

**SCHEME OF DELEGATION FOR STRADBROKE HIGH SCHOOL LGB**

**ANNEX 3**

<b>Requirement</b>	<b>Detail</b>	<b>Timeframe</b>
<b>Strategy and Leadership</b>		
<b>Approve the Strategic objectives of the School</b>	The LGB is required to approve the in-year school improvement plan (SIP). The plan must reflect the strategic aims of the Trust where appropriate and must also meet local needs as identified by the Headteacher	The Plan must be approved at the first meeting of the LGB at the beginning of the academic year
<b>Scrutiny and Quality Assurance</b>	The LGB is required to the review the school's performance against the SIP.	The LGB is required to review the SIP on a termly basis and is to ensure that the whole plan is reviewed by the end of the academic year. The programme of review is determined by the LGB.
<b>Self-Evaluation</b>	The LGB is required to approve the school self-evaluation (SEF). The plan must reflect the outcomes of the QA process and the other evaluations that take place at the school across the academic year	The SEF should be approved by the LGB at the start of each year. The SEF will reflect the previous year's activities – their successes or otherwise – and an evaluation of where the Headteacher/LGB believes the school to be performing against the relevant Ofsted framework
<b>Governance</b>		
<b>Declaration of Interests</b>	The Clerk to the LGB is to ensure that each LGB has a Register of Interests (RoI) that is updated as required. The agenda of each meeting should have a standing item to allow governors declare any conflicts of interest	The Clerk is to ensure that the RoI is updated at least annually. This is to be published on the school's website.
<b>Appointment of Governors</b>	The LGB is to ensure that there are sufficient governors to carry out its business in accordance with its TORs and this Scheme of Delegation.	Where it is known that there will be governor shortages, the Chair of the LGB is to contact the Chair of the Trust/CEO to discuss what alternatives may be available to allow the LGB to continue to function. Any LGB appointments must be in accordance with the TORs
<b>Appointment of Clerk</b>	The LGB is responsible for appointing their Clerk	The LGB should ensure that they have appropriate clerking support which can either be through an agency or a directly appointed Clerk.
<b>Governor Training</b>	The LGB must undertake an annual self-review of governance that should identify training needs.	The LGB Clerk is to discuss the outcome of the review with the Clerk to the Trustees annually
<b>Policies</b>		
<b>Policy review</b>	The LGB is to ensure that it has all policies in place to meet statutory and Board requirements. All appropriate policies i.e. those required by the DfE are to be displayed on the school website.	The LGB is not responsible for writing policies. Policies will either be provided by the Trust or by the Headteacher.

Education, Curriculum and Boarding		
<b>Quality of Teaching</b>	The LGB is to satisfy itself that the quality of teaching and level of support and intervention is appropriate to meet the aims of the SIP.	The programme of review should form part of the QA process noted above.
<b>Curriculum</b>	The LGB is to monitor the content and delivery of curriculum provision through its QA process to ensure that it is fit-for-purpose.	The LGB is to ensure that the school's curriculum pan is displayed on the school website
<b>Pupil Premium/EAL/Year 7 catch-up funding</b>	The LGB is to check that that there is a plan in place at the beginning of each academic year detailing how these allocated funds will be spent during the year. The LGB must receive an evaluation report at the end of each year on each of these areas.	The LGB is to receive a plan for the coming academic year and an evaluation report on the previous years spend in each of these areas. The LGB is to scrutinise and approve the plans.
<b>School Admissions Policy</b>	The LGB is to review and approve the Admissions Policy each year before being formally approved by the Board of Trustees	The approval process including the consultation period must follow the timelines laid down by the DfE.
<b>Collective Worship arrangements for a school without a religious character</b>	The LGB is to check that the school complies with the statutory requirements for collective worship and the teaching of RE.	This should be included as part of the LGB QA process throughout the year.
<b>Student Issues</b>	The LGB is to receive regular reports on student matters (academic), exclusions (fixed-term and permanent) and attendance	The LGB should monitor all of these issues either through scrutiny of the Headteacher's report or as part of their QA process.
<b>School Hours</b>	The LGB is to approve the school opening and closing times.	The LGB should ensure that any decisions made about changing opening and closing times at the school has been subject to proper consultation
<b>Term dates</b>	The LGB is to approve the term dates on behalf of the Board	The LGB is to ensure that any changes to term dates are subject to proper consultation
<b>School meals</b>	The LGB is to check that the provision of school meals meets the requirements of the school	The LGB should check this throughout the year as part of their QA process. Sources of evidence include regulatory inspection reports, interviews with students, formal student feedback avenues including the Catering Committee
<b>Safeguarding</b>	The LGB is to appoint a Safeguarding Governor who has specific responsibilities to monitor safeguarding at the school. This must include a meeting with the DSL, a check of the single central record and a check that all staff safeguarding training is up-to-date. The LGB is to review and approve the school safeguarding policy.	The Safeguarding Governor must meet with the DSL at least termly. The Safeguarding Governor must report the outcome of their meeting and any other safeguarding activities they engage in to every meeting of the LGB. The safeguarding policy must be reviewed annually. The LGB should receive an annual safeguarding update/training at the beginning of each year or as necessary.

HR and Operations		
<b>Appointing the Headteacher</b>	The LGB shall be involved in the appointment of recruitment of the Headteacher	The process of recruitment of the Headteacher shall be agreed between the Chair of the Board of Trustees, CEO and Chair of the LGB.
<b>Appointment of SLT</b>	The LGB shall be involved in the recruitment of members of the SLT	The process of recruitment shall be decided between the CEO, Chair of the LGB and Headteacher
<b>Headteacher Performance Management</b>	The Chair of the LGB shall be involved in the Headteacher Performance Management process	The Performance Management of the Headteacher shall be the responsibility of the CEO but with input from the Chair of the LGB.
<b>Staff handbook</b>	The LGB shall check that a staff handbook is available to all staff	The LGB should ensure that the Staff handbook is updated annually and reflects the school operation
<b>School Website</b>	The LGB is to periodically review the school website to ensure that it meets all DfE requirements while promoting the school in the most effective way	This should be carried out as part of the LGB QA programme