



## **Ribston Hall High School Academy Trust**

Academies receive funding from the government, but operate without the oversight of their local authority. They are run by Academy Trusts which are not-for-profit companies.

Ribston Hall High School is a single Academy Trust

The Academy Trust has Members and Trustees.

### **Members**

- Members sit above the board of Trustees, similar to a company's shareholders in relation to its board of directors.
- Members' main responsibilities are:
  - Furthering the trust's charitable objects
  - Appointing some trustees
  - Holding trustees to account for the successful governance of the trust
- Members don't get involved in the day-to-day running of the trust.

### **Trustees**

- The Trustees are accountable to the Department of Education (DfE) and focus on the three core functions of governance:
  - Strategic Leadership:
    - Setting the Trust's vision for high quality & inclusive education (in line with charitable objects)
    - Establishing and fostering the culture of the trust
    - Setting and championing the trusts strategy
    - Deciding delegation of governance functions
  - Accountability and Assurance:
    - Having robust effective oversight of operations and performance including the provision of education & pupil welfare.
    - overseeing and ensuring appropriate use of funding and effective financial performance
    - Keeping the estate safe and well-maintained
  - Strategic engagement:
    - Having oversight of relationships with stakeholders and ensuring that parent's/ carers and wider communities are involving when appropriate in decision making to create a sense of trust and shared ownership

See the following Scheme of Delegation and Main Committee terms of reference for further information.



## Trust Governing Board Scheme of Delegation 2024-25

The 3 core purposes of the Trust's Governing Board (TGB) are:

- Strategic Leadership:
  - Setting the Trust's vision for high quality & inclusive education (in line with charitable objects)
  - Establishing and fostering the culture of the trust
  - Setting and championing the trusts strategy
  - Deciding delegation of governance functions
  
- Accountability and Assurance:
  - Having robust effective oversight of operations and performance including
    - the provision of education
    - pupil welfare.
    - overseeing and ensuring appropriate use of funding and effective financial performance
    - Keeping the estate safe and well-maintained
  
- Strategic engagement:
  - Having oversight of relationships with stakeholders and ensuring that parent's/ carers and wider communities are involving when appropriate in decision making to create a sense of trust and shared ownership

This document details how the Trust's Governing Board has agreed to delegate functions. The governing board as a whole remains responsible for any decisions delegated. Any decisions taken by a committee should therefore be reported back to the governing board in a timely manner.

Tasks related to policy management are contained in a separate document and are not included in this scheme of delegation

### Key

✓	Action can be taken at this level
	Not recommended for action to be taken at this level (this is a recommendation only; Trustees can choose not to follow this)
	Action cannot be carried out at this level

Function	Task	Full GB	Committee	Individual governor	Headteacher	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓			TGB
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			TGB
	Establish an independent appeals panel when there are admissions appeals	✓				TGB
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days	✓			✓	HEAD
	Convene <a href="#">a meeting to consider reinstating an excluded pupil</a> and consider parents' representations about an exclusion in some circumstances	✓	✓	✓		COMMITTEE 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	✓				TGB
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16				✓	HEAD
	Make sure all pupils at the school are provided with independent careers guidance from year 7 to year 13	✓	✓		✓	HEAD
	Make sure all pupils at the school are provided with at least 6 encounters with technical education or training providers between years 8 and 13 as part of the school career guidance offer	✓	✓		✓	HEAD

Function	Task	Full GB	Committee	Individual governor	Headteacher	We have delegated this to:
Finance and budgets	Make day-to-day spending decisions under the amount of £10k				✓	HEAD
	Appoint senior executive leaders as an accounting officer and a chief financial officer of the trust (these must not be the same person)	✓				TGB
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction	✓	✓			Finance COMMITTEE
	Appoint an auditor	✓	✓			Audit COMMITTEE
	Participate in annual accounts consolidation exercises as communicated by the Department for Education	✓	✓			Finance COMMITTEE
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				TGB
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓			Finance COMMITTEE
	Establish an audit and risk committee. (If the trust's annual income is less than £50 million, you can combine it with another committee)	✓				TGB
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA	✓				TGB

Function	Task	Full GB	Committee	Individual governor	Headteacher	We have delegated this to:
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and senior employees	✓				TGB
	Monitor impact of pupil premium funding (a link governor or committee should report back to FGB who has overall responsibility)	✓	✓		✓	Finance COMMITTEE
<b>Governing body procedures</b>	Hold full governing board meetings at least 3 times a year	✓				TGB
	Elect a chair and vice-chair of trustees	✓				TGB
	Appoint a clerk	✓				TGB
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this at least annually. Appoint or elect a chair for each committee	✓				TGB
	Check that all statutory policies and documents are in place	✓				TGB
	Delegate functions to committees and individuals	✓				TGB
<b>Health &amp; Safety</b>	Monitor the implementation of the health and safety policy	✓	✓			Finance COMMITTEE
	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓	✓		✓	HEAD
	Make sure that the estate is managed strategically and is maintained in a safe working condition	✓	✓		✓	HEAD
	Make sure the required information is published on the school website	✓	✓		✓	HEAD

Function	Task	Full GB	Committee	Individual governor	Headteacher	We have delegated this to:
<b>Parents and the community</b>	Approve a complaints procedure	✓	✓	✓	✓	TGB
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				TGB
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			Finance COMMITTEE
	Make sure the school complies with the UK General Data Protection Regulations ( <u>UK UK GDPR</u> ) (A data protection committee or champion should report back to the full board which has overall responsibility)	✓	✓			TGB
<b>Pupil wellbeing</b>	Make sure eligible pupils received free school meals	✓	✓		✓	HEAD
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post LAC and that they undertake appropriate training	✓	✓		✓	HEAD
	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	✓				Finance COMMITTEE
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	HEAD
<b>Safeguarding</b>	Check that the school complies with statutory guidance on safeguarding	✓	✓			TGB

Function	Task	Full GB	Committee	Individual governor	Headteacher	We have delegated this to:
	Make sure the school has effective safeguarding policies and procedures in place	✓				TGB
	Make sure a governor takes leadership responsibility for safeguarding and that they receive training	✓	✓			TGB
	Make sure Trustees receive safeguarding training	✓	✓	✓	✓	TGB
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓	HEAD
	Appoint a member of staff to be the designated safeguarding lead				✓	HEAD
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	HEAD
<b>Special Educational Needs and Disabilities (SEND)</b>	Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND	✓				TGB
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	HEAD
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child. Whilst delegated this remains the board responsibility				✓	HEAD
	Make sure the school produces its school SEN information report and publishes it online	✓	✓		✓	HEAD

Function	Task	Full GB	Committee	Individual governor	Headteacher	We have delegated this to:
	Co-operate with the LA in developing the local offer		✓		✓	HEAD
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	HEAD
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school and that they have sufficient time and resources to carry out their role effectively	✓	✓		✓	HEAD
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	HEAD
<b>Staffing matters</b>	Appoint a senior executive leader (who should be the academy's Principal)	✓				TGB
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				TGB
	Make sure employment law and guidance is being followed	✓	✓			Finance COMMITTEE
	Approve staffing structure changes	✓	✓			TGB
	Dismiss the headteacher	✓				TGB

Approved: 18<sup>th</sup> September 2024





## **Ribston Hall High School Finance & Resources Committee**

### **TERMS OF REFERENCE**

- ❖ To support the Trust Governing Board in financial scrutiny & oversight
- ❖ To support formulation and presentation of annual budget plan to the Trust Governing Board for approval
- ❖ To scrutinise the budget to provide a balanced budget to the Trust Governing Board for approval and to ensure the Academy maintains its ability to operate as a going concern.
- ❖ To contribute to the formulation of the Academy's development plan, through the consideration of financial priorities and proposals.
- ❖ Agree a written scheme of delegation of financial powers to facilitate operational effectiveness whilst maintaining robust internal controls for recommendation to the Trust Governing Board for approval.
- ❖ To undertake planning and oversight of capital projects in consultation with the Head Teacher and the Finance & Operations Manager
- ❖ To ensure regular review and scrutiny of income and expenditure against budget
- ❖ To ensure budget forecasts and returns are submitted in line with the requirements of the Academies Financial Handbook and that audited accounts are published annually
- ❖ To review financial processes to ensure compliance with Financial Policy and effectiveness of practices to support achievement of value for money, appropriate awarding of contract and reduction of possibility of fraud and theft
- ❖ To review and consider the auditors management letter to ensure it is based on a good understanding of the school and to establish if any recommendations have been acted upon
- ❖ To scrutinise the annual review of assets and agree any actions required
- ❖ To ensure Whistleblowing procedures are published and responded to fully
- ❖ To establish and review delegated policies and monitor practice including finance, charging and risk management.

**Membership:** Memberships for committee is shown below

Name of Trustee	Date appointed to committee
Mr I Henderson	18/9/24
Ms L Morgan	18/9/24
Mr A Sen	18/9/24
Mr R Wallace	18/9/24
Mr A Waters	18/9/24

Chair of the Committee	Mr R Wallace
Vice Chair of Committee	Mr I Henderson
Clerk to the Committee	Clerk to the Trustees

**QUORUM** 3 Trustees

**MEETINGS** 4 meetings per academic year.

**Approved: 18<sup>th</sup> September 2024**



## Ribston Hall High School Audit & Risk Committee

### TERMS OF REFERENCE

- ❖ To report to the Trust Governing Board on the adequacy of internal control framework (Including financial and non financial controls and management of risks.
- ❖ To appoint an Internal Auditor on behalf of the Trust Governing Body and receive, consider and respond to reports from the auditor on internal controls
- ❖ To recommend to the Trust Governing Body the appointment or reappointment of the auditors
- ❖ To review the findings of the internal risk audit and external auditors and agree accountability and action plans arising from these
- ❖ Make recommendations to the Trust Governing Board to address any issues raised and to ensure adequacy and ongoing improvement of the Trusts controls and risk management.

**Membership:** Memberships for committee is shown below \*

Name of Trustee	Date appointed to committee
Mr I Henderson	18/9/24
Ms L Morgan	18/9/24
Mr A Sen	18/9/24
Mr R Wallace	18/9/24

Chair of the Committee **	Mr A Sen
Vice Chair of Committee	Ms L Morgan
Clerk to the Committee	Clerk to the Trustees

**QUORUM** 3 Trustees

**MEETINGS** 4 per Year

**Approved: 18<sup>th</sup> September 2024**