The Fernwood School

High Achievement with Care & Discipline for All

TRUSTEES' SCHEME OF DELEGATION 2026/27

This scheme of delegation records the Board of Trustees' delegation of functions, having regard to the current status as a standalone Academy and the associated Articles of Association, by listing the main areas of business and the types of decisions typically taken each year. It is a document that Ofsted would wish to see in place in relation to governance arrangements. In addition, these arrangements must be included in the governance statement included within the Academy Trust's annual report and also published on the school's website. The scheme lists Committee remits and the areas of business that they will undertake each year.

Annual Review

The Board of Trustees will review the delegation of functions annually. It will be accountable for any decisions taken, including those relating to functions delegated to a Committee or an individual.

Quoracy

Decisions may only be made if a meeting is quorate. The quorum for a Board of Trustees meeting is three trustees or one third of the total number of trustees in office whichever is greater. The quorum is two thirds of the total number of trustees (rounded up to a whole number) to vote on:

- Removal of a trustee appointed by the Board of Trustees
- Vote on the removal of the chair

The minimum quorum for a Committee meeting is three trustees.

Reporting back to the Board of Trustees

All decisions are taken on behalf of the Board of Trustees, which should receive reports/ minutes from any individual or Committee to whom a decision has been delegated and consider whether any further action is necessary.

Delegation of functions of the Board of Trustees

1) The Board of Trustees can delegate any of its statutory functions to a Committee, a trustee, the Head Teacher, or individuals subject to prescribed restrictions in the Articles of Association.

2) In exceptional and unforeseen circumstances and subject to (3) below the Chair of the Board of Trustees, in consultation with the Vice Chairs and the Head Teacher, shall be authorised to make urgent decisions where they are required before a full Trustees meeting can be convened. Such action to be reported to the first available Board of Trustees meeting.

3) Where such urgent decisions referred to in (2) above are prescribed restrictions in the Trust's Articles of Association and formal resolution of the Board of Trustees is required, then arrangements will be made to enable Trusteess to participate in meetings by telephone or video conference (as detailed in Article 123 of the Trust Articles of Association) and, where this is not possible, then by email where views and voting intentions will be sought.

Establishment of Committees and delegation

The Board of Trustees must review the establishment, membership and proceedings of its Committees on an annual basis. Each Committee must have a Chair elected by the Committee itself or the Board of Trustees. The Board of Trustees may remove the Chair of a Committee from office at any time. The Board of Trustees must also appoint a Governance Professional to act as the Clerk to the Trustees and each Committee.

Constitutional decisions

Function statement		Delegated to
1.	To appoint or remove co-opted Trustees and any appointed parent Trustees	Board of Trustees
2.	To elect or remove the chair	Board of Trustees
3.	To elect or remove the vice-chair	Board of Trustees
4.	To appoint link or designated trustees, for example performance appraisal, child protection and complaints	Board of Trustees
5.	To decide on additional attendance at Board of Trustee meetings	Board of Trustees
6.	To decide the arrangements for Board of Trustee meetings (legal minimum three per year)	Board of Trustees
7.	To regulate the procedures of meetings	Board of Trustees
8.	Establishment and membership of committees and their remits, including selection panels for head teacher and deputy head teacher recruitment	Board of Trustees
9.	To appoint or remove a clerk to each committee	Board of Trustees
10.	To establish the trustees' register of pecuniary and business interests and oversee its maintenance	Company Secretary/Governance Professional
11.	Approval of scheme of financial delegation	Board of Trustees
12.	Approve a written description of financial systems procedures in a/c with the Academy Trust Handbook	Finance, Audit and Risk Committee
13.	To recruit a new head teacher, determine job description and pay	Board of Trustees
14.	To recruit a new deputy head teacher, determine job description and pay	Board of Trustees
15.	Ratification of the appointment of a head teacher and deputy head teacher	Board of Trustees
16.	To determine the arrangements for the appointment of all other staff	Head Teacher
17.	To appoint and dismiss the Governance Professional.	Board of Trustees
18.	To participate in the school self-review process including the review of the Board of Trustees effectiveness	Pupils and Personnel Committee
19.	To decide on future governance arrangements, for example forming or joining a MAT or other collaboration	Board of Trustees

Policy Development, Planning and Public Accountability

Function statement		Delegated to
1.	To approve and monitor the Academy Improvement/ Development Plan	Board of Trustees
2.	To decide annual school holiday pattern	Board of Trustees
3.	To decide school session times taking into account recommended minimum weekly lesson time	Board of Trustees
4.	To ensure that the school meets for 380 sessions in a school year	Board of Trustees
5.	To approve new policies or amendments to policies	Relevant Committees/Link Governor
6.	To adopt and review the Home School Agreement	Pupils and Personnel Committee
7.	To issue press statements	Head Teacher
8.	To determine matters relating to health and safety and the security of the premises and its occupants	Pupils and Personnel Committee
9.	To monitor the use and suitability of the premises in relation to the above	Pupils and Personnel Committee
10.	To set targets for pupil achievement	Pupils and Personnel Committee
11.	To monitor pupil achievement against set targets	Pupils and Personnel Committee
12.	To receive school improvement information from the school and Ofsted	Board of Trustees
13.	To agree and organise an annual Board of Trustees self- evaluation process	Board of Trustees /Pupils and Personnel Committee
14.	To monitor school records and ensure statutory requirements are met for Data Protection and GDPR	Pupils and Personnel Committee
15.	To ensure a Single Central Record (SCR) Inc. safer recruitment vetting checks is constantly kept up to date in line with statutory requirements	Head Teacher
16.	To carry out an annual review of safeguarding children and child protection policy and procedures	Pupils and Personnel Committee
17.	To ensure a designated teacher for looked after children has been appointed and reports to the Board of Trustees at least once per year	Head Teacher

18.	To formulate the information required to be published on the Academy website	Head Teacher

Financial Matters

Function statement		**Delegated to**
1.	To approve the annual budget plan and budget re-forecast	Board of Trustees
2.	To monitor expenditure against the budget plan and agree adjustments as necessary	Finance, Audit and Risk Committee
3.	To monitor expenditure against the budget plan and agree adjustments as necessary	Finance, Audit and Risk Committee
4.	To comply with any revised financial reporting arrangements required by the DfE arising from annual review of the Academy trust handbook	Head Teacher/Chief Financial Officer/Finance, Audit and Risk Committee
5.	To approve finance policies	Finance, Audit and Risk Committee
6.	To apply internal delegation levels	As set out in the Fernwood Finance Handbook and Schedule of Authorities (Scheme of Delegation)
7.	To enter into contracts	Finance, Audit and Risk Committee
8.	To operate the Board of Trustees arrangements for obtaining quotations and inviting tenders	Finance, Audit and Risk Committee
9.	To maintain inventories and security of assets	Finance, Audit and Risk Committee
10.	To monitor and approve use of income from the sale of assets	Finance, Audit and Risk Committee
11.	To establish a lettings policy	Finance, Audit and Risk Committee
12.	To establish a charging and remissions policy	Finance, Audit and Risk Committee
13.	To determine insurance arrangements	Finance, Audit and Risk Committee
14.	To ensure that the grant from the DfE is used only for the purpose intended	Finance, Audit and Risk Committee

15.	To ensure that annual accounts are kept in accordance with the DfE guidance	Finance, Audit and Risk Committee
16.	To appoint the auditors	Academy Trust
17.	To sign the audit report	Head Teacher
18.	To appoint a Responsible Officer or equivalent	Finance, Audit and Risk Committee
19.	To review the Academy's risk management systems	Finance, Audit and Risk Committee
20.	To review arrangements for staff whistleblowing of any concerns about the Academy's financial arrangements	Finance, Audit and Risk Committee

Audit Matters

Function statement		**Delegated to**
1.	To monitor the integrity of the Academy's financial systems and records ensuring effective oversight of transactions by finance/accounting officer	Finance, Audit and Risk Committee
2.	To review key decisions and matters of judgement in the annual accounts to ensure they are appropriate to the Academy	Finance, Audit and Risk Committee
3.	To review and make recommendations on the Academy's system of internal control	Finance, Audit and Risk Committee
4.	To work with the external auditors in providing all information required for the annual external audit	Head Teacher/ Finance Officer/ Finance, Audit and Risk Committee
5.	To review and monitor the external auditor's independence and the effectiveness of the process	Finance, Audit and Risk Committee
6.	To monitor the work of the responsible officer	Finance, Audit and Risk Committee

Personnel Functions and Pay

Function statement		**Delegated to**
1.	To determine the staff complement for teachers and support staff	Board of Trustees
2.	To determine and review staffing structure including any temporary appointments	Pupils and Personnel Committee
3.	To review annually the appraisal policy	Pupils and Personnel Committee
4.	To implement the appraisal policy	Head Teacher

5.	To review annually the school's pay policy	Pupils and Personnel Committee
6.	To monitor implementation of the pay policy	Head Teacher
7.	To manage teachers' annual performance appraisal and salary review and approve pay recommendations	Head Teacher/Board of Trustees
8.	To recruit staff on the leadership spine	Head Teacher
9.	To recruit all other staff	Head Teacher
10.	To suspend the head teacher	Board of Trustees
11.	To end the suspension of the head teacher	Board of Trustees
12.	To suspend other staff	Head Teacher
13.	To end the suspension of other staff	Board of Trustees
14.	To develop and systematically review policies relating to staffing matters and to make recommendations for adoption/amendment of these E.g. disciplinary/capability procedures/absence management	Pupils and Personnel Committee
15.	To hear appeals made by staff in relation to any employment related issues to ensure that any hearing or appeal panels set up to consider staffing matters are properly convened	Hearings and Complaints Committee/Head Teacher/Clerk
16.	To determine dismissal payments/early retirement	Head Teacher/ Board of Trustees
17.	To dismiss the head teacher	Board of Trustees
18.	To dismiss other staff	Head Teacher/ Board of Trustees
19.	To agree and monitor a training strategy for teachers, support staff and governors	Pupils and Personnel Committee

Admissions and Exclusions

Function statement		**Delegated to**
1.	To hear pupil exclusions representations and determine outcome	Pupil Discipline Committee
2.	To annually review the behaviour and anti-bullying policy and the use of exclusion in comparison with local and national data	Pupils and Personnel Committee

3.	To appoint a clerk to the discipline committee (who is not a governor or the principal)	Board of Trustees
4.	To monitor and review pupil attendance	Pupils and Personnel Committee
5.	To carry out statutory consultation when changes are proposed to admission arrangements, as outlined in the School Admissions Code (paragraphs 1.42-1.45). This includes supplementary information forms and 6th form arrangements where relevant.	Board of Trustees /Admissions Committee/ Head Teacher
6.	To consult with the LA on changes to the school's published admissions number (PAN)	Board of Trustees /Admissions Committee/ Head Teacher
7.	To verify and rank admission applications against the school's admission oversubscription criteria according to the LA's co-ordinated scheme	Admissions Committee
8.	To approve (determine) admission arrangements on an annual basis by 28 February and notify the LA. In addition, publish a copy of the determined arrangements on the school website and send to the LA	Board of Trustees /Head Teacher/Governance Professional
9.	To approve and notify the LA of applications and outcomes for in-year applications (as not participating in the LA's non-statutory coordinated in-year scheme)	Admissions Committee/Head Teacher
10.	To attend admissions appeals as necessary	Head Teacher

Strategic Development

Function statement		**Delegated to**
1.	To establish and implement the curriculum policy	Head Teacher
2.	To monitor and review the curriculum policy implications	Head Teacher
3.	To monitor standards of teaching and attainment	Head Teacher
4.	To ensure that the delivery of sex education and RE are in line with the governors' policies and legal guidance	Head Teacher
5.	To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues	Head Teacher

6.	To monitor the arrangements for collective worship and monitor provision	Pupils and Personnel Committee
7.	To ensure the curriculum complies with the Equality Act legislation	Pupils and Personnel Committee
8.	To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils	Pupil and Personnel Committee
9.	To monitor the arrangements for school visits/ residential visits	Pupils and Personnel Committee
10.	To be involved in the formulation and review of school self-evaluation	Pupils and Personnel Committee
11.	To comply with the requirements of the Ofsted Inspection Framework	Board of Trustees
12.	To consider in detail any inspection report made by Ofsted	Board of Trustees
13.	To ensure that recommendations following an Ofsted inspection are incorporated into the School Improvement/ Development Plan	Board of Trustees
14.	To decide which subject options should be taught having regard to resources and implement provision for flexibility in the curriculum (including activities outside school day)	Head Teacher

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SCHOOL