



### **Barnes Academy Trust Board - Scheme of Delegation**

Under the Articles of Association of Barnes Academy Trust, the board may delegate powers or functions as they consider desirable to be exercised by appropriate persons and/or committees. Any such delegation may be made subject to any conditions the board may impose and may be revoked or altered.

The board may establish any committee to exercise powers and functions of the board. The constitution, membership and proceedings of any committee of the board shall be determined by the board. The establishment, terms of reference, and membership of any committee of the board shall be reviewed annually.

<b>Committee</b>	<b>Members</b>	<b>Roles and Responsibilities</b>
FULL BOARD	Mr I Laws (Chair), Mrs W Lightfoot (Vice-Chair), Mr S Mattock, Mrs P Bell, Mrs S Dodsworth, Mr S Forster, Mrs BJ Ogden, Mrs L Taylor, Miss J Young, Mrs J A Belshaw, Mrs A Campbell	<p>The Board are responsible for three core strategic functions:</p> <ul style="list-style-type: none"> <li>• Strategic direction</li> <li>• Holding the Headteacher and Academy to account for educational performance</li> <li>• Overseeing the financial performance of the school</li> </ul> <p>They are also responsible for ensuring compliance with:</p> <ul style="list-style-type: none"> <li>• Charity law</li> <li>• Company law</li> <li>• The academy trust's funding agreement</li> </ul>
ADMISSIONS COMMITTEE	Mr I Laws; Mrs W Lightfoot; Mrs BJ Ogden Reserve: Mr S Forster	<p>The specific duties of the Admissions Committee shall be to:</p> <ul style="list-style-type: none"> <li>• review new and existing policies and procedures relating to admissions</li> </ul>
ADMISSION APPEALS COMMITTEE	Mr S Mattock, Ms P Bell, Mrs S Dodsworth Reserve: TBC	<p>The specific duties of the Admission Appeals Committee shall be to:</p> <ul style="list-style-type: none"> <li>• consider appeals against the decision of the admissions committee</li> </ul>
FINANCE AND AUDIT COMMITTEE	Mr I Laws, Mrs P Bell, Mrs W Lightfoot, Mrs A Campbell Reserve: Mr S Forster	<p>The specific duties of the Finance and Audit Committee shall be to:</p> <ul style="list-style-type: none"> <li>• review and approve the Annual Budget in detail and to make recommendations to the Board</li> <li>• review the Academy's internal and external financial statements and reports to ensure that they reflect best practice</li> <li>• discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff</li> <li>• consider all relevant reports by the Accounting Officer, Finance Director or the appointed external auditor, including reports on the Academy's accounts, achievement of value for money and the response to any management letters</li> <li>• review the effectiveness of the Academy's internal control system established to ensure that the aims, objectives</li> </ul>

Committee	Members	Roles and Responsibilities
		<p>and key performance targets are achieved</p> <ul style="list-style-type: none"> <li>• review new and existing policies relating to the financial and audit management</li> <li>• should approve all purchases of goods or services above the value as set out in scheme of delegation – financial and audit management</li> <li>• should regularly monitor the progress of the budget using financial information supplied by the Business Manager and Headteacher</li> </ul>
PERSONNEL COMMITTEE	Mr I Laws, Mrs W Lightfoot, Mr S Mattock, Mrs J A Belshaw,	<p>The specific duties of the Personnel Committee shall be to:</p> <ul style="list-style-type: none"> <li>• should consider, and agree a staffing structure (both teaching and non-teaching staff)</li> <li>• take decisions regarding the strategy to be followed in respect of a whole school pay policy</li> <li>• agree the redundancy, grievance, disciplinary and capability procedures to be followed</li> <li>• shall be responsible for considering cases of staff discipline, dismissal, capability and grievance</li> <li>• consider salary issues (including re-grading and performance management awards)</li> <li>• be responsible for setting and reviewing performance management objectives for the Headteacher</li> <li>• review new and existing policies relating to the personnel management</li> </ul>
PERSONNEL APPEALS COMMITTEE	Ms P Bell, Mrs BJ Ogden, Mrs L Taylor	<p>The specific duties of the Personnel Appeals Committee shall be to:</p> <ul style="list-style-type: none"> <li>• consider appeals against the decision of the personnel committee</li> </ul>
PREMISES COMMITTEE	Mr I Laws, Mrs A Campbell, Mrs J A Belshaw, Mr S Mattock Reserve: Mr S Forster	<p>The specific duties of the Premises Committee shall be to:</p> <ul style="list-style-type: none"> <li>• make regular inspections (at least annually) of premises</li> <li>• consider risk assessments, health and safety and the need for internal and external improvements and repair</li> <li>• review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors to the Academy</li> </ul>
PUPIL DISCIPLINE	Mr I Laws, Mrs W Lightfoot, Mr S Mattock Reserve: TBC	<p>The specific duties of the Pupil Discipline Committee shall be to:</p> <ul style="list-style-type: none"> <li>• consider pupil discipline issues including exclusions</li> <li>• review new and existing policies relating to the pupil discipline and behaviour management</li> </ul>
STANDARDS AND QUALITY CURRICULUM COMMITTEE	Mrs J A Belshaw, Ms P Bell, Mrs W Lightfoot, Mrs A Campbell Reserve: Mrs BJ Ogden	<p>The specific duties of the Curriculum Committee shall be to:</p> <ul style="list-style-type: none"> <li>• ensure the curriculum offer is relevant and appropriate for all pupils</li> <li>• review new and existing policies relating to the curriculum</li> <li>• monitor pupil's attainment, progress and quality of learning</li> <li>• contribute towards the review, revision and monitoring of the Academy Development and Improvement Plan</li> </ul>