Scheme of Delegation 2026-2027

THE NORTON KNATCHBULL SCHOOL

Function	Task	FGB	Committee	HT	Additional delegation notes
Admissions	Determine the school's admissions arrangements annually, and the oversubscription criteria		☒		Delegated to Education Committee
	Consultation on change of PAN	☒			
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective		☒		Delegated to Education Committee
	Establish an independent appeals panel when there are admissions appeals			☒	Outsourced In year: Education Appeals
					Outsourced September: Education appeals
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days			☒	Communicated to and the responsibility of the Local Authority
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about a suspension or permanent exclusion in some circumstances	☒			The Governance & Compliance Professional will convene a panel of Governors on behalf of the Board Governors.

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THE NORTON KNATCHBULL SCHOOL

Function	Task	FGB	Committee	HT	Additional delegation notes
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	?			The Governance & Compliance Professional will arrange an independent review panel on behalf of the Board of Governors
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16	?			
	Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13			?	Link Governors for careers in post
	Approve and monitor RSHE (Relationships, Sex and Health Education) policy and curriculum delivery		?		Delegated to Education Committee Policy must be published on website
	Ensure statutory assessment and exam arrangements are met (SATs, GCSE, A-Level, etc.)			?	HT responsible for operational delivery
Finance and budgets	Make day-to-day spending decisions under the amount of £25001			?	The Financial Scheme of Delegation is detailed in appendix B of the Financial Handbook
	Appoint a senior executive leader as the accounting officer of the trust	?			
	Appoint the chief financial officer of the trust	?			

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Function	Task	FGB	Committee	HT	Additional delegation notes
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and DfE's) Accounts Direction	X			The Annual accounts are reviewed by the Finance & General Purposes Committee and recommended to the Full Board of Governors for Approval
	Appoint an auditor	X			The Auditor is appointed by Members
	Participate in annual accounts consolidation exercises as communicated by the Department for Education		X		Delegated to the Finance & General Purposes Committee
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	X			
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)		X		Delegated to the Finance & Audit Committee
	Establish an audit and risk committee If your trust's annual income is less than £50 million, you can combine it with another committee	X			The audit & Risk Committee is a sub Committee of the Finance & General Purposes Committee. It's membership excludes employees of the academy

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THE NORTON KNATCHBULL SCHOOL

Function	Task	FGB	Committee	HT	Additional delegation notes
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year	X			
	Ensure the BFR is submitted to the Dfe by the due date			X	
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees, local governors and senior employees	X			
	Monitor impact of pupil premium funding		X		Delegated to the Education Committee
	Approve and publish the annual regularity, propriety and value for money statement	X			Signed by AO, approved by Board
	Ensure independent internal scrutiny of financial controls, risk management, and governance takes place annually		X		Delegated to Audit & Risk Sub-Committee Reports reviewed by Audit & Risk and FGB
	Publish details of governance arrangements, committee structures, and pecuniary interests on the school website	X			Delegated to Governance & Compliance Professional

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Function	Task	FGB	Committee	HT	Additional delegation notes
Governing board procedures	Maintain and update Register of Interests at least annually and require declarations at each meeting	X			Annual update and declaration at start of meetings
	Hold full governing board meetings at least 3 times a year	X			
	Elect a chair and vice-chair of trustees	X			
	Appoint a Governance Professional	X			
	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	X			
	Check that all statutory policies and documents are in place			X	

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THE NORTON KNATCHBULL SCHOOL

Function	Task	FGB	Committee	HT	Additional delegation notes
	Delegate functions to committees and individuals	X			
Health and safety	Monitor the implementation of the health and safety policy		X		The approval of the policy is reserved for the board. Monitoring implementation is delegated to the Finance & General Purposes Committee
	Make sure there is an appointed person to make sure the school meets its health and safety duties	X			The Board of Governors appoints a Health & Safety Link Governor. The Site Manager is responsible for ensuring the school meets its health and safety duties.
	Ensure compliance with statutory fire safety duties, including annual fire risk assessment	X			Oversight by Audit & Risk Sub-Committee
	Ensure compliance with emergency planning and site security duties	X			Oversight by Audit & Risk Sub-Committee
Parents and the community	Make sure the required information is published on the school website			X	
	Approve a complaints procedure	X			

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Function	Task	FGB	Committee	HT	Additional delegation notes
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	X			The Governance & Compliance Professional will establish a panel of Governors on behalf of the FGB
	Make sure the school complies with the Freedom of Information Act 2000		X		Delegated to the Finance & General Purposes Committee
	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR) & Data (Use and Access) Act 2025		X		Delegated to the Finance & General Purposes Committee
Pupil wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)			X	
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training			X	
	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	X			

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Function	Task	FGB	Committee	HT	Additional delegation notes
	Make arrangements for supporting pupils with medical conditions			X	
Safeguarding	Ensure a whistleblowing policy is in place and known to all staff			X	Policy reviewed annually
	Ensure compliance with Prevent Duty			X	Incorporated into safeguarding policy and training
	Monitor support for pupils with a social worker (including Child in Need and Child Protection)			X	
	Check that the school complies with statutory guidance on safeguarding	X			
	Make sure the school has effective safeguarding policies and procedures in place	X			
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	X			

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Function	Task	FGB	Committee	HT	Additional delegation notes
	Make sure governors receive safeguarding training	X			
	Appoint a member of staff to be the designated safeguarding lead			X	
	Make sure that effective support is provided for any employee facing an allegation			X	
Special Educational needs and disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	X			
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		X		Delegated to the Education Committee
	Make sure that parents are notified by the school when special educational provision is being made for their child			X	
	Make sure the school produces and publishes online its school SEN information report			X	

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Function	Task	FGB	Committee	HT	Additional delegation notes
	Co-operate with the local authority in developing the local offer			X	Link to Local offer (via Kelsi) included within the SEND policy. Supported by the SEND Link Governor
	Make sure the school follows the statutory SEND Code of Practice			X	Supported by SEND link governor
	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			X	Supported by SEND link governor
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching			X	
Staffing matters	Carry out annual appraisal of Headteacher and appoint external adviser	X			Panel of governors with external adviser Approval by FGB
	Approve annual appraisal and pay policies for all staff	X			Reviewed and approved annually
	Ensure compliance with Teachers' Standards and appraisal regulations	X			HT responsible for operational monitoring

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Function	Task	FGB	Committee	HT	Additional delegation notes
	Appoint/Dismiss the Headteacher	X			
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	X			
	Make sure employment law and guidance is being followed			X	
	Approve staffing structure changes	X			
Data Protection	Appoint a Data Protection Officer (DPO) with appropriate independence and expertise	X			Statutory appointment of DPO