

# One Degree Academy Scheme of Delegation 2023/24

## Background and Approach

This Scheme of Delegation outlines the delegated responsibilities between the key governance tiers within One Degree Academy -

- the Trust Board (known as the Full Governing Board or 'FGB')
- Board Committees, the Educational Excellence Committee (EEC), Finance and Audit Committee (F&AC) and Performance Review Committee (PRC - which is a panel appointed by the Finance Committee); and
- Executive Team.

The Trust Board hold a range of legal duties across educational and operational areas and can choose to allocate certain responsibilities to others within the Trust. This document acts as a complement to the Memorandum and Articles of Association (AoA), and Terms of Reference for the Board and Committees. The tables below outline the key areas of responsibility, who is responsible and how the area of responsibility is discharged.

The Trust also has a group of Members who are responsible for objective oversight of the Trust Board and take responsibility for receiving the annual report and accounts, appointing the external auditors, appointing trustees and approving any changes to the Articles of Association.

*One Degree Academy (legal name: Adnan Jaffery Academy Trust) is a single academy trust and company limited by guarantee number 09026334. Details of Trust members, trustees and senior staff, including business interests and attendance at meetings, can be found on the trust website.*

## Audience

This Scheme of Delegation is designed for use by core governance stakeholders within One Degree Academy and external regulators, including Ofsted and the Education & Skills Funding Agency (ESFA). In line with the requirement outlined in the Academy Trust Handbook, it is also made available on the Trust's website and can be viewed by parents, community members and the wider public.

## Governance Model

One Degree Acad has set up a governance model that ensures clear and non-duplicative roles and responsibilities within the overall governance structure. There is clear separation between Members and Trustees, and Executive and Non-Executive Directors. The Executive team facilitates communications between levels of governance as well as a culture of regular self-evaluation.

## Approach to Compliance

This Scheme of Delegation has been prepared in reference to charity, company and education law and key guidance documents relating to multi-academy trust governance issued by the Department for Education (DfE) and ESFA. One Degree Academy has strong internal processes in place to fulfil compliance requirements around Safeguarding - particularly Keeping Children Safe in Education (KCSIE), Special Educational Needs and Disabilities (SEND), Pupil Premium and all other relevant delivery areas.

## Approval and Renewal

The Scheme of Delegation is renewed **annually**, so that the roles and responsibilities outlined continually reflect organisational realities and updates to statutory legislation.

<p><b>1. Strategy</b></p> <p>a. Set vision and values</p> <p>b. Approve rolling Five Year Strategic Plan including aims and objectives</p> <p>c. Set an annual School Development Plan including aims and targets</p> <p>d. Monitor and evaluate the school's performance and progress towards achievement of its aims and objectives</p> <p>e. Seek feedback from parents and the community to inform strategy</p>	<p>Written by Principal in conjunction Full Governing Body (FGB)</p> <p>Written by SLT</p> <p>SLT provide progress reports to FGB</p> <p>Principal on behalf of FGB</p>	<p>Vision, values and Strategic Plan approved by FGB</p> <p>Plan approved by FGB</p> <p>Review by FGB and in-depth at Committees, using Principal and other SLT reporting</p> <p>Annual surveys of staff, pupils and parents as set out in the Strategic Plan; Parent Governors</p>
<p><b>2. Performance management</b></p> <p>a. Performance manage the Principal</p> <p>b. Oversee the discharge of the performance-management and pay policies</p> <p>c. Set annual payscales and rates for degrees of responsibility</p> <p>d. Ensure that payscales, the amounts for degrees of responsibility, and the stipulations of the pay and performance-management policies are communicated annually to staff</p> <p>e. Provide support, advice, coaching and 'constructive challenge' to the Principal, acting as a 'critical friend' - or make available support and coaching as necessary</p> <p><i>DfE Governance Handbook</i></p>	<p>FGB, particularly Chair</p> <p>Principal oversees implementation</p> <p>Principal recommends</p> <p>Principal implements</p> <p>FGB, particularly Chair and PRC</p>	<p>FGB (see Performance Management policy)</p> <p>Overseen and approved by Performance Review Committee (PRC)</p> <p>Approved by PRC</p> <p>PRC receive assurance that communication has been delivered</p> <p>Provided through FGB, Chair and PRC meetings</p>
<p><b>3. Staffing</b></p> <p>a. Convene and manage the appointment of the Principal, contribute to other SLT positions as required</p> <p>b. Oversee the appointment of all other staff</p> <p>c. Undertake suitable vetting of adult staff, volunteers and visitors</p> <p>d. All Teachers should have access to the Teachers' Pension Scheme (TPS) and all</p>	<p>FGB, particularly Chair</p> <p>Principal oversees</p> <p>Principal oversees</p> <p>Principal and Chief Operating</p>	<p>Appointments panel convened to appoint Principal, to include Governor(s)</p> <p>Principal reports to FGB, EEC and F&amp;AC</p> <p>Safer Recruitment policy approved by FGB</p> <p>FGB receives assurance</p>

<p>non-teaching staff to the Local Government Pension Scheme (LGPS)</p> <p>e. Appointments should be undertaken in a manner that is not prejudicial to the Equalities Act</p> <p>f. Set HR policies (appraisal, grievance, disciplinary, capability)</p> <p><i>Funding Agreement (FA); DfE Governance Handbook</i></p>	<p>Officer (COO)</p> <p>Principal and COO</p> <p>Written by SLT</p>	<p>on pension arrangements</p> <p>FGB approves Equality &amp; Diversity policy</p> <p>FGB approves HR policies</p>
<p><b>4. Funding:</b></p> <p>a. Appoint an Accounting Officer (AO) and establish and operate an Audit Committee</p> <p>b. Appoint staff member as Chief Financial Officer (CFO)</p> <p>c. Abide by the terms of the Academy Trust Handbook, including maintaining and filing proper accounting records</p> <p>d. Approve the formal budget plan and a scheme of delegated authority (ensuring the budget balances in accordance with clause 72 of the FA) and submit indicative budgets to the ESFA</p> <p>e. Monitor the adherence to the approved budget and scheme of delegated authority inc. management accounts</p> <p>f. Deliver annual report and accounts</p> <p>g. Procure insurance in accordance with the stipulations of the Funding Agreement;</p> <p>h. Reclaim VAT from HMRC where possible to do so;</p> <p>i. Act as responsible owners of its land and buildings</p> <p><i>Funding Agreement, DfE Governance Handbook</i></p>	<p>FGB</p> <p>FGB</p> <p>Delivered by COO, with oversight of Principal as AO</p> <p>Prepared and filed by COO; reviewed by F&amp;AC; approved by FGB</p> <p>Delivery of budget managed by COO</p> <p>Prepared by COO</p> <p>Delivered by COO</p> <p>Delivered by COO</p> <p>FGB legally responsible for land and buildings, with estates management delivered by COO</p>	<p>FGB appoint Principal as AO in writing</p> <p>FGB appoint CFO</p> <p>Regular reporting to F&amp;AC and FGB</p> <p>Reviewed by F&amp;AC as Audit Committee, approved by FGB</p> <p>Reviewed by F&amp;AC &amp; overseen by FGB</p> <p>Reviewed by F&amp;AC, approved by FGB</p> <p>Reviewed by F&amp;AC</p> <p>Reviewed by F&amp;AC</p> <p>Health &amp; Safety and Estates reports provided to F&amp;AC and FGB</p>
<p><b>5. Curriculum: Governors ensure it:</b></p> <p>a. is “broad and balanced” and includes English, Maths and Science</p> <p>b. is fit-for-purpose and aligned with our aims</p> <p>c. leads to relevant qualifications (which are approved by the SoS)</p> <p>d. has sufficient time allocated to each</p>	<p>All items are the responsibility of the Principal who approves Curriculum and related policies</p>	<p>All areas are overseen in-depth by EEC including standing agenda item to undertake an annual curriculum review</p>



<p>subject</p> <p>e. is supported by appropriate assessment arrangements</p> <p>f. includes suitable careers guidance</p> <p>g. includes suitable provision for the teaching of sex education, having regard to the SoS' 'Guidance on Sex and Relationship Education'</p> <p>h. includes provision for the teaching of RE ("in accordance with the requirements for agreed syllabuses in section 375(3) of the Education Act 1996 and paragraph 2(5) of Schedule 19 to the School Standards and Framework Act 1998")</p> <p>i. includes provision for a daily act of collective worship</p> <p>j. secures a "balanced treatment of political issues" to ensure the curriculum or its delivery does not feature any political bias and ensures that pupils under the age of 12 do not take part in any political activities</p> <p>k. includes suitable provision and appropriate policies and procedures to meet the statutory requirements of the Early Years Foundation Stage (EYFS)</p> <p><i>Funding Agreement, DfE Governance Handbook, Ofsted</i></p>	<p>Principal writes Careers Guidance policy</p> <p>Principal proposes SRE policy to FGB</p> <p>Principal approves RE policy</p> <p>Principal approves EYFS policy</p>	<p>FGB approves Careers Guidance policy</p> <p>FGB approved SRE policy</p>
<p><b>6. Assessment</b></p> <p>a. Systems ensure that "pupils take part in assessments and in teacher assessments of pupils' performance as they apply to maintained schools"</p> <p><i>Funding Agreement</i></p>	<p>Principal discharges as set out in Assessment policy</p>	<p>EEC hold awareness of assessment cycle</p>
<p><b>7. Progress and attainment of pupils in each subject - and especially in English &amp; Maths - compares favourably with similar schools for each cohort of pupils, including pupils:</b></p> <p>a. with SEND;</p> <p>b. who qualify for Pupil Premium or Free School Meals;</p> <p>c. who are Looked After;</p> <p>d. for whom English is an Additional</p>	<p>Principal oversees delivery of activities to ensure pupil progress and attainment</p> <p>Principal writes SEND policy</p> <p>Principal writes Pupil Premium report &amp; strategy</p> <p>Principal approves EAL policy</p>	<p>FGB and EEC receive reports on progress and attainment</p> <p>FGB approve SEND policy</p> <p>FGB approve Pupil Premium strategy</p>

<p>Language (EAL);</p> <p>e. who arrive to the school as low-attainers;</p> <p>f. who arrive to the school as high-attainers</p> <p><i>Ofsted</i></p>		
<p><b>8. SEN and LAC:</b></p> <p>a. “There will be an emphasis on the needs of the individual pupils including pupils with special education needs (SEN), both those with and without statements of SEN”;</p> <p>b. A SENCO shall be appointed who will “meet the requirements set out in Regulation 3 of the Education (Special Educational Needs Co-ordinators) (England) Regulations 2008 (SI 2008/2945)”;</p> <p>c. Responsibilities of the SENCO are set out and the effectiveness of their discharge monitored;</p> <p>d. Any newly appointed SENCO must gain a nationally approved masters-level training qualification, known as the ‘National Award for Special Educational Needs Co-ordination’ within three years of appointment</p> <p>e. A Designated Teacher shall be appointed “to manage the teaching and learning programme for children who are looked after by a LA” (with that teacher undertaking appropriate training and presenting an annual report to Governors - with Governors acting on issues that the report raises)</p> <p><i>Funding Agreement, DfE Governance Handbook, SEN Code of Practice</i></p>	<p>Principal oversees delivery of activities to ensure effective provision for pupils with SEN</p> <p>Principal appoints SENCO</p> <p>Principal appoints Designated Teacher</p>	<p>FGB, EEC and Link Governor for SEN receive reports</p> <p>FGB approve SEND policy</p> <p>EEC receive updates on SENCO appointment</p> <p>EEC receive updates on Designated Teacher appointment</p>
<p><b>9. Wellbeing, behaviour and safeguarding: ensure that the school:</b></p> <p>a. protects children from harm and neglect;</p> <p>b. promotes physical and mental health and emotional wellbeing;</p> <p>c. promotes education, training and recreation;</p> <p>d. promotes the contribution children make to society;</p>	<p>Principal oversees delivery of activities to deliver pupil wellbeing and effective behaviour management</p>	<p>FGB and EEC receive reports on pupil wellbeing and behaviour</p>

<p>e. promotes social and economic wellbeing</p> <p>f. Draw up and carries out a Behaviour policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave;</p> <p>g. Keep admission and attendance registers</p> <p>h. Appoint Designated Safeguarding Lead (DSL) and Deputy DSL</p> <p>i. Arrange safeguarding policies and procedures including safer recruitment</p> <p>j. Review the Principal’s permanent exclusion decisions and hold to account for lawful use of exclusion;</p> <p>k. Arrange suitable full-time education for excluded pupils from the sixth school day of a fixed-period exclusion; arranges an independent review panel to consider permanent exclusions, where requested by parents</p> <p><i>DfE Governance Handbook, KCSIE</i></p>	<p>Principal approves Behaviour policy</p> <p>Principal ensure registers kept by school in line with guidance</p> <p>Appoint DSL and Deputy DSL</p> <p>Principal writes Safeguarding policy</p> <p>Principal makes decisions to exclude</p> <p>LA</p>	<p>FGB approves Safeguarding policy</p> <p>Principal must report any exclusion decisions to Chair of Governors and Chair of EEC; Chair of EEC and Clerk will convene a review panel including Governors, or an independent appeals panel where necessary</p>
<p><b>10. Admissions:</b></p> <p>a. Ensure Admissions policy and arrangements are followed and set in accordance with the Schools Admissions Code and DfE Codes of Practice - and consult on any changes to the policy</p> <p>b. Act as admissions authority for the school, including considering applications from prospective pupils for special consideration</p> <p>c. Convene an appeals panel to hear appeals against admissions decisions</p> <p><i>Funding Agreement</i></p>	<p>Principal writes Admissions policy, overseen by Governors’ Admissions Appeals Panel</p> <p>FGB takes on responsibilities of admissions authority</p> <p>Principal, overseen by Governors’ Admissions Appeals Panel</p>	<p>FGB approves Admissions Policy and receives updates on implementation</p> <p>Take part in Admissions Appeal Panels</p>
<p><b>11. Premises &amp; Health and Safety:</b></p> <p>a. Ensure the “school will be at the heart of its community, promoting community cohesion and sharing facilities with other schools and the wider community”</p> <p>b. Ensure pupils and visitors do not experience substantial disadvantage by virtue of being disabled.</p> <p>c. Ensure “there will be no charge in</p>	<p>Principal and COO oversee delivery of accessibility, Health and Safety and Premises management</p>	<p>FGB receives updates on Health &amp; Safety delivery and audits</p>

<p>respect of admission to the school and the school will only charge pupils where the law allows maintained schools to charge”</p> <p>d. Ensure the workplace complies with all relevant Health and Safety legislation and good practice</p> <p>e. Ensure adequate and appropriate first-aid equipment, facilities and qualified first-aid personnel are provided</p> <p>f. Ensure the school is kept secure and that annual risk assessments of fire precautions are carried out</p> <p><i>Funding Agreement</i></p>	<p>Principal/ COO writes Health and Safety policy</p> <p>Principal/ COO writes First Aid policy</p>	<p>FGB approves Health and Safety policy</p> <p>FGB approves First Aid policy</p> <p>F&amp;AC receives updates on fire risk assessment reports</p>
<p><b>12. Publication: One Degree Academy shall publish on our website:</b></p> <p>a. the content of the curriculum;</p> <p>b. our approach to the curriculum;</p> <p>c. GCSE options (and other Key Stage 4 qualifications offered)</p> <p>d. how parents (including prospective parents) can obtain further information in relation to the curriculum</p> <p>e. the amount of Pupil Premium allocation that we will receive during that Financial Year</p> <p>f. on what we intend to spend the Pupil Premium allocation</p> <p>g. on what we spent our Pupil Premium in the previous Academy Financial Year</p> <p>h. the impact in educational attainment, arising from expenditure of the previous Academy Financial Year’s Pupil Premium.</p> <p>i. our Annual Report and Accounts</p> <p>j. our Memorandum and Articles of Association</p> <p>k. our Funding Agreement</p> <p>l. a list of the names of the Governors of the Academy Trust</p> <p><i>Funding Agreement</i></p>	<p>All discharged by Principal</p>	<p>FGB receives assurance that website compliance requirements are met</p>
<p><b>13. Governance: The Trust shall:</b></p> <p>a. hold an AGM each year;</p> <p>b. ensure Governors appointed/elected</p>	<p>Clerk liaising with Members</p>	<p>FGB Chair attends</p>





<p>in accordance with the AoA;</p> <p>c. ensure that meetings are conducted in accordance with the AoA;</p> <p>d. ensure any conflicts of interest are disclosed;</p> <p>e. hold at least three meetings a year;</p> <p>f. ensure minutes of meetings are maintained</p> <p>g. act as effective charitable trustees of an exempt charity and company directors of a not-for-profit company</p> <p>h. establish and appoint Board committees</p> <p>i. ensure data protection and Freedom of Information obligations fulfilled</p> <p>j. manage any complaints in line with Complaints policy</p> <p>k. manage any whistleblowing incidents in line with Whistleblowing policy</p> <p>l. Develop risk register for the trust</p> <p>m. Oversee programme of internal scrutiny</p> <p>n. Appoint external auditor</p> <p>o. Approve indemnities outside normal course of business prior to submission to ESFA</p> <p><i>Articles of Association</i></p>	<p>Clerk to the FGB</p> <p>Clerk to the FGB</p> <p>Clerk and Chair of FGB</p> <p>Clerk to the FGB</p> <p>Clerk to the FGB &amp; Chair of FGB</p> <p>FGB</p> <p>FGB</p> <p>Principal and COO lead and write policy</p> <p>Write Complaints policy and manage in line with policy</p> <p>Write Whistleblowing policy and manage reports in line with policy</p> <p>Write risk register</p> <p>Principal/ COO propose internal scrutiny programme</p> <p>Principal/ COO lead on external auditor tendering</p> <p>COO</p>	<p>Members/ Governors approve appointments</p> <p>Governors approve meeting schedule</p> <p>FGB approve meeting schedule</p> <p>FGB fulfil duties through cycle of meetings throughout the year</p> <p>FGB appoints Committees</p> <p>FGB approves policy</p> <p>FGB approves policy &amp; convenes panel as needed</p> <p>FGB approves policy &amp; responds to reports as needed</p> <p>FGB and F&amp;AC regularly approve risk register</p> <p>FGB and F&amp;AC oversees annual programme</p> <p>FGB proposes external auditor to Members</p> <p>FGB approves</p>
<p><b>14. Ofsted: When an inspection is undertaken, Governors must:</b></p> <p>a. notify parents;</p> <p>b. ensure a final copy of the report is sent to all parents within five working days, is available to anyone who wishes to see it and is published on the school website</p> <p><i>DfE Governance Handbook</i></p>	<p>Principal</p> <p>Principal</p>	<p>Attend inspections</p> <p>Review inspection report</p>