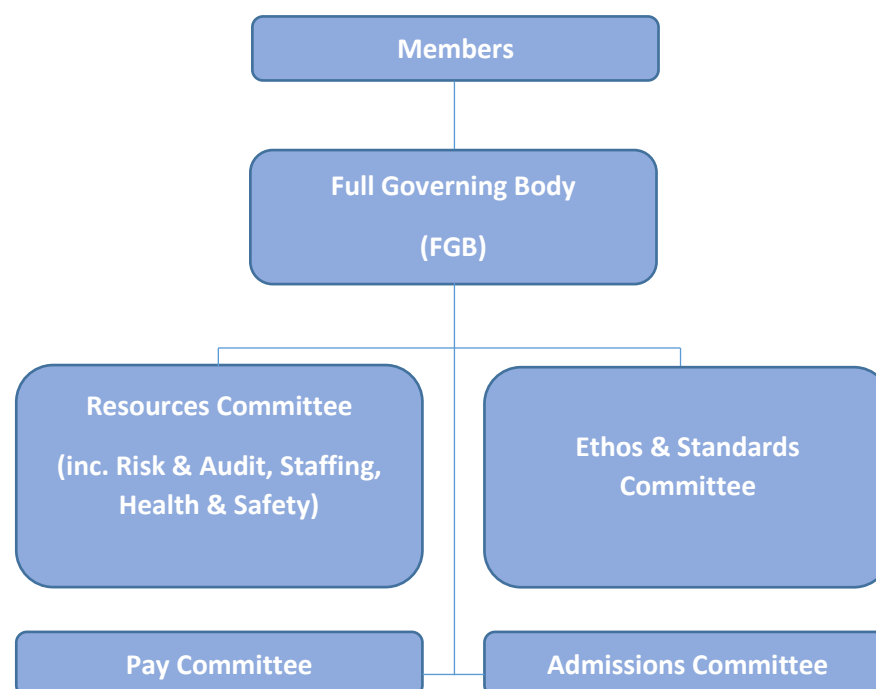




Westbury on Trym Church of England Academy

Scheme of Delegation

Westbury on Trym CE Academy's Governance Structure





Westbury on Trym Church of England Academy

Scheme of Delegation

KEY:

A = Accountable

R = Responsible

C = Consult

I = Inform

Category	Task / Action	Members	Full Governing Body	Committee	Headteacher
Governance: People	Parent trustees / Committee members: appoint when elected		A,R		I
	Members: appointment and removal	A,R			
	Governors: appointment and removal	A	R	C	C
	Internal organisation of each committee		A	R	
	Chairs / Vice Chairs of committees appointment and removal		A,R	R	
	Named safeguarding Governor: appointment and removal		A,R		
	Clerk to Full Governing Body and Committees: appointment and removal		A,R		
	Appointment of external auditors	A	R	C	C
Governance: Systems and structures	Articles of Association: Review and agree	A,R			
	Governance structure for the Academy: establish and review annually		A,R	C	
	Committee Terms of Reference and scheme of delegation: agree annually		A,R	C	
	Co-ordinate annual schedule of governance business for efficient use of meeting time: agree		A,R	C	C
	Self-Assessment of Board and committees: review annually		A,R	C	C



Westbury on Trym Church of England Academy

Scheme of Delegation

	Stakeholder engagement: ensure		A,R	R	R
Governance: Reporting	Trustee committee contribution: review annually		A,R		
	Publish governance arrangements on Academy website: ensure compliance		A	R	R
	Annual report on the performance of the Academy: submit to members and publish		A,R		
	Annual self-review and once every 3 years external review of board effectiveness: submit to members		A,R		
	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,R		C
	DfE required reports and returns: submit		A		R
Governance: holding to account	Compliance: Funding Agreement Comply with all obligations including the Academy Trust Handbook		A	R	
	Compliance: Regulatory Ensure framework is in place to comply with all regulations affecting the Academy including safeguarding, all charity law, company law, employment law, GDPR regulations and health and safety. Agree auditing and reporting arrangements		A	R	C
	Compliance: Financial Oversight Ensuring that there are appropriate financial controls so that there is regularity, probity and		A	R	C



Westbury on Trym Church of England Academy

Scheme of Delegation

	value for money in relation to the management of public funds				
	Compliance: Pecuniary Interests Completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions		A,R		
	Monitoring progress on key priorities: agree reporting arrangements		A	R	C
Strategy and Leadership	Set strategic objectives of the Academy		A,R		R
	Deliver strategic objectives of the Academy				A,R
	Scrutiny – review & challenge progress of the Academy against its strategic objectives and KPIs		A	R	C
	Expansion of the Academy – consider requests from other schools to join a Multi-Academy Trust	A	A,R		
	Determine Academy policies which reflect the Academy's values and ethos: review and approve policies including: all Staffing/HR, H&S, Finance, Safeguarding, Whistleblowing, GDPR Online Safety, Admissions, Behaviour, Curriculum		A	R	
	Provide training programme for governors		A,R		
	School Improvement Plan: develop		A,R		R
Education and curriculum	School Improvement Plans: develop in line with strategic aims of the Academy		A		R
	Policies: review and approval of curriculum policies and guidance		A	R	R
	Key Performance Indicators – setting and reviewing performance of the school		A	R	I



Westbury on Trym Church of England Academy

Scheme of Delegation

	Quality of Teaching – ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes			A	R
	Action Plans - where there is underperformance in outcomes or standards			A	R
	Curriculum – setting the curriculum for the School and reviewing its effectiveness			A	R
	School CPD Programme – developing and implementing an offer of professional development relevant to the individual needs of the school			A	R
	Pupil Premium – reviewing and challenging the value for money/Impact of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap			A,R	
	Set admissions policy (BCC acts as the Admissions Authority for the school. Changes to Planned Admissions Numbers and policies will require public consultation.)		A	R	
	School Admissions – Appeals hearings		A	R	
	Change in age range of the school		A,R		
	Collective worship arrangements			A	R
	Fixed term and permanent exclusions			A	R
	Pupil issues (including attendance, punctuality and disciplinary matters)			A	R
	School hours and length of school day – setting the opening and closing times for the school			A	R
	Term Dates		A,R		R
	INSET days		A,R		R



Westbury on Trym Church of England Academy

Scheme of Delegation

	School lunch – ensure provided to appropriate nutritional standards			A	R
	Provision of free school meals to those meeting criteria			A	R
	To develop, establish and review the Academy's safeguarding policy in line with statutory requirements and best practice.		A	R	R
	To implement the Academy's Safeguarding Policy within school			A	R
	Maintain accurate and effective and secure pupil records.			A	R
Financial	Funding Model – agree and develop a funding model so as to secure the Academy's financial health in the short term and the long term.		A	R	
	Annual Budget – Budget plan to support delivery of school's key priorities, formulating and setting the Academy budget		A	R	R
	To monitor monthly expenditure – and account to the Board value for money.			A,R	R
	Expenditure reporting and ensuring delivery of Annual Budget		A		R
	Reporting: financial reporting and KPIs published in Annual report and lodged with Companies House		A		
	Financial Policies – establishing policies and procedures to ensure compliance with financial and reporting requirements		A	R	
	Approving annual accounts		A		R
	Trust Risk Register Management of risk: establish register, review and monitor		A	R	C



Westbury on Trym Church of England Academy

Scheme of Delegation

	Investments – agreeing the investment policy in line with the Academy Trust Handbook and any internal policies and controls		A	R	
	Benchmarking and trust wide value for money: ensure robustness		A	R	C
Operational Services	Setting procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academy Trust Handbook and the Academy's financial and procurement policies		I	A,R	C
	Overseeing the effectiveness of services provided			A,R	
	Comply with all GDPR (General Data Protection Regulations) legislation and good practice.		A	I	R
	Decide on shared services and activities			A,R	R
	Arranging insurance / risk protection for the Academy (Buildings, Public liability, Business Interruption etc.) in accordance with the Academies Handbook		A	R	
	Business Continuity Planning		A	I	R
	Academy Staffing Structure: agree			A	R
Staffing and HR	Accounting Officer: appoint and dismiss		A,R		
	Headteacher: appoint and dismiss Trustees involved in the appointment process have the delegated authority to confirm the appointment		A,R		
	Deputy and Assistant Headteacher: appoint and dismiss.		A,R		R



Westbury on Trym Church of England Academy

Scheme of Delegation

	Trustees involved in the appointment process have the delegated authority to confirm the appointment				
	Chief Financial Officer: appoint		A,R	I	C
	Appointing Academy Staff in accordance with Academy HR policies				A,R
	Maintain accurate, effective and secure employee records		A		R
	Establishing HR Policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations		A	R	R
	Headteacher appraisal in accordance with Academy's Appraisal Policy			A,R	
	Implementing the Appraisal / Performance Management Policy together with pay reviews (in line with the Academy's Pay Policy and all statutory regulations)			A,R	R
	The Pay Committee to have oversight of the performance management of staff, including the Headteacher's to ensure the rigour and fairness of the process				
	Staff appraisal procedure and pay progression: review and agree			A,R	R
	Setting Terms and Conditions of Employment		A	R	R
	Dismissing Headteacher (in accordance with the Academy Disciplinary and Capability policies)		A,R		
	Dismissing all other staff (in accordance with the Academy Disciplinary and Capability policies)			A	R



Westbury on Trym Church of England Academy

Scheme of Delegation

	Consider any requests for Early retirement or Flexible working Cases of early retirement must always be discussed with the Academy HR advisors		A	R	C
	Reviewing Discipline and Grievance policy		A,R	R	R
Premises / Estates	Asset and Premises Maintenance Strategy – ensuring premises are adequately maintained		A	R	R
	Submission of School Capital Projects to DfE			A	R
	Developing school buildings vision, strategy and master plan			A,R	R
	Acquiring and disposing of Trust Freehold owned land (this is tightly governed by DfE regulation)		A,R	C	
	Changing use of Assets e.g. change in use of a building.		A,R	C	C
Operations	Exceptional school closure e.g. snow or loss of utilities		A		R
	Media and PR of the Academy overseeing public relations activities to project the activities of the School to the wider community		A	R	R
	Academy website (design and content)			A	R
	Other public documentation of the Academy			A	R
	Website compliance			A	R

Note: Where the Headteacher is listed as having responsibility for the items listed above, they have the authority to delegate these responsibilities to other senior members of staff where appropriate.