

PORTER CROFT

Church of England Primary Academy
Governors Scheme of Delegation

Scheme of Delegation (last updated June 2025)

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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Members of Koinonia Academies Trust

Huw Thomas – Director of Diocese of Sheffield Educational Trust

Claire Dawson – Incumbent

Karen Cribb – Chair of Directors

Directors of Koinonia Academies Trust

Karen Cribb – Chair of Directors

Andrew Borthwick

Claire Dawson

Abdool Gooljar

Sarah Holman – Staff – Coopted Director

Sarah Moxon – Staff – Coopted Director – CFO

Vivienne Smith

Susan Smith

Cath Thomas – CEO

Claire Turcanu

Michael West

Finance, Leadership & Management

Mike West – Chair of Committee

Andrew Borthwick

Karen Cribb

Sarah Moxon

Cath Thomas



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Premises, Behaviour, Safeguarding and Mental Health Committee

Claire Dawson - - Chair of Committee

Ellie Long

Sarah Moxon –

Cath Thomas

Sara Trigg

Curriculum

Claire Turcanu

Viv Smith – Chair of Committee

Cath Thomas

TBC

Full Governors

Karen Cribb – Chair of Governors

Viv Smith – Foundation Governor – Vice Chair

Cath Thomas - Headteacher

Andy Borthwick – Foundation Governor

Claire Dawson – Foundation Governor – Safeguarding Governor

Abdool Gooljar – LA Governor

Sarah Holman – Associate Governor – Deputy Head

Sara Khan – Parent Governor

Claire Matthews – Foundation Governor

James McLean – Parent Governor

Sarah Moxon – Associate Governor

Amina Mohamoud – Coopted Governor

Sam Opaleye – Parent Governor

Susan Smith – Foundation Governor

Sara Trigg – Staff Governor

Mike West – Foundation Governor



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Roles and Responsibilities

Role	Description and Duties	Name of Person
Members	<ul style="list-style-type: none"> Guardians of the governance of the trust, ensuring the charitable objective is fulfilled. Agree the trust's articles of association, appoint trustees and external auditors Receive the annual report, accounts and other information 	Huw Thomas – Director of Education Diocese Rev Karen Cribb Rev Claire Dawson
Trustees / Directors	<p>Role purpose Trustees work together to fulfil the purpose of the trust board:</p> <ul style="list-style-type: none"> strategic leadership – defining the vision, fostering the trust's culture and setting the strategy accountability and assurance – robust and effective oversight of trust operations and performance engagement – strategic oversight of relationships with stakeholders, ensuring decision-making is supported by meaningful engagement <p>Trustees are responsible for governing a charitable company and directing how it is managed and run. Trustees must also ensure that the trust complies with all legal and statutory requirements. Trustees should seek the advice of the board's <u>governance professional</u> and other professional advice as appropriate</p> <p>The trust board's strategic responsibilities The trust board works closely with their senior executive leader. Senior executive leaders are responsible for day-to-day operational management of the trust and its schools, whereas the role of the board is strategic. As such, trustees are responsible for:</p> <ul style="list-style-type: none"> determining the mission, values and long-term ambitious vision for the trust deciding the principles that guide trust policies and approving key policies appointing and appraising the senior executive leader and making pay 	Rev Karen Cribb Claire Dawson Cath Thomas Sarah Moxon Mike West Andrew Borthwick Viv Smith Sue Smith Sarah Holman Claire Turcanu



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	<p>recommendations</p> <ul style="list-style-type: none"> • working with senior leaders to develop a strategy for achieving the vision 	
Trust board committees	<ul style="list-style-type: none"> • Trustees delegate some governance functions to board committees, one of which must include audit and risk, which advises on the adequacy of the trust's controls and risks • Most trusts delegated detailed scrutiny of financial management and school performance to the board committees <p>As a one school academy this currently does not apply.</p> <p>Duties are delegated to the local governing body</p>	
Local Governing Body	<p>To create an effective local tier that supports school improvement and strengthens trust governance, NGA recommends that academy committees are delegated responsibility in the following areas: standards, stakeholders, safeguarding and SEND</p>	



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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 arrangements are published				X		



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	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
	Finance policy and procedures – agree in line					X Finance



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	with Academies Financial Handbook					
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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