

HIGH CLOSE SCHOOL



Scheme of Delegation July 2023

High Close School is a Non-Maintained Special Schools, regulated by the Education (Non-Maintained Special Schools (England) Regulations 1999, operating as an integrated division of Barnardo's (UK Registered Charity Numbers: 216250 and SC037605; English Company Number 61625)

About this Scheme of Delegation

This Scheme of Delegation outlines the delegated responsibilities between the key governance tiers within Barnardo's ("the Charity") – the Trustees, Corporate Leadership Team and Group, Governing Body, Principal and Senior Leadership Team. This Summary is written according to the Responsible Accountable Consulted Informed ("RACI") framework, outlining who is **responsible** for delivery, **accountable**, **consulted** or **informed** in relation to the key delivery areas within the Charity, defined as follows:

- **Responsible** – these are the "doers" of the task. They must complete the task or objective or make the decision. Several people can be either jointly responsible or responsible for delivering a specific aspect of the task.
- **Accountable** – this person or body is the "owner" of the task. This person or body must make sure that responsibilities are assigned in the matrix for all related activities. There is only one person or body accountable.
- **Consulted** – the individuals or bodies who are active participants who will be consulted as part of the process of completing a task. Their input is required before the task can be completed and signed-off. While those responsible and accountable are not obliged to accept the views put forward, they must be actively considered.
- **Informed** – the individuals or bodies who need to be kept "in the picture." They need updates on progress or decision, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.

This Summary is designed for use by governance stakeholders within the Trust and external regulators, including Ofsted and the Education & Skills Funding Agency ("ESFA"). It is also made available on the school's website and can be viewed by parents, community members and the wider public.

Summary of Governance Structure

Within the Charity, the overarching approach to delegations for each governance tier is as follows:

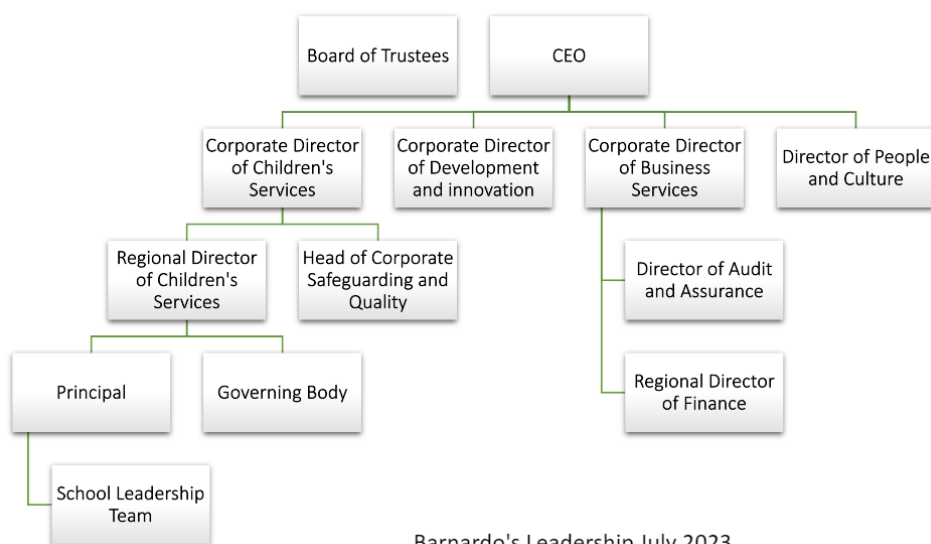
- **Trustees** – The Trustees hold ultimate legal **accountability** for all aspects of operational delivery, as well as being **responsible** for Charity policy and decision-making. Trustees oversee the management and administration of the Charity and the school run by the Charity and delegate authority and responsibility to others who undertake the day-to-day management of the school.
- **Corporate Leadership Team (CLT)** – this is the central team of the Charity consisting of the senior leaders **responsible** for the operational running of the Charity, supporting the school with operational matters in order to meet the core object of the Charity.
- **Corporate Leadership Group (CLG) including the Regional Director** – the Director has oversight of the area in which the school operates. The Regional Director is an executive officer and has delegated authority from the Corporate Leadership Team to act on behalf of the Charity. The Regional Director sits on the Governing board as the representative of the Charity

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- **Governing Body (GB)** - The Governing Body is responsible for ensuring clarity of vision, ethos and strategic direction; hold the Principal to account for the educational performance of the school and the young people, and the performance management of staff; and oversee the financial performance of the school and making sure its money is well spent.
- **School Principal**– the Principal within the Charity is **responsible** for all aspects of the day to day running of their setting and operational delivery of school improvement plans.
- **School Senior Leadership Team (SLT)** – The Principal will delegate responsibility for particular areas to members of the senior leadership team, e.g. Designated Safeguarding Lead

In addition to the delegations set out in this document, some functions may be further delegated, for example by the Chief Executive to members of the Corporate Leadership Team or Group or from the Principal to senior school staff.



Barnardo's Leadership July 2023

Approval and Renewal

The Scheme of Delegation will be renewed **annually** or so that the roles and responsibilities outlined continually reflect the realities of the Charity's Organisation.

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed

Governance Function	Trustees	Charity CLT	CLG Regional Director	Governing Body	School Principal	School SLT
Governance						
Appointment and removal of members of GB			A	R	C	I
Approval of Parent and Staff members of GB				A	C	I
Appointment and removal of GB Chair			A	R	C	I
Appointment and removal of Principal		A	R	C		I

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Governance Function	Trustees	Charity CLT	CLG Regional Director	Governing Body	School Principal	School SLT
Appointment and removal of SLT			A	C	R	C
Systems and Structures						
Review and Agree Scheme of Delegation		A	R	R	C	I
Review and Agree Instrument of Government		A	R	R	C	I
Agree schedule of governance business			A	R	R	I
Annual self review and self skills audit of GB			A	R	C	
Maintain and publish a register of business interests				A/R		
Ensure the School information is correct on GIAS					A	R
Review of GB performance			A	R	C	
Review of Principal performance		A	R	C	I	
Strategic Leadership						
Charity Vision and Values	A	R	C	I	I	I
School Self Evaluation			A	C	R	C
School Improvement Plan			A	C	R	C
Approval of Charity wide Policies	A	R	C		I	
School Management of Risk including School Risk Register		A		R	R	I
Have regard for views of Parents			A	R	R	R
Governance Reporting						
School Website – Content and Compliance		A		R	R	R
ESFA required reports and returns			A		R	R
School Performance Reports			A		R	R
Monitor data on pupil suspension and exclusion				A	R	
Financial Accountability						
Appointment of External Auditors for the school	A		R	C	I	
Appointment of Internal Auditors for the school			A	I	R	
Benchmarking value for money		A	R	R	C	
Ensure compliance with ESFA requirement			A	R	R	C
Ensure adequate insurance cover is in place		A	R	C	R	C
Ensure best use of finance and resources			A	R	R	C
Maintain School risk register			A	R	R	
Finance and Resources						
Set School Budgets ¹			A	I	R	C
Deliver monthly management accounts and forecasts			A		R	C
Develop Finance Policies	A	R	R		I	I
Use of School facilities by external groups			A		R	R
Standards, Curriculum and Assessment						
Set School timing of day, terms and holidays				A	R	I
School Approach to Curriculum and Assessment with regard to statutory requirements.			A		R	C
Develop Statutory Curriculum Policies				A	R	C
Ensure Curriculum is broad and balanced			A	C	R	C
Ensure appropriate qualifications are offered that allow progression through education			A	I	R	C
Ensure Teacher Standards are adhered to			A	R	R	R

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Governance Function	Trustees	Charity CLT	CLG Regional Director	Governing Body	School Principal	School SLT
School academic aims and mission statement			A	C	R	C
School academic targets for specific cohorts			A		R	R
Delivery of Careers guidance			A		R	R
Monitor and assess quality of teaching			A	R	R	R
Monitor compliance with Residential Special School's National Minimum Standards			A	R		
Safeguarding, Inclusion and Admissions						
Setting of School Safeguarding Practices and Policies	A		R	C	R	R
Ensure compliance with KCSIE and Prevent Duty		A		C	R	R
Support for LAC, Disadvantaged and SEN students			A	I	R	R
Setting and monitoring of Behaviour Policy			A	I	R	R
Monitoring of Single Central Record			A	I	R	R
Statutory Safeguarding Employment checks			A		R	R
Setting Admission Policies			A	I	R	R
Keep Admission and Attendance Registers			A		R	R
Ensuring compliance with SEND Code of Practice			A		R	R
Operational Compliance						
Set School Health & Safety Policy and Monitoring		A	C		R	R
Cyclical Maintenance report		A			R	C
Fire Risk Assessment management		A			R	C
Asbestos Management		A			R	C
Gas Safety		A			R	C
Electrical Safety		A			R	C
Water Management		A			R	C
Ensuring the school complies with the Equalities Act		A			R	C
Ensuring the school complies with GDPR		A			R	C
Catering Compliance management		A			R	C
Pay, People and Performance						
Set School Staffing structure			A	C	R	R
Appointment of School Principal		I	A	C		C
Suspension and Dismissal of School Principal		I	A	C		C
Appointment of School SLT			A	I	R	C
Suspension and Dismissal of School SLT			A	I	R	C
Appointment of other staff			A	I	R	R
Suspension and Dismissal of other staff			A	I	R	R
Set approach to Appraisal and Performance management	A	R	R		R	
Performance Management of School Principal			A	C		
Performance Management of the GB ²			A	R	R	
Set Pay levels including executive pay	A	R	C		I	
Set HR policies including whistleblowing	A	R				
Ensure staff health and wellbeing	A	R	R	R	R	R
Professional Development benchmarked across the Charity	A	R	R	R	R	
Monitoring of Grievances and Disciplinary matters	A	R	R	R	R	

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Footnotes:

¹ Within School Budgets below is delegated financial limits

Financial Approvals for High Close School		
Barnardo's Policies and Procedures will be followed by the school		
Requirement	Financial Band	Approval Required
Appointment of Staff	In line with Barnardo's pay bands and/or Teacher pay and conditions	Principal (or Regional Director if Principal)
Delegated School Running Budgets Obtain one written quote – show value for money	Band 1 – Up to and including £5,000	School Budget holder (Bursar to have overview)
Obtain at least 2 written quotes via Procurement System	Band 2 - £5,001 to £25,000	Bursar (Principal to have overview)
Obtain at least 3 written quotes via Procurement System	Band 3 - £25,001 to £100,000	Bursar (Principal to have overview – please also see large development projects)
Large School Development Projects including building work Follow a competitive tendering process with the support of the Procurement & Commercial team	Over £100,000	Principal (consult Governors, Regional Director and PF&M)

² The Governing Body are responsible for their own performance management and will use the internal hierarchy to do this effectively. If there was a significant performance issue that was not corrected by the Chair or was caused by the Chair then the Principal or the Regional Director would use the Instrument of Government to hold them to account.