

PORTER CROFT

Church of England Primary Academy
Governors Scheme of Delegation

Scheme of Delegation (last updated October 2026)

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

Claire Dawson – Vic Chair

Laurence Alexander

Andrew Borthwick

Sarah Holman – Staff – Coopted Director

Sarah Moxon – Staff – Coopted Director – CFO

Vivienne Smith

Susan Smith

Cath Thomas – CEO

Claire Turcanu

Finance, Leadership & Management

Andrew Borthwick

Karen Cribb – Chair of Committee

Sarah Moxon

Samson Opaleye

Cath Thomas

Safeguarding and Health and Safety

Claire Dawson - - Chair of Committee

Ellie Long

James McLean

Amina Mohamoud

Sarah Moxon –

Cath Thomas



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Curriculum

Sara Khan

Susan Smith

Viv Smith

Cath Thomas

Claire Turcanu

Full Governors

Karen Cribb – Chair of Governors

Claire Dawson – Vice Chair - Foundation Governor – Safeguarding Governor

Cath Thomas - Headteacher

Laurence Alexander – Foundation Governor

Andy Borthwick – Foundation 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

Anita Smith – Staff Governor

Susan Smith – Foundation Governor

Viv Smith – Foundation Governor



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Roles and Responsibilities

Role	Description and Duties	Name of Person
Members	- 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	Role purpose Trustees work together to fulfil the purpose of the trust board: - 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 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 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: - 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 Andrew Borthwick Viv Smith Sue Smith Sarah Holman Claire Turcanu



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	recommendations working with senior leaders to develop a strategy for achieving the vision	
Trust board committees	- 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 As a one school academy this currently does not apply. Duties are delegated to the local governing body	Finance Committee
Local Governing Body	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	



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Governance / Area	Members	Trust / Directors	CEO Headteacher	PFO / CFO / SM	Full Governors	Finance Committee	Other Governor Committees
TRUST GOVERNANCE							
Appoint /remove trustees	✓						
Appoint / remove Trustees / Directors	✓	✓					
Elect chair / vice chair of trustees annually		✓					
Appoint committee chairs annually and remove where necessary		✓					
Determine powers of chair and trustees in urgent situations		✓					
Establish and review trust governance structure		✓					
Agree named trustees for special educational needs and disabilities (SEND)		✓					
Appoint trust governance professional (Clerk)		✓					
Undertake trust governance professional appraisal annually		✓					
Articles of Association – review		✓				✓	
Articles of association – ratify changes	✓						
Agree scheme of delegation and complete annual review		✓				✓	✓
Agree committee terms of reference and complete annual review		✓					
Agree role description for link governors / trustee areas		✓					



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Governance / Area	Members	Trust / Directors	CEO Headteacher	PFO / CFO / SM	Full Governors	Finance Committee	Other Governor Committees
Agree trust board and committee meeting dates		✓			✓	✓	✓
Agree trust and committee meeting dates and agendas		✓		✓			
Commission external review of trust board effectiveness every three years		✓					
Complete annual trust board self-evaluation		✓					
Publish governance arrangement on trust and academy websites				✓			
Ensure trust and academy websites are compliant and effective				✓			
Maintain compliance on GIAS and Companies House				✓			
Submit annual report on the performance of the trust to members		✓					
Maintain register of interests				✓			
Maintain a trustee / governor expenses policy		✓		✓			
Approve statutory policies		✓			✓	✓	✓
Ensure there is a clear approach to trust wide policies and the maintenance and adoption of these across the trust		✓					



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Governance / Area	Members	Trust / Directors	CEO Headteacher	PFO / CFO / SM	Full Governors	Finance Committee	Other Governor Committees
Appoint / remove academy committee chairs							✓
Appoint / remove academy committee members (local governors)							✓
Agree academy committee clerking arrangements				✓			✓
Appoint and dismiss local clerks		✓					
Agree academy committee meeting dates and agendas, ensuring trust wide consistency			✓			✓	✓
Complete periodic review of local governance		✓					✓
Set clear expectation on monitoring and visits to schools		✓					
Ensure board reporting channels are established		✓			✓		
Agree remit and constitution of any working party established to support trust's strategic objectives		✓					
Determine trust's vision strategy, ethos / culture and key priorities		✓	✓		✓		
Develop engagement channels with key stakeholders in line with trust vision and priorities			✓				



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Governance / Area	Members	Trust / Directors	CEO Headteacher	PFO / CFO / SM	Full Governors	Finance Committee	Other Governor Committees
Agree trust growth strategy			✓				
Determine non-statutory trust side policies			✓				
Determine academy level policies			✓				
Appoint and performance manage Chief Financial Officer (CFO)		✓	✓				
Produce trust's financial manual to further expand on processes relating to delegated financial powers				✓		✓ To approve	
Produce annual report and accounts			✓	✓ With accountants			
Submit financial reports and returns				✓			
Agree budget plan to support deliver of trust strategic priorities			✓	✓			
Agree budget plan to support delivery of academy strategic priorities			✓	✓			
Monitor trust budget		✓	✓	✓	✓	✓	
Approve long term financial plans		✓				✓	
Develop and submit three-year budget forecast			✓	✓			
Carry out benchmarking and trust-wide value for money evaluation			✓	✓			
Agree reporting and monitoring arrangements for trust and academy budgets		✓	✓	✓		✓	
Prepare management accounts every month setting out the trust financial performance and				✓ To finance			



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Governance / Area	Members	Trust / Directors	CEO Headteacher	PFO / CFO / SM	Full Governors	Finance Committee	Other Governor Committees
position				monthly			
Approve expenditure / contracts above a specified threshold							
Appoint and remove external auditors						✓	
Receive external auditor's report	✓	✓		✓		✓	
Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to						✓	
Action recommendation arising from internal audits			✓	✓		✓	
Agree and deliver a programme of internal scrutiny ensuring effective use of external third parties to support the trust			✓	✓			
Agree risk management policy		✓			✓	✓	
Oversee the risk register and undertake a full review at least annually		✓				✓	
Undertake termly review of risk register						✓	
Manage and report on risk mitigation strategies			✓	✓		✓	
Maintain trust contingency and business continuity plans			✓	✓			
Monitor implementation of, and compliance, with, health and safety policy and procedures at academy level			✓	✓			✓
Agree premises management documents, including estate vision, estate strategy and asset			✓	✓			✓



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Governance / Area	Members	Trust / Directors	CEO Headteacher	PFO / CFO / SM	Full Governors	Finance Committee	Other Governor Committees
management plan							
Monitor academy estates to ensure they are safe and well-maintained			✓				✓
Ensure that there is suitable expert support on health and safety			✓				
Secure suitable insurance (commercial and or the risk protection arrangement (RPA) for the trust		✓	✓			✓	
Develop a cybersecurity framework			✓				
Agree on proportionate controls that address the risk of fraud, irregularity and theft through relevant policies and processes			✓			✓	
Ensure there is adequate company secretarial support		✓					
Appoint a data protection officer (DPO)			✓				
Complete and maintain a single central register (SCR)				✓			
Receive routine reports on the status of the SCR						✓	
Maintain buildings, including developing a properly funded maintenance plan			✓	✓			✓
Day to day maintenance, including cleaning of the school, ensuring all quality standards are met				✓			
CEO / Accounting Office	✓	✓					



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Governance / Area	Members	Trust / Directors	CEO Headteacher	PFO / CFO / SM	Full Governors	Finance Committee	Other Governor Committees
Other executive team staff			✓				
Headteacher		✓					
Academy level staff members			✓				
CEO		✓					
Other staff members of executive teams			✓				
Headteacher		✓				✓	
Academy level staff members			✓				
CEO		✓					
Other staff members of executive team		✓					
Headteacher		✓	X				
Academy level staff members			✓				
Determine executive team staffing structure			✓				
Determine academy level staffing structure			✓			✓	
Ensure appointment of DSL's and Deputy DSLs			✓				
Ensure appointment of SENCO			✓				
Ensure there is effective school improvement capacity within, or accessed, by the trust			✓	✓			



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Governance / Area	Members	Trust / Directors	CEO Headteacher	PFO / CFO / SM	Full Governors	Finance Committee	Other Governor Committees
Monitor compliance with safer recruitment requirements		✓	✓			✓	✓
Monitor staff wellbeing and workload			✓			✓	✓
Monitor staff statutory training (Safeguarding, prevent, H & S etc.) and impact of CPD			✓	✓			✓
Approve trust-wide curriculum			✓				
Agree equality information and objectives (public sector equality duty) statement and monitor delivery		✓	✓			✓	
Ensure provision of religious education			✓				
Ensure delivery of collective worship			✓				
Ensure compliance with SMSC requirements including promotion of British Values		✓	✓				
Monitor the inclusiveness of the curriculum			✓				✓
Ensure high standards of teaching and learning			✓				
Set targets for pupil outcomes across trust and monitor in-year data termly			✓				
Agree school improvement strategies			✓				
Determine use and monitor impact of sports premium			✓✓			✓	



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Governance / Area	Members	Trust / Directors	CEO Headteacher	PFO / CFO / SM	Full Governors	Finance Committee	Other Governor Committees
Determine use and monitor impact of pupil premium						✓	
Set the dates of school terms and holidays			✓				
Set the times of school sessions			✓				
Monitor attendance and persistent absence of pupils			✓	✓			✓
Ensure effective and compliant trust wide SEN provision				✓			
Regularly monitor compliance with SEN code of practice				✓			
Monitor effectiveness of SEND provision at an academy level, ensuring compliance with relevant policies and statutory requirements			✓				
Monitor progress and attainment for all vulnerable children			✓		✓		✓
Monitor support for looked after children and previously looked after children		✓	✓				
Monitor pupil behavior data across different pupil groups			✓				✓
Review headteacher decision to suspend / exclude pupils						✓	✓
Monitor rates of suspension and exclusion across the trust			✓				✓
Ensure school food standards are met for pupils			✓	✓			



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Ensure free school meal provision is adequately implemented			✓	✓			
Ensure the provision of universal free school meals			✓	✓			
Deliver inclusive extra-curricular activities			✓				
Monitor children's wellbeing and how this is actively supported			✓				✓
Monitor provision and outcomes for EAL pupils			✓				✓
Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements			✓				✓
Implement admissions appeal process			✓	✓			✓
Review complaints at panel stage							
Monitor all complaints raised (including through external agencies e.g. LA, ESFA and Ofsted) across the trust		✓	✓			✓	
Engage with key stakeholders at academy level			✓				✓



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