

KADER ACADEMY – SCHEME OF DELEGATION AT A GLANCE

Governing Board Membership	Type	Appointed By	Term of Office		Attendance 2018/19
			Start	End	
Mrs Alison Mitchinson	Acting Principal	Ex Officio	Ex Officio		7 out of 8
Mrs Pauline Cunningham	Co opted	GB	01/05/2018	30/04/2022	8 out of 8
Mrs Yvonne Ditchburn	Co opted	GB	01/05/2018	30/04/2022	4 out of 8
Mr Aslam Hanif	Co opted	GB	30/06/2018	29/06/2022	7 out of 8
Mr Paul Leadbitter	Co opted	GB	01/05/2018	30/04/2022	5 out of 8
Vacancy	Co opted	GB			
Mrs Christine Marchant	Co opted	GB	27/06/2016	26/06/2020	8 out of 8
Reverend N Rao	Co opted	GB	19/11/2018	18/11/2022	4 out of 7
Mrs Sharon Dalton	Parent	Elected	30/06/2018	29/06/2022	7 out of 8
Mr A Khalid	Parent	Elected	05/12/2018	04/12/2022	6 out of 7
Mrs A Mitchinson (Acting Principal with effect from 01/09/19)	Staff	GB	30/11/2015	29/11/2019	7 out of 8

Full Governing Board	Finance & Resources	Raising Achievement	Perf Mgt	Safer Rec Trained	Governor Responsibility
4.30pm Start					
11/11/2019 16/03/2020 29/06/2020					
Alison Mitchinson	X	X			
Pauline Cunningham	X	X	X	04/07/18	Early Years/Premises
Yvonne Ditchburn	X	X			
Paul Leadbitter	X	X		27/03/09	Induction, E-Safety, Maths
Aslam Hanif	X	X			
Christine Marchant	X	X	X	09/06/17	English
Sharon Dalton	X	X			Assessment
Alison Mitchinson	X	X			
Asim Khalid					
Norma Rao					

Former Governor/s	Type	Appointed by	Term of Office		Attendance
			Start	End	
Mrs Lynne Chalk	Principal	Ex-Officio	01/05/2014	31/08/2019	8 out of 8
Mr B Lomas	Co-Opted	Board		31/08/2019	7 out of 8

****Concerns/Appeals Committee – Pool Membership (all governors except those employed in school in any capacity**

The Governing Board recognises its responsibility to be the final arbiter on all policy matters and decisions concerning the management of the school.

It is the Governing Board's intention to delegate responsibilities adequately to a number of Committees and to the Principal and staff so as to ensure the most efficient and effective delivery of policy.

The Chair of the Committees to agree with the Principal the agenda and send to members one week prior to the meeting.

The minutes of Committees will be presented to all Governors at the next full Governing Board meeting. Major decisions may be referred to the full Governing Board where full consultation is felt advisable.

The Governing Board has also established Working Parties without delegated powers to consider key issues with a view to recommending to full Governors a course of action.

FINANCE AND RESOURCES COMMITTEE REMIT- Quorum: 3

- To consider the budget allocation from the LA and approve a budget for the financial year.
- To vire between budget headings during the course of year
- Day to day management be delegated to the Head Teacher
- To vire between budget headings during the course of the year:
- Spending Limits in line with school financial procedures
- To agree and apply spending limits:
 - i) **To the Principal:** Delegated powers up to a ceiling of £20,000 on any single item purchase, without reference to the Finance Committee ;
 - ii) **To the Principal and Chair of Finance and Resources:** expenditure between £20 000 and £50 000;
 - iii) **Committee Level :** expenditure between £50 000 and £100,000;
 - iv) **Any expenditure over £100,000** will be submitted for approval to the full Governing Board with the recommendation of the Committee. Tenders will be sought in accordance with the Competitive Tendering Policy contained in the Academy Financial Handbook.
- To monitor spending and examine outturn figures during the financial year.
- To follow the LA's guidelines when entering into contractual agreements.
- To determine charges for lettings
- To liaise with the Raising Achievement members and the full Governing Board over matters relating to School Development Plans.
- To determine the staffing levels and annual teaching staff establishment and recruit in line with Safer Recruitment Guidelines.
- Ensure up to date and relevant training regarding safeguarding procedures are in place and monitor the effectiveness of policies and practices;
- To determine the grades for non-teaching staff in accordance with LA Job Evaluation.
- To advise the Governing Board of and approve the School Charging Policy.
- Implement, review and approve finance policy on an annual basis.
- Review and approve the School Pay policy on an annual basis.
- To monitor and evaluate staff absences in line with the Staff Absence Management Policy.
- To implement the governing Board's Pay Policy for all staff (teaching and non-teaching) including the annual review of teachers' salaries, Principal and Deputy Principal as required by law.
- To advise on matters relating to competitive tendering.
- To consider and report to the Governing Body on aspects of building and premises including monitoring the (DDA) Disability Discrimination Action Plan and Equal Opportunities compliance.
- To determine the number and deployment of posts above the basic level.
- To ensure that arrangements for Performance Management/Threshold Payments are implemented.

BUILDING AND SITES REMIT

- To consider and report to the Governing Board on aspects of building and premises, including monitoring the (DDA) Disability Discrimination Action Plan.
- To review the Health and Safety Policy on an annual basis.
- To review Health and Safety Training Needs;
- To maintain a high standard of Health and Safety for all.
- To consider and prioritise future developments relating to the building/premises;
- To produce an annual report of building related issues for Governors/staff/parents.
- To meet termly or as required.

RAISING ACHIEVEMENT (STRATEGIC PLANNING) COMMITTEE REMIT - Quorum 3

- To monitor/evaluate progress against the OFSTED Action Plan (where applicable) or the LA CAT Plan
- To advise the Governing Board in establishing a curriculum policy statement.
- To consider and have delegated power to respond to the LA with regard to their, Children, Families & Learning Plan;
- In liaison with the Head Teacher, to agree statutory (KS4) and non-statutory targets aimed at raising standards of pupil performance;
- To approve policies for sex education, religious education, collective worship SEN, Inclusion and other as deemed necessary and advise the Governing Body accordingly.
- To monitor and evaluate pupil performance including targeted groups: i.e Ability Groups and Vulnerable groups eg Looked After Children, Ethnic Minority/English as an Additional Language, SEN, Travellers, Refugees/Asylum Seekers, excluded pupils termly using comparative data from the RAISEonline PIVATS and school pupil tracking systems.
- To advise the Governing Board on curriculum organisation.
- To liaise with the Principal over the preparation, monitoring and evaluation of School Improvement Plans.
- To contribute, monitor and evaluate the School Self Evaluation Form.
- Monitor the effects of pupil attendance, fixed term and permanent exclusions on pupil attainment through the Principal's report.
- Monitor the effectiveness of the way school promotes Community Cohesion/Extended Schools.
- To consider any requests from the school for residential educational visits and journeys relating to the curriculum. The named governor for Health and Safety to monitor risk assessment and report annually to the full governing body.

APPRAISERS REMIT

Performance management/appraisal regulations require governing boards to appoint two or three governors to appraise the Principal. The appointed governors must undertake the performance review with the External Adviser ensuring that clear objectives are set and monitored. Clear assessment should be made of performance overall and in particular the extent to which the Principal has achieved his/her objectives. They must prepare a written statement recording the main points made by the appraiser, the Principal's response and the conclusions reached.

The recommendation for deciding whether or not to award a performance point on the pay spine is delegated to the governors conducting the performance review who must be mindful of the School's Pay Policy.

Any alteration to the school ISR (Individual School Range) must be made with the approval of the delegated committee.

- To agree objectives with the Principal and external Adviser in respect of performance management.
- To monitor objectives with the External Adviser half yearly.
- To meet at least twice a year.

COMPLAINTS/CONCERNS AND APPEALS COMMITTEES - Quorum 3

Chair of Complaints: To be appointed at time of meeting.

Chair of Appeals Committee: To be appointed at time of meeting.

Clerk:

Pool Membership for Complaints and Appeals Committees (*excluding staff*)

A Governor who serves on a Complaints Committee may not serve on an Appeals Committee

(Gender balance of governors should sit on each Committee if possible subject to availability of respective governors)

COMPLAINTS/CONCERNS REMIT

- To consider matters relating to pupil behaviour.
- To determine matters relating to the reinstatement of a permanently excluded pupil.
- To receive and act on any complaint from parents according to school policy.
- To discuss the need for staff reduction, and, if necessary set the criteria for nominating a member of staff as redundant.
- To determine which member(s) of staff will be nominated for dismissal/redundancy by applying the criteria established.
- To liaise and carry out formal consultation with representatives of recognised Trade Unions prior to the meeting of the nominating Committee.
- To consider any issue relating to capability, disciplinary or grievance.
- To consider appeals following Performance Management reviews to meet within 10 working days of receipt of an employee's notification of appeal;
- Confirm decision following Performance Management appeal within 10 days of the date in which it met and made the decision.
- To meet when required.

APPEALS COMMITTEE REMIT

- To hear an appeal from a member of staff regarding the decision to dismiss that member of staff, and determine, in the light of the appeal, whether the decision to dismiss should be upheld.
- To consider any appeal against grading from a member of the non-teaching staff and decide whether the appeal can be upheld.
- To hear appeals in respect of capability, disciplinary or grievance.
- To consider any appeal against salary assessment/grading from members of staff (teaching and non-teaching) and determine whether the appeal can be upheld.
- To hear pay appeal following decision of original Performance Management appeal.