

# The Holy Cross School

## Governance Scheme of Delegation

### About this scheme

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The scheme of delegation should be read in conjunction with the committee terms of reference.

This scheme of delegation is a governing body document. The governing body has the power to change the constitution and powers of its committees at any time, and this includes the membership of those committees too.

The scheme will be reviewed annually and approved by the full governing body.

### The model of delegation for The Holy Cross School

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#### Roles and responsibilities

##### The role of the Members of the trust.

The members of the trust are guardians of the governance of the trust and must ensure it carries out its charitable objective.

There are three members of the trust

- Mr. Gerald Ewing,
- Mr P McCallum and
- Mr P North

Members are not permitted to be employees of the academy trust.

The members agree to the trust's articles of association, appoint the trust's external auditors, and may remove trustees if they are failing to fulfil their duties.

The members should receive information about the trust's business and receive the annual report and accounts.

If they have concerns that the trust is not carrying out its charitable objective, members should remove trustees that are failing to fulfil this responsibility.

## **The role of the trustees (otherwise known as governors).**

The trust is a charitable company and so trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors (within the terms of the Companies Act 2006).

Trustees are bound by both charity and company law so the terms 'trustees' and 'directors' are often used interchangeably. Trustees are commonly referred to as 'governors' in the school community.

The trustees of The Holy Cross School are –

- Mr Piers North
- Mrs K Kelk
- Mrs D McConn-Finch
- Ms C Ferrari Ellis
- Dr S Tadros
- Dr E Holloway
- Mr M Tattersall
- Mrs K Ono
- Mrs R Gidoomal
- Mrs J Potiopa

Trustees are responsible for the general control and management of the trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement are legally accountable for all statutory functions and for the performance of the school within the trust; they do this by carrying out the core governance functions.

The board of trustees approves a written scheme of financial delegation and delegates to committees certain activities as detailed in each committee's terms of reference.

### **The role of members of the committees.**

Trustees delegate some governance functions to board committees, one of which, Audit, Finance, Risk and Estates advises on the adequacy of the trust's controls and risks.

Board committees must have at least three trustees in membership, and trustees must be in the majority for voting purposes; it is usual for the trust board to appoint board committee chairs and committee members according to their skills.

Each committee has a separate set of Terms of reference which will confirm its

- Delegated Authority
- Duties
- Reporting Procedures

### **The role of headteacher.**

The Governing Body acting as the trust board delegates day-to-day management of the schools to the headteacher, line managing them in accordance with the trust's appraisal and performance management policies.

The headteacher shares information about how the school is being managed with the Governing Body and its committees so that committee members build an understanding about how the school operates and are enabled to monitor and scrutinise how key policies and improvement plans are working in practice.

The headteacher is also the Accounting Officer of the Trust.

## Delegation and decision making in The Holy Cross Trust

<b>Reading the grid</b>
✓ - governance function and decision making is at this level
C - to be consulted prior to decision being made

Governance function		Members	Governing Body	Committee	Clerk to the board	HeadTeacher
<b>Governance framework: people</b>	Members: appoint/remove	✓				
	Trustees: appoint/remove	✓	✓			
	Board committee chairs: appoint and remove			✓		
	Named safeguarding trustee: appoint and remove		✓			
	Clerk to board: appoint and remove		✓			
<b>Governance framework: systems and structures</b>	Articles of association: review and agree	✓				
	Governance structure for the trust: establish and review annually		✓			
	Committee terms of reference and scheme of delegation: agree annually		✓	✓		
	Annual schedule of governance business: agree		✓		C	
	Self-review of trust board and committees: complete annually		✓			
	Trustee member contribution: review annually		✓	✓		
<b>Governance framework: reporting</b>	Publish governance arrangements on trust and schools' website			✓	C	
	Annual report on the performance of the trust: submit to members and publish		✓		C	✓
	External review of board effectiveness: submit to members		✓		C	

Governance function		Members	Governing Body	Committee	Clerk to the board	HeadTeacher
	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		✓		C	✓
	ESFA required reports and returns submit		✓			✓
Being strategic	Determine school policies which reflect the school's ethos and values: approve		✓	C		✓
	Determine school policies: approve		✓	✓		✓
	Management of risk: establish register, review and monitor		✓	C		✓
	Engagement with stakeholders		✓	✓		✓
	Determine schools' vision, strategy and key priorities: approve		✓	✓		✓
	Head Teacher / Accounting Officer: appoint and dismiss		✓			
	Budget plan to support delivery of schools' key priorities: agree		✓			C
Schools' staffing structure: agree		✓	✓		C	
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		
	Performance management of the Head Teacher: undertake			✓		
Financial oversight	External auditor: appoint	✓		C		
	Chief financial officer: appoint		✓	C		
	Trust's scheme of financial delegation: establish, monitor and review		✓	C		
	External auditors' report: receive and respond		✓	C		
	Head Teacher pay award: agree		✓			
	Staff appraisal procedure and pay progression: review and agree		✓	✓		C
Benchmarking and trust wide value for money: ensure robustness				✓	C	

Governance function	Members	Governing Body	Committee	Clerk to the board	HeadTeacher
	Monitoring budget: agree reporting		✓	C	

<b>The Holy Cross School - Financial Delegation Scheme</b>		
<b>Total Value of Expenditure</b>	<b>Purchase Procedure</b>	<b>Decision Made By</b>
< £1000	At least two quotes	Premises Manager and School Business Manager
< £2500	At least two quotes	School Business Manager
£2500 - £5000	At least two quotes	School Business Manager and Finance Director
£5001 - £15000	At least three quotes	Headteacher and Finance Director
£15001 - £50000	At least three quotes	Headteacher, Chair of Governors and Finance Director
£50001 >	At least three quotes and Invitation to Tender (ITT)	Headteacher, Chair of Governors and Finance Director
Capital Projects	At least three quotes and Invitation to Tender (ITT)	Headteacher, Chair of Governors, Finance Director and Buildings Consultant
<p><b>The Finance Director authorises Purchase Orders, Invoices and Payments but is not a cheque signatory.</b></p> <p><b>The School's Buildings Consultant, Mr A Luff (Synergy), has delegated authority to undertake required tendering process on Capital Projects.</b></p>		