



Wellington School – Scheme of Delegation 2024-25

Governance function		Members	Full Governing Board	Head/ Accounting Officer	Committee
Governance framework: people	Members: appoint/remove	✓			
	Trustees: appoint/remove	✓	✓		
	Parent trustees (appointed by Parents)				✓
	Board committee chairs: appoint and remove		✓		
	Named safeguarding trustee: appoint and remove		✓		
	Academy committee chairs: appoint and remove				✓
	Academy committee members: appoint and remove		✓		✓
	Clerk to board & committees: appoint and remove		✓	✓	
Governance framework: systems and structures	Articles of association: review and agree	✓			
	Governance structure for the trust: establish and review annually		✓		
	Committee terms of reference and scheme of delegation: agree annually		✓		
	Annual schedule of governance business: agree		✓		✓
	Self-review of trust board and committees: complete annually		✓		
	Chair's performance: carry out 360° review periodically		✓		
	Trustee/academy committee member contribution: review annually		✓		✓
Governance framework: reporting	Publish governance arrangements on trust and schools' websites: to include Trustees/Members Business Interests			✓	
	Annual report on the performance of the trust: submit to members and publish		✓	✓	
	Annual self-review/triannual external review of board effectiveness: submit to members		✓		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓		
	ESFA required reports and returns submit		✓		
Being strategic	Determine Policies which reflect the trust's ethos and values: approve		✓		
	Approval of policies in line with Policy List		✓		
	Management of risk: establish register, review and monitor		✓	✓	



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	Engagement with stakeholders: ensure		✓	✓	✓
	Determine trust's/school's vision, strategy and key priorities: approve		✓	✓	
	Head/Accounting officer: appoint and dismiss		✓		
	Budget plan to support delivery of trust key priorities: agree		✓		
	Schools' staffing structure: agree		✓	✓	
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓		
	Monitoring progress on key priorities: agree reporting arrangements		✓		
	Performance management of the head: undertake (Panel)		✓		
Financial oversight	External auditors: appoint	✓			
	Headteacher as Accounting Officer and Chief financial officer: appoint		✓	✓	
	Trust's scheme of financial delegation: establish, monitor and review		✓	✓	
	External auditors' report: receive and respond		✓		
	Heads pay award: agree		✓		
	Staff appraisal procedure and pay progression: review and agree		✓		
	Benchmarking and trust wide value for money: ensure robustness			✓	✓
	Monitoring budget: agree reporting		✓	✓	✓
Ensure compliance as per Scheme of Delegation			✓		



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Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria		✓	✓	
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective		✓	✓	
	Establish an independent appeals panel when there are admissions appeals		✓	✓	
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			✓	
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances				✓
	Arrange an independent review panel to consider permanent exclusions, where requested by parents		✓		
	Monitor pupil numbers and make necessary arrangements for review of Fixed-term and Permanent Exclusions, including Pupil Disciplinary Committees and Independent Review Committees		✓		✓
Teaching and Learning/ 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		✓	✓	✓
Safeguarding	Check that the school complies with statutory guidance on safeguarding		✓		
	Make sure there's a child protection policy in place		✓		
	Make sure a governor takes leadership responsibility for safeguarding and that they receive training		✓		
	Appoint a member of staff to be the designated safeguarding lead			✓	
	Make sure governors receive safeguarding training		✓		
	Make sure that effective support is provided for any employee facing an allegation		✓	✓	



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Special Educational Needs and Disabilities (SEND)	Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND		✓		
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓
	Make sure that parents are notified by the school when special educational provision is being made for their child			✓	
	Make sure the school produces and publishes online its school SEN information report		✓	✓	✓
	Co-operate with the local authority in developing the local offer		✓	✓	
	Make sure the school follows the statutory SEND Code of Practice		✓	✓	✓
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school		✓	✓	✓
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching			✓	

Governance Structure

