

PORTER CROFT
Church of England Primary Academy
Governors Scheme of Delegation

Scheme of Delegation (last updated September 2023)

Introduction

The scheme has been developed to clarify the responsibilities and powers of governors and members of staff employed at the school in respect of key aspects of the management of the school and to ensure compliance with the articles of association. The delegations set out in this scheme are delegated to the specified committees of the governing body and post holders employed at the school.

Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the governing body. In the absence or incapacity of the Headteacher, the delegations stand delegated to the Deputy Headteacher unless otherwise directed or agreed by the governing body. In the absence or incapacity of a post holder other than the Headteacher, the delegations stand delegated to the Headteacher unless otherwise directed or agreed by the governing body.

During any period where co-headship arrangements are in place, either co-head may carry out a role designated in the Scheme of Delegation as the responsibility of the headteacher, including voting, but that if both the co-heads vote then their votes shall be weighted to add up to a single vote.

Instead of exercising her/his delegated powers a post holder or committee may refer the matter to the appropriate committee or governing body. The scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the governing body and its committees.

All governors and committees follow the principles of Best Value and are committed to equal opportunities for all.

Quorum

The quorum for any governing body meeting is one third (rounded up to a whole number) of the governing body. Articles 114 to 116 list circumstances for which different quorums apply.



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The quorum for any committee meeting is three governors or committee members or, if greater, one third of the committee. In the event of there being fewer than three serving members of a committee, the quorum shall be all the members of that committee.

Every question to be decided at a governing body and committee meeting will be determined by a majority of votes of those governors and committee members present and entitled to vote. If there is an equal number of votes, the chair (or the person acting as chair provided that they are a governor) has a second, or casting vote. Votes may only be taken at committee meetings if the majority of members of the committee present are governors.



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Finance, Leadership & Management

Mike West – Chair of Committee
Andrew Borthwick
Karen Cribb
Sarah Moxon
Cath Thomas

Premises, Behaviour, Safeguarding and Mental Health Committee

Claire Dawson
Ellie Long
Sarah Moxon –
Cath Thomas - Chair of Committee
Tesfa Teferi
Sara Trigg

Curriculum

Sadiq Bhanbhro
Claire Matthews
Viv Smith
Cath Thomas
Heather Waller

Full Governors

Karen Cribb – Chair of Governors
Mike West – Foundation Governor – Vice Chair



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Cath Thomas - Headteacher
Sadiq Bhanbhro – Parent Governor
Andy Borthwick – Foundation Governor
Claire Dawson – Foundation Governor – Safeguarding Governor
Abdool Gooljar – LA Governor
Sarah Holman – Associate Governor – Deputy Head
Claire Matthews – Foundation Governor
Sarah Moxon – Associate Governor
Guoy Niguosse – Coopted Governor
Viv Smith – Foundation Governor
Tesfa Teferi – Coopted Parent Governor
Sara Trigg – Staff Governor
Heather Waller – Parent Governor
Vacancy - Foundation Governor



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Governance / Area		Members	Trust / Directors	CEO / Accounting Officer / PFO	Full Governors	Governor Committee Group
Governance Framework	Members: appoint / remove	X				
	Trustees: appoint / remove	X	X			
	Local Governor Body Chair: appoint/remove		X		X	
	Named Safeguarding Governor				X	X
	Appoint Clerk to Governors				X	
	Local Governors Appoint / Remove		X		X	
Governance Framework, Systems and Structures	Articles of Association: review and agree		X		X	
	Local Governors structure - review annually				X	
	Committee Terms of Reference: review annually				X	X
	Self-review of trust board and capabilities – review annually		X			
	Self-review of local governing body – review annually				X	
	Local governing body Chair's performance				X	
	Training programme for directors and governors		X		X	
Ensure Governance				X		



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	arrangements are published in trust and school's websites					
	Annual report on the performance of the trust: submit to members and publish		X	X		
	Annual report and accounts including accounting policies, signed statement of regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		X	X		
	ESFA required reports and returns: submitted on time			X		
	Annual internal audits carried out and reported			X		
Finance	Annual budget set to present to full governors					X Finance
	Agree presented annual budget				X	
	Overseeing financial performance and making sure money is well spent			X	X	X Finance
	Approval of annual accounts		X			
	Annual review of risk register					X Finance



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	Finance policy and procedures – agree in line with Academies Financial Handbook					X Finance
Premises and Assets	Asset and premises management – ensure premises are maintained adequately					X Premises
	Arranging full insurance for the Trust			X		
	Ensure asset register up to date and reviewed			X		



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