



UNIVERSITY OF  
**LIVERPOOL**  
**MATHS SCHOOL**  
EDUCATION FOR 16-19 YEAR OLDS

## Scheme of Delegation

Status: Non statutory to be reviewed every two years  
Delegated to: Requires Full Board Approval

### Scheme of Delegation

### Monitoring and Reviewing

	Name	Date	Role
Written	Damian Haigh	01/06/21	Headteacher
To be Ratified	Full Board of Trustees	11/03/21	Governance
Next Review	Full Board of Trustees	09/03/23	Governance

Key						
✓	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					
	<b>Task</b>	<b>FGB</b>	<b>Committee</b>	<b>Individual governor</b>	<b>Headteacher</b>	<b>We have delegated this to:</b>
<b>Admissions</b>	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria		✓			Education Committee then ratified at Full Board
	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	✓				
	<u>Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances</u>	✓				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	✓				
<b>Curriculum</b>	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
	Place and pay for services and resources up to £10 000 where this is explicitly planned for in the approved school budget.				✓	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



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	<b>Task</b>	<b>FGB</b>	<b>Committee</b>	<b>Individual governor</b>	<b>Headteacher</b>	<b>We have delegated this to:</b>
<b>Governing body procedures</b>	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
<b>Health &amp; Safety</b>	Make sure the required information is published on the school website				✓	
	Approve a complaints procedure	✓				
<b>Parents and the community</b>	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

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<b>Pupil wellbeing</b>	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
	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 are made against the headteacher	✓				Chair of Trustees
	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
<b>Safeguarding</b>	Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND	✓				John Thompson

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	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
	Make sure the school follows the statutory SEND Code of Practice	✓				Education Committee will normally lead on scrutinising this but responsibility 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				✓	
<b>Staffing matters</b>	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

