

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	Key										
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		officer for the									
			✓								

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FGB	Action cannot b	e carried out at t Board	his level							
	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:				
	Participate in annual accounts consolidation exercises as communicated by the Department for Education		√			FAR Committee scrutinise, Full Board 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		<i>,</i>			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	1								
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors	/				Clerk to Trustees manages this				
Finance and budgets	Monitor impact of pupil premium funding					N/A 16-19 school				
	Hold full governing board meetings at least 3 times a year	1				We meet at least 4 times per year				
	Elect a chair and vice-chair of trustees Appoint a clerk	✓ ✓				Vice chair to be elected in New Year				
I	· About a CICIK									

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	·	e carried out at t	his level							
FGB	Full Governing	Board								
	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:				
	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	1								
	Delegate functions to committees and individuals	1								
	Monitor the implementation of the health and safety policy		√			FAR Committee				
Governing body procedures	Make sure there is an appointed person in charge of first aid		√			FAR Committee				
	Make sure the required information is published on the school website				1					
Health & Safety	Approve a complaints procedure	1								
	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				
Parents and the community	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				

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FGB	Action cannot be		his level							
						We have				
	Task	FGB	Committee	Individual governor	Headteacher	delegated this				
	Make sure the school complies									
	with the Equality Act									
	2010 and the Public Sector									
	Equality Duty and publishes									
	equality objectives and									
D!!	information									
Pupil wellbeing	about how it is doing this	✓				FAR Committee				
	Make arrangements									
	for supporting pupils with									
	medical conditions				/	FAR Committee				
	Check that the					Education				
	school complies with statutory					Committee scrutinises and				
	guidance on safeguarding		✓			Full Board ratifies				
	Make sure that									
	safeguarding arrangements									
	take into account the									
	procedures and practice of the									
	LA, as part of inter-agency					Education				
	safeguarding procedures set					Committee scrutinises				
	up by the Local Safeguarding					implementation of policy by				
	Children Board				/	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 are									
	made against	1				Chair of Trustees				
	Monitor the	•				Hustees				
	implementation of the child protection policy	1								
	Appoint a									
	member of staff to be the									
	designated safeguarding					Assistant				
	lead Make sure that				/	Headteacher				
	effective support is									
	provided for any employee									
	facing an		1			Staff Welfare				
	allegation Designate a		v			Trustee				
	member of the governing body									
	or a committee to have									
	oversight of the									
	school's arrangements	,								
Safeguarding	for SEND	✓				John Thompson				

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	Action cannot b	e carried out at	this level							
FGB	Full Governing	Board								
						We have				
	Task	FGB	Committee	Individual governor	Headteacher	delegated this to:				
	Make sure that	105	Committee	governor	Tieadteacher	10.				
	the necessary special					Delegated to				
	education provision is					SENCo; monitored by				
	made for any pupil who has					Education Committee,				
	SEN, and					SEN Governor				
	monitor its effectiveness				1	and Headteacher				
	Make sure that parents are									
	notified by the					Day to day				
	school when special					actions normally delegated to				
	educational provision is					SENCo, responsibility				
	being made for their child				/	lies with the head,				
	Make sure the				-	ricuu,				
	school produces and									
	publishes online its school SEN									
	information				/	As above				
	report				<u> </u>	Education				
						committee will monitor the				
	Co anamata with					Headteacher's				
	Co-operate with the local					work in this area, but most				
	authority in developing the				,	actions will lie directly with				
	local offer				✓	Head & SENCo				
						Education Committee will				
	Make sure the					normally lead on scrutinising				
	school follows the statutory					this but responsibility				
	SEND Code of Practice	/				lies with the full board				
	Make sure that	•				bourd				
	there is a qualified									
	teacher as the special					Education				
	educational needs co-					Committee will normally lead				
	ordinator					on this, followed				
	(SENCO) for the school				1	by approval from full board				
	Make sure that the teachers in									
	the school are aware of the									
	importance of									
Special	identifying pupils who have									
Educational Needs and	SEN and providing									
Disabilities (SEND)	appropriate teaching				1					
	Appoint a									
Staffing matters	principal or chief executive	1								
	Make sure safer recruitment									
	procedures are									
	applied (for example,									
	disclosure and barring checks)	1								
	,					FAR Committee				
	Make sure					will normally lead on this,				
	employment law and guidance is					followed by approval from				
	being followed		/			full board				
						FAR Committee will normally				
	Approve staffing					lead on this, followed by				
	structure changes	1				approval from full board				
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	Action cannot be	carried out at	this level									
FGB	Full Governing B	oard										
	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:						
	Dismiss the headteacher	1										
	Appoint staff members other than Headteacher and Deputy Headteacher				1							
f Delegation	from The Key for School	ol Governors										