UNIVERSITY OF LIVERPOOL MATHS SCHOOL

# Scheme of Delegation

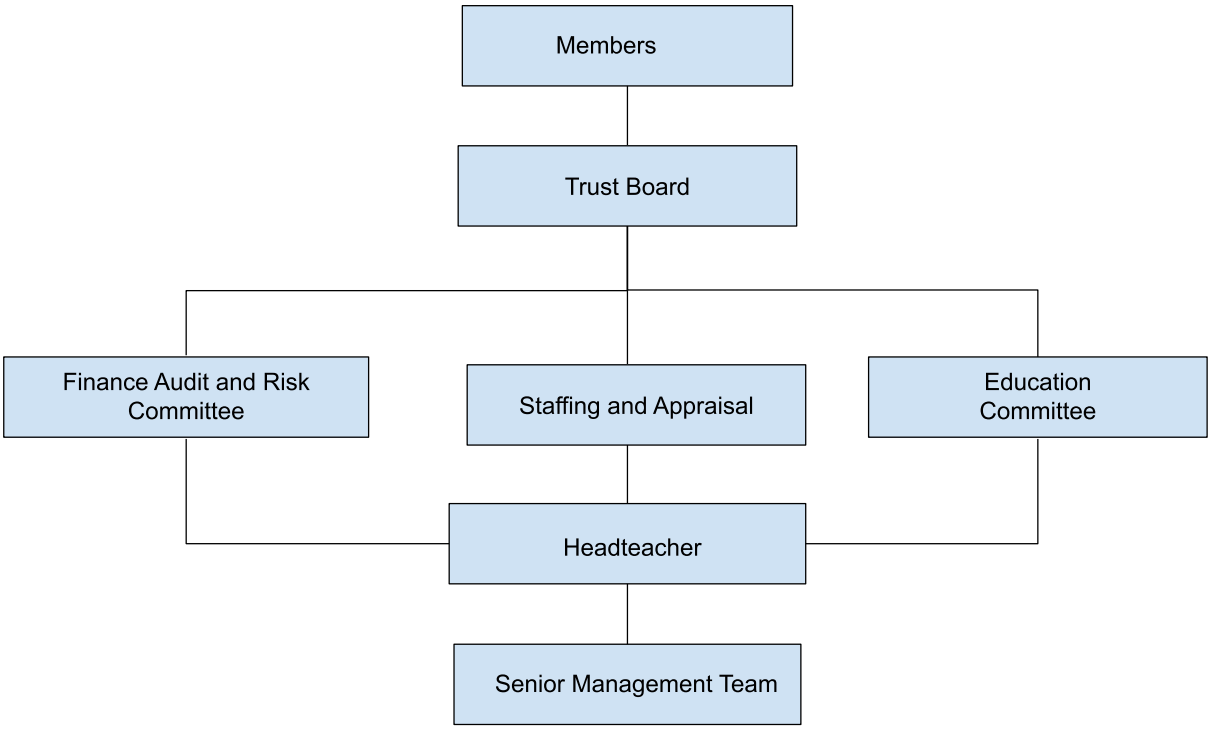
## Part 1: Narrative Overview of Governance Structures & Remits

### 1. Vision & Governance Philosophy

The Trust (Trust) operates under a clear framework of accountability, transparency, and ethical leadership. The Scheme of Delegation (SoD) outlines the decision-making boundaries, responsibilities, and oversight mechanisms across all tiers of governance.

### 2. Tiers of Governance & Roles

This document outlines the governance structure




## A. Members

- **Role:** The guardians of the Trust's governance framework.
- **Remit:**
    - Amend the Trust's Articles of Association.
    - Appoint and remove Members and Trustees.
    - Receive and review the Trust's audited annual accounts.
    - Ensure the Trust achieves its charitable object.

## B. Trust Board (Full Board / FGB)

- **Role:** The legal, strategic, and accountable body for all school performance, financial stewardship, and statutory compliance.
- **Remit:**
    - Define strategy, vision, and core values.
    - Appoint the Chief Executive Officer / Headteacher (Accounting Officer).
    - Hold executive leadership to account for educational quality and financial performance.
    - Approve the annual budget, major policies, and statutory compliance frameworks.

## C. Board Committees

- **1. Education Committee:**

    - **Remit:** Scrutinises curriculum planning, educational outcomes, safeguarding compliance, admissions arrangements, and SEND provision.
- **2. Finance, Audit & Risk (FAR) Committee:**
    - **Remit:** Oversees internal control systems, statutory financial returns, risk management registers, health & safety implementation, and external audit arrangements.
- **3. Staffing & Appraisal Committee:**
    - **Remit:** Executive appraisal, senior staffing structures, formal disciplinary hearings, and staff welfare.

#### D. Chief Executive Officer / Headteacher & Senior Leadership Team (SLT)

- **Role:** Day-to-day executive leadership, operational decision-making, and implementation of board policies.
- **Remit:**
    - Delivery of educational outcomes, curriculum planning, and SEND integration.
    - Financial management up to delegated limits (£10,000 as per Financial Manual).
    - Appointment and management of school staff (non-SLT).
    - Operational implementation of safeguarding and health & safety policies.

## Part 2: RACI Delegation Matrix

### Legend

- R – Responsible: The role/tier that carries out the task or prepares the proposal/action.
- A – Accountable: The tier with ultimate decision-making authority and statutory accountability (must sign off/approve).
- C – Consulted: The tier that provides key input, scrutiny, or advice before a decision is made.
- I – Informed: The tier updated on the outcome or progress after a decision is made.

### Matrix Breakdown

#### 1. Governance & Board Procedures

| Task / Governance Function | Members | Trust Board (FGB) | Board Committees | Headteacher / SLT | Designated Roles / Notes |
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| | | | | | |
|---|---|---|---|---|---|
| **Appoint/Remove Members & Trustees** | A / R | C | I | I | Statutory Member function. |
| **Hold FGB meetings at least 3–4 times per year** | I | A / R | I | I | Meets at least 4 times per year. |
| **Elect Chair and Vice-Chair of Trustees** | I | A / R | I | I | Vice-Chair elected annually. |
| **Appoint Board Clerk** | I | A / R | I | I | The Board appoints Clerk. |
| **Determine committee TORs & appoint Chairs** | I | A / R | C | I | Reviewed annually. |
| **Delegate functions to committees/individuals** | I | A / R | C | I | Documented in SoD. |
| **Maintain published Register of Interests** | I | A | I | I | Managed by Clerk to Trustees (R). |
| **Approve Complaints Procedure & Panel** | I | A | C | R | Formal complaints panel established by FGB. |

## 2. Admissions & Pupil Provisions

| Task / Governance Function | Members | Trust Board (FGB) | Board Committees | Headteacher / SLT | Designated Roles / Notes |
|---|---|---|---|---|---|
| **Determine Annual Admissions & PAN** | I | A | R | C | The Education Committee scrutinises; FGB ratifies. |
| **Compliance with School Admissions Code** | I | A | R | C | Chair of Education Committee oversight. |
| **Establish Independent Admissions Appeals Panel** | I | A | I | R | Independent panel arranged as needed. |
| **Convene Pupil Exclusions Panel** | I | A / R | I | C | Urgency delegated to Board Chair/Vice-Chair. |
| **Arrange Independent Exclusion Review Panel** | I | A | I | R | Upon parent request. |

## 3. Finance, Audit & Risk

| Task / Governance Function | Members | Trust Board (FGB) | Board Committees | Headteacher / SLT | Designated Roles / Notes |
|---|---|---|---|---|---|
| **Appoint Accounting Officer (AO) & CFO** | I | A | C | R | Headteacher appointed as Accounting Officer. |
| **Approve Annual Budget & Submit to ESFA** | I | A | R | C | FAR Committee scrutinises; FGB approves. |
| **Appoint Statutory Auditor & Annual Accounts** | I | A | R | C | FAR Committee scrutinises; FGB ratifies. |
| **Novel/Contentious Transactions to ESFA** | I | A | C | R | Prior ESFA approval required. |
| **Procurement & Expenditure up to £10,000** | I | I | I | A / R | In collaboration with School Business Manager and with reference to |

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| | | | | | the Financial Manual |
| **Insurance / Risk Protection Arrangement (RPA)** | I | A | R | C | Managed via RPA scheme. |
| **Establish Audit Committee Function** | I | A | R | I | Combined into the FAR Committee. |

## 4. Safeguarding, SEND & Pupil Wellbeing

| Task / Governance Function | Members | Trust Board (FGB) | Board Committees | Headteacher / SLT | Designated Roles / Notes |
|---|---|---|---|---|---|
| **Safeguarding Compliance & Policy Scrutiny** | I | A | R | C | The Education Committee scrutinises implementation. |
| **Nominated Trustee for Allegations against Head** | I | A | I | I | Lead: Chair of Trustees. |
| **Appoint Designated Safeguarding Lead (DSL)** | I | I | C | A / R | Assistant Headteacher appointed. |

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| **Appoint Designated LAC Teacher** | I | I | I | A / R | Assistant Headteacher designated. |
| **SEND Statutory Compliance & Policy Oversight** | I | A | R | C | Lead Trustee: John Thompson. |
| **Day-to-day SEND Provision & SENCO Oversight** | I | I | C | A / R | Delegated to SENCO and Headteacher. |
| **Publish SEN Information Report & Local Offer** | I | A | R | C | Scrutinised by the Education Committee. |
| **Medical Conditions &** | I | I | C | A / R | Managed via 16–19 bursary / FAR Committee. |

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| **Free School Meals Support** | | | | | |

## 5. Staffing, HR & Executive Leadership

| Task / Governance Function | Members | Trust Board (FGB) | Board Committees | Headteacher / SLT | Designated Roles / Notes |
|---|---|---|---|---|---|
| **Appoint Headteacher** | I | A / R | C | I | Full Board decision. |
| **Approve Staffing Structure Changes** | I | A | R | C | FAR Committee leads; FGB approves. |
| **Employment Law & Safer Recruitment Compliance** | I | A | R | C | FAR Committee oversight; SLT executes. |
| **Appoint Non-SLT Staff** | I | I | I | A / R | Delegated to Headteacher / SLT. |
| **Dismiss Headteacher** | I | A | R | I | Managed by Staffing and Appraisal Committee. |

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| **Dismiss Non-SLT Staff** | I | A | C | R | Headteacher executes under approved procedures. |
| **Staff Allegation Support Oversight** | I | A | R | C | Staff Welfare Trustee oversight. |

Part 3: Scheme of Delegation Table

| **Key** | | | | | |
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| ✓ | **Action can be taken at this level** | | | | |
| | **Not recommended for action to be taken at this level (this is a recommendation only, you can choose not to follow this if that works for your board)** | | | | |
| | **Action cannot be carried out at this level** | | | | |
| **FGB** | **Full Governing Board** | | | | |
| | **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 | | ✓ | | Education Committee then ratified at Full Board |

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| | Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective | | ✓ | | Education Committee then ratified at Full Board |
| | Establish an independent appeals panel when there are admissions appeals | ✓ | | | |
| | Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances | ✓ | | | This task can be delegated to the chair or vice-chair in cases of urgency. |
| | Arrange an independent review panel to consider permanent exclusions, where requested by parents | ✓ | | | |
| **Curriculum** | Make sure the school teaches a suitable curriculum that meets the aims of the maths school | | | ✓ | Headteacher, scrutinised by Education Committee |
| | Make sure all pupils at the school are provided with independent careers guidance. | | | ✓ | Headteacher overseen by Education Committee |
| Finance and budgets | Place and pay for services and resources up to £10 000 where this is explicitly planned for in the approved school budget. See full details in the school's Financial Manual https://docs.google.com/document/d/12uhpAiLtcHVQ4jfp7Dqpr2hpfy3rvsNZ/edit | | | ✓ | All in collaboration with the school business manager and undertaken with the processes described in the school's Finance Manual |
| | Appoint a senior executive leader as the accounting officer for the trust and a chief financial officer | ✓ | | | Headteacher appointed as AO |
| | Participate in annual accounts consolidation exercises as communicated by the Department for Education | | ✓ | | FAR Committee scrutinise, Full Board |

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| | | | | | ratifies |
| | Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation | ✓ | | | |
| | Appoint a registered statutory auditor and prepare annual financial statements in line with the ESFA's academies accounts direction | | ✓ | | FAR Committee scrutinise audit options, Full Board ratifies |
| | Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement | | ✓ | | RPA |
| | Establish an audit committee, or committee with an audit function, if annual income exceeds £50 million | ✓ | | | FAR Cttee |
| | Approve a balanced budget each financial year and submit to the ESFA | ✓ | | | |
| | Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors | ✓ | | | Clerk to Trustees manages this |
| **Governing body procedures** | Hold full governing board meetings at least 3 times a year | ✓ | | | We meet at least 4 times per year |
| | Elect a chair and vice-chair of trustees | ✓ | | | Vice chair to be elected in New Year |
| | Appoint a clerk | ✓ | | | |
| | Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee | ✓ | | | |
| | Check that all statutory policies and documents are in place | ✓ | | | |
| | Delegate functions to committees and individuals | ✓ | | | |
| | Monitor the implementation of the health and safety policy | | ✓ | | FAR Committee |
| | Make sure there is an appointed person in charge of first aid | | ✓ | | FAR Committee |

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| **Health & Safety** | Make sure the required information is published on the school website | | | ✓ | |
| | Approve a complaints procedure | ✓ | | | |
| **Parents and the community** | Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides | ✓ | | | |
| | Make sure the school complies with the Freedom of Information Act 2000 | ✓ | | | |
| | Make sure the provision of free school meals to those pupils meeting the criteria | | | ✓ | Via the 16-19 bursary Education Committee |
| | Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training | | | ✓ | Assistant Headteacher designated as the LAC lead |
| **Pupil wellbeing** | Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this | ✓ | | | FAR Committee |
| | Make arrangements for supporting pupils with medical conditions | | | ✓ | FAR Committee |
| **Safeguarding** | Check that the school complies with statutory guidance on safeguarding | | ✓ | | Education Committee scrutinises and Full Board ratifies |
| | Make sure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board | | | ✓ | Education Committee scrutinises implementation of policy by Headteacher |
| | Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations | ✓ | | | Chair of Trustees |

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| | are made against the headteacher | | | | |
| | Monitor the implementation of the child protection policy | ✓ | | | |
| | Appoint a member of staff to be the designated safeguarding lead | | | ✓ | Assistant Headteacher |
| | Make sure that effective support is provided for any employee facing an allegation | | ✓ | | Staff Welfare Trustee |
| | Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND | ✓ | | | John Thompson |
| **Special Educational Needs and Disabilities (SEND)** | Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness | | | ✓ | Delegated to SENCo; monitored by Education Committee, SEN Governor and Headteacher |
| | Make sure that parents are notified by the school when special educational provision is being made for their child | | | ✓ | Day to day actions normally delegated to SENCo, responsibility lies with the head, |
| | Make sure the school produces and publishes online its school SEN information report | | | ✓ | As above |
| | Co-operate with the local authority in developing the local offer | | | ✓ | Education committee will monitor the Headteacher's work in this area, but most actions will lie directly with Head & SENCo |

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| | Make sure the school follows the statutory SEND Code of Practice | ✓ | | | Education Committee will normally lead on scrutinising this but responsibilit y lies with the full board |
| | Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school | | | ✓ | Education Committee will normally lead on this, followed by approval from full board |
| | Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching | | | ✓ | |
| **Staffing matters** | Appoint a principal or chief executive | ✓ | | | |
| | Make sure safer recruitment procedures are applied (for example, disclosure and barring checks) | ✓ | | | |
| | Make sure employment law and guidance is being followed | | ✓ | | FAR Committee will normally lead on this, followed by approval from full board |
| | Approve staffing structure changes | ✓ | | | FAR Committee will normally lead on this, followed by approval from full board |
| | Dismiss the headteacher | ✓ | | | Staffing and appraisal committee |
| | Appoint staff members other than Headteacher and Deputy Headteacher | | | ✓ | |

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| | Dismiss staff members other than the headteacher | ✓ | | | |
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