Beacon Hill Academy

Scheme of Delegation

October 2nd 2024

Beacon Hill Academy Structure

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                    ┌─────────────────────────┐
                    │        Members          │
                    └─────────────────────────┘
                                 ↑
                    ┌─────────────────────────┐
                    │    Academy Governors    │
                    └─────────────────────────┘
          ↑                      ↑                      ↑
┌──────────────────────┐              ┌──────────────────────┐
│ Finance and Audit    │              │ Learning and         │
│ Committee            │              │ Achievement          │
└──────────────────────┘              └──────────────────────┘
                    ┌─────────────────────────┐
                    │   Academy Principal     │
                    └─────────────────────────┘
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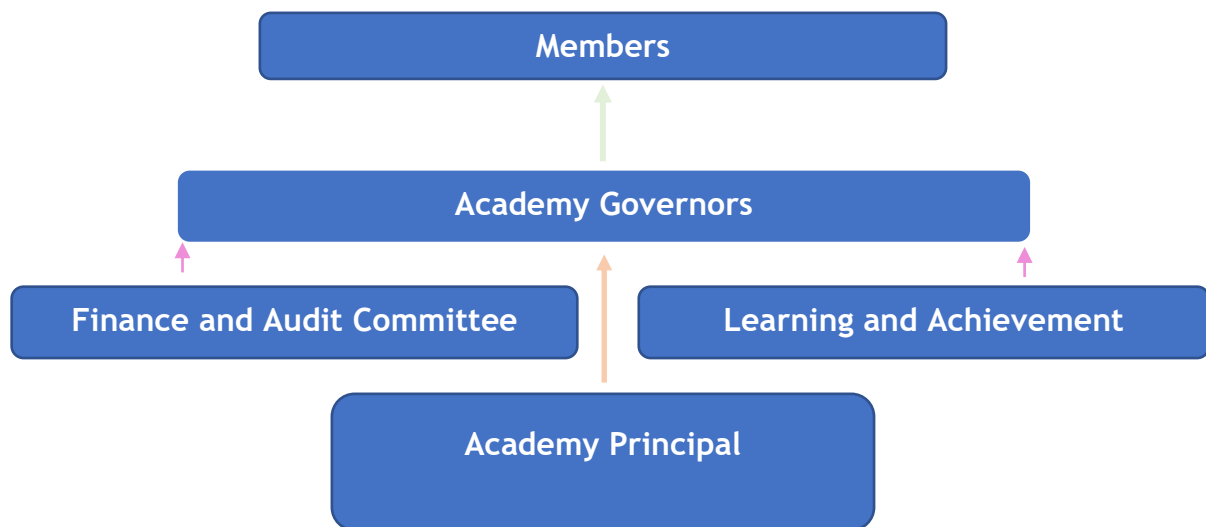
Governance structure and lines of accountability

Beacon Hill Academy Governors delegate responsibility for the day to day running of the academy to the Principal. The Governors will hold the Principal to account for the performance of the academy. The Principal in turn holds other members of the senior leadership team to account by line managing them. While the Governors cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making.

The Principal will report to the Governors on the performance of the academy, although this will be supplemented by the monitoring of committees and individual governors with any delegated responsibilities.

The Principal is performance managed by the Governing Body.

Roles and responsibilities

The role of the members

The members of the trust have a different status to Governors, although currently many have dual roles. Originally, they were the signatories to the memorandum of association and agreed the trust's first articles of association. The articles of association describe how members are recruited and replaced, and how many of the governors the members can appoint to the governing body. The members appoint governors to ensure that the Academy's charitable object is carried out and so must be able to remove governors if they fail to fulfil this responsibility. Accordingly, the governors submit an annual report on the performance of the Academy trust to the members. Members are also responsible for approving any amendments made to the Academy's articles of association.

While members are permitted to be appointed as governors, in order to retain a degree of separation of powers between the members and the governors, and in line with DfE expectations, not all members should be governors. The DfE has amended the new model articles to state that members are not permitted to be employees of the academy trust. Beacon Hill articles were in place prior to this change and governors have agreed to maintain the current system

The role of the Governors

The academy trust is a charitable company and so governors are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because trustees are bound by both charity and company law, the terms 'trustees' and 'directors' are often used interchangeably.

The governors are responsible for the general control and management of the administration of the Academy trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of the Academy trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. In addition, it must carry out the three core governance functions:

1.   Ensure clarity of vision, ethos and strategic direction

2.   Hold the executive to account for the educational performance of the trust and their pupils, and the performance management of staff

3.   Oversee the financial performance of the trust and make sure its money is well spent

The governors have the right to review and adapt its governance structure at any time which includes removing delegation.

The role of Governing board committees

The governors may establish committees to carry out some of its governance functions which may include making decisions, although any decisions made will be deemed decisions of the governing board. The membership (there must be at least three governors) and responsibilities of board committees are set out in the committee's terms of reference. It is usual for the governing board to appoint committee chairs and committee members according to their skills.

The Academies Financial Handbook 2017 makes it clear that the board of governors 'should have a finance committee to which the board delegates financial scrutiny and oversight'. In Academy trusts with income above a certain level, there must also be a separate audit committee.

The role of the Academy Principal

The Principal has the delegated responsibility for the operation of the Academy trust.

The Principal is the accounting officer so has overall responsibility for the operation of the academy trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The Principal leads the senior leadership team (SLT) of the Academy trust. The Principal will delegate management functions to the SLT and is accountable to the governing board for the performance of the SLT.

Key
Level 1: Members
Level 2: Governors
Level 3: Governing board Committees
Level 4: Individual governor
Level 5: Principal (as accounting officer)
Blue box   Function **cannot** be carried out at this level.
✔   Action to be undertaken at this level
✔   Action to be undertaken at this level
A   Provide advice and support to those accountable for decision making
< >   Direction of advice and support

Area	Decision	Delegation				
		Members	Full governing body	Governors Committees	Individual governor	Principal
Governance framework						
People	Members: Appoint/Remove	✔				
	Governors: Appoint/Remove	✔	✔			
	Role descriptions for members	✔				
	Role descriptions for governors/chair/ specific roles/committee members: agree		✔	<A		
	Parent governor: elected		✔			
	Committee chairs: appoint and remove		✔	<A		
	Clerk to governing body : appoint and remove		✔			
Systems and structures	Articles of association: agree and review	✔	<A	<A		
	Governance structure (committees) for the Academy trust: establish and review annually		✔	<A		
	Terms of reference for committees (including audit if required, and scheme of delegation): agree annually		✔	<A		
	Skills audit: complete and recruit to fill gaps		✔			
	Annual self-review of governing board and committee performance:		✔			
	Governor contribution: review annually		✔			

Area	Decision	Delegation				
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	Succession: plan		✓	<A		
	Annual schedule of business for Governing board: agree		✓	<A		<A
Reporting						
Reporting	Academy Trust governance details on trust website: ensure		✓	<A	<A	<A
	Register of all interests, business, pecuniary, loyalty for members/governors: establish and publish		✓	<A		
	Annual report on performance of the Academy trust: submit to members and publish		✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
	To determine whether to publish a home school agreement (not statutory)					✓
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met		✓	<A	<A	<A

Area	Decision	Delegation				
		Members	Full governing body	Governors Committees	Individual governor	Principal
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		✔	✔		✔
Being Strategic						
Being Strategic	Determine Academy policies which reflect the Academy's ethos and values including: admissions; expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum, : approve		✔	<A		<A
	Determine Academy staffing policies which reflect the Academy's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		✔	<A		<A
	Determine Academy policy for complaints, health and safety, accessibility plan, premises management, data protection and FOI: approve		✔	✔		<A
	Establish Academy policy for sex education, careers guidance					✔
	Determine a behaviour policy that promotes positive behaviour support for all pupils and facilitates recognises training for all staff.		✔	<A		<A

Area	Decision	Delegation				
		Members	Full governing body	Governors Committees	Individual governor	Principal
	To draft content of school behaviour policy and publicise it to staff, students and parents.					✓
	Ensure a broad and balanced curriculum is in place		✓	<A		<A
	To set the times of school sessions and the dates of school terms and holidays		✓			
	Agree enrichment/extra-curricular offer including any additional services required		✓	✓		<A
	Imbed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓
	To establish and agree a Pay policy		✓	✓		
	Management of risk: establish register, review and monitor		✓	<A	✓	<A
	Engagement with stakeholders	✓	✓	✓	✓	✓
	Academy's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A		<A
	Principal: Appoint and dismiss		✓			
	To decide whether to join or form a multi-academy trust		✓			

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	Budget plan to support delivery of trust key priorities: agree		✓	<A		
	Academy staffing structure: agree		✓	<A		<A
	Appoint teaching staff		A>			✓
	Appoint non-teaching staff					✓
Holding to account						
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	<A	<A	<A
	To produce and maintain a central record of recruitment and vetting checks					✓
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the *Prevent* duty into the child protection policy		✓	<A	<A	<A
	Reporting arrangements for progress on key priorities: agree		✓	✓		<A

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		Members	Full governing body	Governors Committees	Individual governor	Principal
✓	Performance management of the Principal: undertake		✓			
	Performance management of staff: undertake					✓
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	✓		
	Governor monitoring: agree arrangements		✓	<A		
✓	To ensure that health and safety regulations are followed					✓
✓	Maintain a register of pupil attendance					✓
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)					✓
Ensuring financial probity						
	Chief financial officer for delivery of Academy's detailed accounting processes: appoint		✓	<A		
	Academy's scheme of financial delegation: establish and review		✓	<A	<A	<A

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		Members	Full governing body	Governors Committees	Individual governor	Principal
Ensuring financial probity	External auditors' report: receive and respond		✔	<A		<A
	Principal pay award: agree		✔			
	Staff appraisal procedure and pay progression: monitor and agree		✔	<A		<A
	Benchmarking and academy trust value for money: ensure robustness		✔	<A		
	Develop Academy procurement strategies and efficiency savings programme			✔		
	To approve the first formal budget plan each financial year		✔	<A		
	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)		✔	✔		
	To establish and agree charging and remissions policy		✔	✔		
	Buildings insurance and personal liability		✔			