

# Ickford Learning Trust

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## Policy for Governance and Financial Control

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This policy is intended to ensure that the academy maintains and develops systems of financial control which conform to the requirements both of propriety and of good financial management.

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### Introduction

The purpose of this policy is to ensure that the academy maintains and develops systems of good governance and financial control which conform to the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of the Academy's Funding Agreement with the Department for Education (DfE/EFA).

This policy should be read by all staff involved with financial systems and all Trustees/Governors and Members of Ickford Learning Trust and Ickford School.

## Governance

Ickford Learning Trust and Ickford School undertake to carry out the conditions as set out in the Academies Financial Handbook. Ickford Learning Trust is responsible for ensuring that Ickford School meets all obligations placed upon it by the Secretary of State for Education.

## The Governing Body

Ickford School is governed by a Governing Body made up of its Trustees and constituted under a Memorandum of Association and Articles of Association. The Governing Body must exercise its powers and functions with a view to fulfilling a strategic leadership role in the running of the Academy, addressing such matters as:

- Policy development and strategic planning.
- Ensuring sound management and administration of the Academy.
- Ensuring that managers are equipped with relevant skills and guidance.
- Ensuring compliance with legal requirements.
- Establishing and maintaining a transparent system of prudent and effective internal controls.
- Management of the Academy's financial, human and other resources.
- Monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon.
- Helping the Academy be responsive to the needs of parents and the community and making it more accountable through consultation and reporting.
- Setting the Academy's standards of conduct and values.
- Assessing and managing risk (including preparation of a statement on the Academy's risk management for its annual report and accounts).

The Governing Body also has a duty to take appropriate action when there are weaknesses in the Academy.

NB: All duties and responsibilities of governors detailed in this policy apply equally to persons who are not governors of the Academy but who have been appointed to serve on a committee of that Academy in an honorary capacity.

The Governing Body and Trust Members appoint a Headteacher to the Academy who will also act as an ex-officio governor. The following powers are delegated to the Headteacher by the Governing Body on appointment:

- The internal organisation, management and control of the Academy.
- The implementation of all policies approved by the Governing Body.
- The direction of teaching and the curriculum.
- The appointment of all Academy Staff apart from Headteacher and Deputy Headteacher.

In order to fulfil better the obligations placed upon it, the Governing Body (Trustees) of Ickford School is divided into the following sub-committees:

1. Teaching and Learning
2. Finance, Premises and Personnel
3. Class Governors

Teaching and Learning are the fundamental purpose of the Academy and therefore the priority for the Governing Body. The full Governing Body takes responsibility for overseeing the leadership, management and impact of teaching and every Governor is expected to recognise this as their principal role.

The full Governing Body and the sub-committees meet at least once each term and minutes are taken of all meetings. All sub-committees report to the full Governing Body.

### Obligations of Governors

As academies are companies limited by guarantee with charitable status, the Governors who sit on the Governing Body are the legal trustees of the charity. This confers certain obligations upon the trustees to protect the assets, property and good name of the charity. The legal requirements of trustees are set out below:

Trustees (governors) have full responsibility for the charity and must:

- Act together and in person and not delegate control of the charity to others.
- Act strictly in accordance with the Academy's governing documents.
- Act in the Academy's interests only and without regard to their private interests.
- Manage the Academy's affairs prudently throughout the life of the Academy.
- Not derive any personal benefit or gain from the Academy of which they are trustees.
- Must take proper professional advice on matters on which they are not themselves competent.

In managing the Academy's finances governors must:

- Ensure that the Trust's funds are used only in accordance with the law, its articles of association, its funding agreement and the Academies Financial Handbook.
- Discharge the Trust's funds reasonably in a way that commands broad public support.
- Be responsible for the proper stewardship of the Trust's funds, including regularity and propriety and for ensuring economy, efficiency and effectiveness in their use, the three elements in value for money.

## Conduct of Governors

Governors and staff are public servants and as such must not use public monies or official business for personal benefit. The Governing Body should avoid obtaining goods and services that include elements of private use or accepting excessive hospitality from prospective suppliers. The Treasury rules about the receiving of hospitality and gifts should be followed, as these rules are there to protect staff and governors. A register should be maintained to record hospitality and gifts received. This should record, as a minimum, the name of the organisation that gave the hospitality/gift, the date it was received, its nature and approximate value.

Governors should be aware that the Prevention of Corruption Act places the burden of proof on the recipient of favours.

## Declarations of Business Interests

It is vital that governors and staff act, and are seen to act, impartially. All governors are required to complete a declaration of their business interests. It is also strongly recommended, as a matter of good practice, that the Headteacher and other senior staff complete declarations. Individual declarations are maintained together in a register of interests. Declarations should include all business and pecuniary interests such as directorships, shareholdings and other appointments of influence within a business or other organisation. They should also include interests of related persons such as parent, spouse, child, cohabitee and business partner where influence could be exerted by that person over a governor or a member of staff.

Where a governor or member of staff or related person has any interest, either pecuniary or non-pecuniary, in a matter to be discussed at a governors' meeting the governor or member of staff must declare their interest and withdraw from that part of the meeting.

Where a governor or related person has a pecuniary interest in a business, and that interest exceeds limits that may be specified in the Academy's memorandum or articles of association, the Academy must not enter into any contract or arrangement (such as the purchase of goods and service) with that business. For example, good practice would be that the Academy should not generally be permitted to trade with a company in whom a governor holds more than 1/100th of the share capital.

It is the responsibility of governors and staff to ensure their declarations of business interests are kept up to date at all times, and to amend or update them as necessary. There is a standard agenda item at all Governing Body meetings and sub-committee meeting to declare any changes to their declarations of interests.

## Payments to Governors

It is illegal for governors to receive any remuneration for their work as trustees, other than payment of all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings acting in the capacity of governor of the Academy.

In addition, no governor may hold any interest in property belonging to the Academy. Nor may a governor receive remuneration in respect of any contract to which the Academy is a party. However, nothing prevents the payment of governors for the usual professional charges for business undertaken by any governor who is a solicitor, accountant or other person engaged in a profession, or by any partner or connected person of his or hers, when instructed by the Governing Body to act in a professional capacity on behalf of the Academy. This exception is only allowable if:

- At no time a majority of the governors are engaged in such a professional capacity.
- Governors withdraw from any meeting at which his or her remuneration, or that of his or her partner / relative, is under discussion.

## Governors' Meetings

It is a requirement of all Academy governing bodies that they meet at least once a term. No business can be conducted at any meeting unless a quorum is present. A quorum is usually three governors (those with full voting rights) or one-tenth of the total number of governors with full voting rights, whichever is the greater.

Governors appoint a clerk to the full Governing Body who is neither a Member nor a Trustee nor Headteacher.

## Class Governors

Several Governors agree to take on the role of Class Governor. Individual Governors are assigned to one cohort of children whose progress through the school they follow. The Governor is expected to form a professional relationship with the different Class Teacher each year and an ongoing professional relationship with the children.

Visits to classrooms are arranged directly between the Governor and the Teacher and should be at least once per term. During the visit the Governor may observe teaching and learning and discuss learning with the children. Governors may also discuss any aspect of school life with teachers and teaching assistants. Governors may also take an active part in lessons if requested and may at times be invited in for a visit for a particular event or given an opportunity to accompany the class on an outing.

Following a visit the Governor completes a Governor Visit feedback form.

## Governor Mornings

Once per term the school has a Governor morning during which all Governors are invited to spend a morning in school observing, meeting parents, staff and children and following a pre-determined timetable. Members are also sent an invitation to these mornings and welcome to take part.

## Method of Recruitment and Appointment or Election of Governors

Governors are recruited by means of advertising vacancies through the school website and newsletter, word of mouth and nomination by other Governors.

When the Governing Body seeks to appoint new Governors recruitment details are set out clearly on the school website and newsletters or in any specific correspondence to interested parties. The details include:

- The core functions of the Governing body and the role of a Governor.
- The induction and other training and development that will be available to new governors to help them fulfil it.
- The expectations they have of governors for example in relation to the term of office, the frequency of meetings, membership of committees and the willingness to undertake appropriate training and development.
- Any specific skills or experience that would be desirable in a new governor, such as the willingness to learn or skills that would help the governing body improve its effectiveness and address any specific challenges it may be facing.

Potential Governors are asked to submit a written statement outlining:

- Evidence of the extent to which they possess the skills and experience the governing body desires.
- Their commitment to undertake training and development to acquire or develop the skills to be an effective Governor.

Those standing for re-election should also include:

- Details of their contribution to the work of the governing body during their previous term of office.
- How they plan to contribute to the future work of the Governing body.

The Trustees elect or re-elect members by vote after considering all applications. If there is a tie, governors will discuss the strengths of the nominees further and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

## Election process for Chair and Vice-Chair

The term of office for Chair and Vice-Chair is one year following which either can be re-elected.

The Governing Board resolves that the following process will apply to the election of Chair and Vice-Chair:

- Governors will be able to submit written nominations prior to the full Governing Board meeting and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.
- Nominee(s) will be asked to leave the room whilst the election process takes place.
- If there is more than one nominee, the remaining governors will take a vote by a show of hands or a secret ballot. Please note that if a secret ballot is agreed, the clerk will tally the votes.
- The nominee(s) will then return to the room to hear the outcome, which the clerk will announce with the nominee polling the majority of votes being duly elected.
- Where there are three or more nominees, the nominee polling the least votes will be eliminated and a further vote will be taken
- If there is a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken.
- If there is still a tie, governors should discuss the strengths of the nominees further and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

### Accounting Officer

Ickford Learning Trust appoints an Accounting Officer and as Ickford School is a single Academy, this is the Headteacher.

The Accounting Officer must:

- Ensure value for money, regularity and propriety.
- Complete and sign and statement on regularity, propriety and compliance annually.
- Demonstrate how the Trust has secured value for money via a statement in the audited accounts.
- Assure the Governing Body of compliance with the Academies Financial Handbook and the Funding Agreement.

### The Chief Financial Officer (CFO)

The role of CFO is fulfilled by the school Finance Manager.

The main responsibilities of the CFO ARE:

- The day to day management of financial issues including the establishment and operation of a suitable accounting system.

- Ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the Academy.
- Authorising payments in conjunction with the Headteacher or other authorised signatory and ensuring forms and returns are sent to the EFA in line with the timetable in EFA guidance.
- Providing the day-to-day operation of efficient, effective, timely, financial and administrative processes.
- Ensuring that data is up-to-date and accurate and report any issues that emerge to the Headteacher.
- Preparation of financial reports for the Headteacher and Governing body.
- Meet monthly with the Headteacher to check on spending against the budget.
- Maintaining a link between the school and the Human Resources Payroll in order to oversee the implementation of payroll.
- Attending training as advised by the Headteacher.
- Under the direction of the Headteacher obtaining quotations and tenders as necessary. Ensuring that every effort is made to secure two or more written quotations for purchases of between £1000 and £10,000 and three written quotations are obtained for purchases over £10K and that tenders are invited for items over £50K.

## Schemes of Delegation

### The Governing Body

- The Governing Body has overall responsibility for the administration of the Academy's finances and approving the annual budget.
- Ensuring that the grant from the DfE/EFA is received according to the Academy's Funding Agreement, and is used only for the purposes intended.

### The Finance, Premises and Personnel Committee (FPP)

This is a sub-committee of the Governing Body. It has a minimum of 3 members and a maximum of 5, usually non-elected, of which one is the Headteacher. The committee Chair and members are appointed annually by the Governing Body. The Chair is responsible for ensuring effective clerking arrangements for the Committee. The Committee must meet as necessary but normally once per term. If the Chair is absent from a meeting. The members shall choose one of their number to act as Chair for that meeting but other Governors are not entitled to attend meetings.

The main responsibilities of the FPP Committee are:

- The initial review and authorisation of the annual budget.
- The regular monitoring of actual expenditure and income against budget.

- Ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 1985 and the DfE/EFA guidance issued to academies.
- Authorising the award of contracts over £10,000.

The FPP Committee is also the Academy Audit Committee and, as such, has the role of:

- Responsibility for monitoring the adequacy and effectiveness of the Academy's systems of internal control (including review of the statement of internal control) and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).
- Advising the Governing Body on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and the internal audit service.
- Advising the Governing Body on the scope and objectives of the work of the internal audit service and the financial statements auditor.
- Ensuring effective co-ordination between the internal audit service and the financial statements auditor.
- Considering and advising the Governing Body on the audit strategy and annual internal audit plans for the internal audit service.
- Advising the Governing Body on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor, and management's responses to these.
- Monitoring, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports and the financial statements auditor's management letter.
- Considering and advising the Governing Body on relevant reports by the National Audit Office, the Education Funding Agency (including those from the local provider financial assurance teams) and other funding bodies and, where appropriate, management's response to these.
- Establishing, in conjunction with Academy management, relevant annual performance measures and indicators and monitoring the effectiveness of the internal audit service and financial statements auditor through these measures and indicators and deciding, based on this review, whether a competition for price and quality of the audit service is appropriate.
- Monitoring the Academy's risk management plan and advising the Governing Body on its adequacy and effectiveness.
- Producing an annual report for the Governing Body and accounting officer which should include the Committee's advice on the effectiveness of the Academy's risk management, control and governance processes and any significant matters arising from the work of the internal audit service and the financial statements auditor.
- Monitoring and advising the Governing Body on any alleged fraud and irregularity in the Academy's financial and other control systems and ensuring that all allegations of fraud and irregularity are properly followed up.

- Being informed of all additional services undertaken by the internal audit service and the financial statements auditors.
- Recommending the annual financial statements to the Governing Body for approval.
- Monitoring the effectiveness of the Academy’s whistleblowing procedures meeting privately with the Internal and External Auditors, and separately with the Director of Finance at least once a year.

### The Headteacher

The Headteacher has overall executive responsibility for the Academy’s activities including financial activities. The Governing Body delegates the day to day running of the Academy to the Headteacher including:

- Approving new staff appointments within the authorised establishment, except for any leadership posts;
- Authorising contracts up to £10,000
- Authorising payments up to £10,000
- Authorising virement of up to £10,000

### Other Staff

The Assistant Headteacher is joint signatory on cheques over £1000.

All members of staff are responsible for the security of Academy property, for avoiding loss or damage, for ensuring efficiency in the use of resources and for conformity with the requirements of the Academy’s financial procedures.

### Delegations of Financial Responsibility Summary

Name	Position	Areas of Authority
John Ronane	Headteacher	Order Authorisation School Budget cheque signatory Payment authorisation
Karen Palmer	Chief Finance Manager	Invoice authorisation Receipt/Checking of School Fund income Checking and signing of delivery notes
Dawn Basnett	Assistant Headteacher	School Budget cheque signatory
Lauren Addis	Administration Officer	Checking and signing of delivery notes
Jenny Armitstead	Chair of Governors	Signing off School Budget Signing off Governor Minutes
Brian Woodham	Chair of Finance Committee	Signing off of minutes and documentation raised at Finance, Premises and Personnel Committee

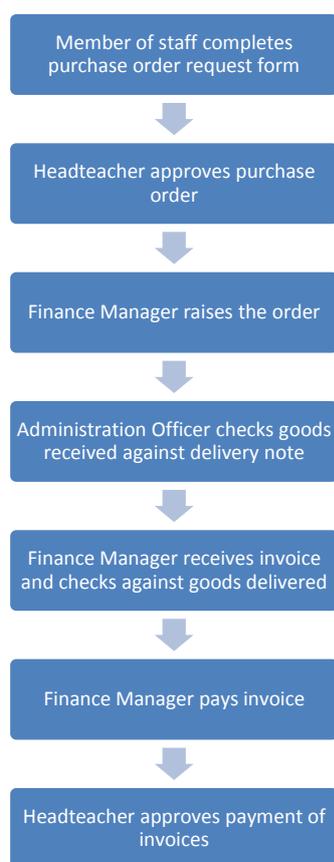
## Financial Planning

Financial planning is the responsibility of the Headteacher assisted by the Chief Finance Manager. The Budget is determined by the General Annual Grant (GAG) amount and any additional funding from the DfE.

## Accounting Systems

The school accounts are maintained by the Finance Manager using financial software called QuickBooks Pro.

## Ordering and Purchasing



Requests for purchases by members of staff are agreed by the Headteacher before the Finance Manager raises the order. The Headteacher signs and approves the invoices prepared by the Finance Manager for payment.

Cheques up to £1000 are signed by the Headteacher.

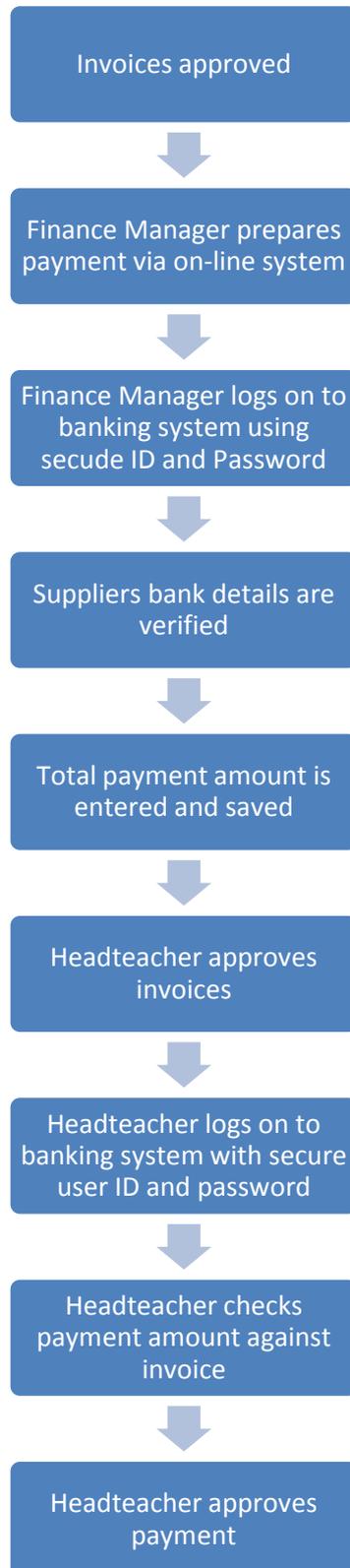
Cheques in excess of £1000 are signed by the Headteacher and Assistant Headteacher.

## Purchasing Card Account

The school hold one purchasing Debit card attached to the Lloyds Bank account. It can only be used by the Chief Finance Manager and the Headteacher. Receipts must be kept for all

purchases, invoices are checked and signed by the Headteacher and records are kept by the Finance Manager. The card is kept in the locked safe.

### On-line Payments



## Verifying Suppliers

All invoices or statements must detail the following:-

- Bank Name
- Sort Code
- Account Number

If the details are not included the supplier will be contacted asking for banking details to be provided on headed paper and emailed to the Finance Office email address.

**Existing Suppliers:** Bank Details provided on statement or Invoice must be checked against details already held on the Banking system, if the details are different, suppliers telephone number is obtained from Internet or number held on file (not from the Invoice or Statement). Supplier is contacted and asked if bank details have changed and for supplier to confirm the bank details either over the phone or by email, once confirmed payment is made.

**New Suppliers:** Supplier telephone number is obtained from Internet or phone number already held on file (not from the invoice or statement). Supplier is asked to confirm the bank details either over the phone or by email, once confirmed Suppliers are set up on the banking system. A text is generated from the online banking system to the account holder advising the new supplier has been set up.

**Changes to Bank Details: Existing suppliers:** Supplier's telephone number is obtained from Internet or phone number already held on file (not from the Invoice or Statement). Supplier is contacted and asked if bank details have changed and for supplier to confirm the bank details either over the phone or by email, once confirmed payment is made.

## Banking and Cash Management

Cash receipts are taken by the Administration Officer and the Finance Manager. The Finance Manager reconciles the cash receipts on a weekly basis and the Headteacher checks the cash box and signs the reconciliation. The cash receipts are banked on a weekly basis by the Finance Manager.

## Payroll

Payroll is subcontracted to the Buckinghamshire County Council Payroll Services.

The Chief Finance Manager receives a record of the payroll each month via spreadsheet which are then reconciled approved by the Headteacher and entered into the financial accounts.

## Petty Cash

Petty cash is only kept insofar as cash that is available in the safe during the week. The Headteacher checks and approves the amount of cash on the premises each week.

## Insurance and Risk Management

The Academy has adequate insurance cover in compliance with its legal obligations by opting to purchase the academies Risk Protection Arrangement (RPA).

Insurance for children and adults travelling to France is purchased via the company organising and providing a complete excursion package.

Other travel insurance requirements are dealt with on a needs basis in collaboration with any companies or organisations providing opportunities for travel.

## Whistle Blowing

The Academy has a Whistle Blowing Policy that is regularly updated (Every 3 years) and available through the School website and Governor Hub.

The Whistle Blowing policy is given to all new members of staff in the New Staff Pack and discussed at staff meetings.

## External Financial Monitoring

The appointed auditors and accountants are:

*MHA MacIntyre Hudson,*

*Abbey Place, 24-28 Easton Street,*

*High Wycombe, Buckinghamshire,*

*HP11 1NT*



## APPENDIX. 1

### GOVERNING BOARD OF ICKFORD SCHOOL

#### STANDING ORDERS (FOR ACADEMIES)

Standing Orders are rules established by the Governing Board to regulate the work of the Governors. They are in addition to any Government Regulation and are optional. The Governors shall exercise their powers and duties as set out in the Academy Trust's Memorandum and Articles of Association (AA) and Funding Agreement (FA), in compliance with relevant and current legislation.

1	<p><b><u>GOVERNANCE FILE</u></b></p> <p>The Governing Board will compile a School Governance File containing:</p> <ul style="list-style-type: none"><li>• The Governing Board's Standing Orders.</li><li>• The Terms of Reference for Committees and Working Groups (if applicable), and the structures and remits for the same.</li><li>• The policy on Governors' expenses.</li><li>• Articles of Association</li><li>• Financial Handbook</li></ul> <p>The file should be accessible to all Governors.</p>
2	<p><b><u>MEMBERSHIP</u></b></p> <p>The Term of office for all Governors is 4 years.</p>
3	<p><b><u>MEETINGS</u></b></p> <p>The Governing Board notes the requirement to meet at least three times in each school year and that this will be termly. This also applies to Committees. Notice of the meeting will be given 7 clear days before the date of the meeting.</p>

4	<p><b><u>QUORUM</u></b></p> <p>The quorum will be <b>3 Governors or one third</b> of the number of governors holding office (rounded up), whichever is the greater.</p> <p>The quorum will be <b>two thirds</b> of the number of governors holding office, rounded up, when:</p> <ul style="list-style-type: none"> <li>• Appointing parent governors</li> <li>• Removal of a Governor</li> <li>• Removal of the Chair of Governors.</li> </ul>
5	<p><b><u>AGENDA</u></b></p> <p>The agenda will be organised by the Clerk in consultation with (The Chair/Headteacher/both)</p> <p>Any Governor may place an item on the agenda by contacting the Clerk not less than 10 days/other before the meeting who will then discuss the request with the Chair.</p> <p>Any Governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Board will decide whether any such item will be discussed, or dealt with at a subsequent meeting.</p>
6	<p><b><u>ATTENDANCE</u></b></p> <p>Where a Governor has sent an apology to the Clerk, the minutes will record the Governing Board's consent or otherwise to the absence.</p>
7	<p><b><u>ALTERNATIVE ARRANGEMENTS FOR GOVERNORS' PARTICIPATION</u></b></p> <p>Governors agreed they would allow participation at meetings via Skype, Facetime or equivalent if notified prior to the meeting and agreed by the Chair of Governors or Chair of respective committee.</p>
8	<p><b><u>ELECTION PROCESS FOR CHAIR AND VICE-CHAIR</u></b></p> <p>The term of office for Chair and Vice-Chair will be 1 year.</p> <p>The Governing Board resolves that the following process will apply to the election of Chair and Vice-Chair:</p> <p>Governors will be able to submit written nominations prior to the full Governing Board meeting and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.</p>

	<p>Nominee(s) will be asked to leave the room whilst the election process takes place. If there is more than one nominee, the remaining governors will take a vote by a show of hands or a secret ballot. Please note that if a secret ballot is agreed, the clerk will tally the votes.</p> <p>The nominee(s) will then return to the room to hear the outcome, which the clerk will announce with the nominee polling the majority of votes being duly elected.</p> <p>Where there are three or more nominees, the nominee polling the least votes will be eliminated and a further vote will be taken</p> <p>If there is a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken. If there is still a tie, governors should discuss the strengths of the nominees further and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.</p>
<b>9</b>	<p><b><u>APPOINTMENT OF ACCOUNTING OFFICER</u></b></p> <p>The Governing Board has appointed the Headteacher as the Accounting Officer.</p>
<b>10</b>	<p><b><u>APPOINTMENT OF RESPONSIBLE OFFICER (RO)</u></b></p> <p>The appointment of an RO is delegated to the Finance Committee in accordance with the terms of reference.</p>
<b>11</b>	<p><b><u>APPOINTMENT OF AUDITOR</u></b></p> <p>The Academy Trust has appointed MacIntyre Hudson, Abbey Place, 24-28 Easton Street, High Wycombe, Bucks HP11 1NT</p>
<b>12</b>	<p><b><u>APPOINTMENT OF THE CLERK</u></b></p> <p>The Governing Board will appoint a Clerk to the Governors. The Governing Board resolves that the clerk to the Governing Board is the Clerk provided by the Buckinghamshire Learning Trust.</p>
<b>13</b>	<p><b><u>ACCESS TO MEETINGS</u></b></p> <p>The Governing Board will decide which meetings will be open to parents or the public. The decision will be made prior to the meeting and will be communicated to parents and the public at least one week prior to the meeting taking place.</p>
<b>14</b>	<p><b><u>MINUTES</u></b></p> <p>The draft minutes will be sent by the Clerk to the (Chair/Headteacher/both) for checking prior to distribution to Governors. Minutes remain confidential and unconfirmed until confirmation at the next meeting of the Governing Board.</p>

15	<p><b><u>GOVERNOR EXPENSES</u></b></p> <p>Governors agreed expenses will be paid as per the expenses policy.</p>
16	<p><b><u>COMMITTEES</u></b></p> <p>The Governing Body of Ickford School has agreed that all Governors form the Teaching and Learning Committee</p> <p>A sub-committee of 5 Governors forms the Premises, Pay and Personnel Committee</p>
16.1	<p><b><u>DEFINITIONS</u></b></p> <p>The Governing Board determines a committee's:</p> <ul style="list-style-type: none"> <li>• Delegated powers which are specified in the Committee Terms or Reference/ Remit.</li> <li>• Procedures for appointing Chairmen are specified in the Committee Terms of Reference.</li> <li>• Clerking arrangements – Clerks to be appointed to each committee in the Autumn Term (this will not be the Headteacher and should not be a member of the committee for committees with a financial remit).</li> </ul> <p><b>This information must be minuted at a full Governing Board meeting and reviewed annually.</b></p> <p>The Governing Board remain responsible for any decisions taken by committees and these decisions must be reported back to the full Governing Board at their next meeting.</p> <p>A <b>WORKING GROUP</b> of the Governing Board is set up with the Governing Board/Committee deciding its membership and the topics it will discuss and any authority it can have.</p>
16.2	<p><b><u>COMMITTEE STRUCTURE/MEMBERSHIP OF COMMITTEES</u></b></p> <p>Committee membership will be reviewed annually in the autumn term and must be minuted at a full Governing Board meeting</p>
17	<p><b><u>INDEPENDENT APPEALS PANELS</u></b></p> <p>Governors agreed to use the Independent Appeals Panel Service provided by the LA.</p>
18	<p><b><u>DELEGATION OF FUNCTIONS OF THE GOVERNING BOARD</u></b></p>

	<p>A Governing Board can delegate any of its statutory functions to a committee, a Governor or the Headteacher, subject to the following restrictions. The Governing Board must review the delegation of functions annually. A Governing Board will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.</p> <p>The following functions <b>cannot</b> be delegated:</p> <ul style="list-style-type: none"> <li>• The appointment or removal of the Chair or vice-Chair (Articles 82-92)</li> <li>• The appointment of the clerk</li> <li>• The suspension/removal of Governors (Articles 65-67E)</li> <li>• The establishment of committees and delegation of functions</li> <li>• The approval of the budget plan for the academy financial year (Funding Agreement 2.2.2)</li> <li>• Changing of School name</li> </ul> <p>The following functions <b>can</b> be delegated to a <b>committee</b> but <b>cannot</b> be delegated to an <b>individual</b>, even in urgent cases:</p> <ul style="list-style-type: none"> <li>• The review of the exclusion of pupils.</li> </ul> <p>The Governing Board can still perform functions it has delegated. This enables the Governing Board to take decisions on matters that are discussed at meetings on functions that have been delegated.</p> <p>Any individual or committee to whom a decision has been delegated <b>must</b> report to the Governing Board in respect of any action or decision made. Delegated powers will be reviewed annually (Article 101).</p>
19	<p><b><u>DELEGATIONS TO COMMITTEES</u></b></p> <p>Committee delegations are detailed in the terms of reference and committee remits and are reviewed annually in the Autumn Term.</p>
20	<p><b><u>DELEGATION OF FUNCTIONS TO THE CHAIR</u></b></p> <p><b>1. <u>PERSONNEL</u></b></p> <ul style="list-style-type: none"> <li>• In an emergency, where time does not permit the relevant Committee or full Governing Board to meet, to agree additional leave of absence outside the limit of discretionary leave set by the Governing Board’s Leave of Absence Policy;</li> <li>• Co-ordinating arrangements for governor participation in interview, and for hearings of the Pupil Discipline Committee, Staff Dismissal Committee, Staff Dismissal Appeals Committee, Pay Review Appeals Committee and Employee Grievance Committee.</li> <li>• Liaison with the Headteacher in relation to personnel issues</li> </ul> <p><b>2. <u>INSET</u></b> - Approval of INSET days where time does not permit this to be considered by the full Governing Board.</p>

**3. CORRESPONDENCE/DOCUMENTATION**

Preparing a response on behalf of the Governing Board to any other correspondence/ documentation, e.g. consultation documents, received from the LA or DfE where time does not permit the full Governing Board to consider it at its termly meeting. In delegating this function to the Chair, he/she will be expected to liaise with members of the relevant committee/Chair of Committee before preparing a response.

- The Chair has a right to take a decision in an emergency by virtue of his/her office.
- Any decisions taken by the Chair under his/her delegated authority will be reported back to the next meeting of the Governing Board

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**DELEGATION OF FUNCTIONS TO THE HEADTEACHER**

The Governors delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of the Academy (including the implementation of all policies approved by the Governors and for the direction of the teaching and curriculum at the Academy).

The Governing Board agrees that the Headteacher will be responsible for staff appointments outside of the leadership group and initial staff dismissals, subject to the adoption of the appropriate HR policies.

**Freedom of Information Act**

*The Governing Board delegates to the Headteacher day-to-day responsibility for the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the school's policy.*

**DECLARATION**

*The Governing Board, at its meeting on <> (Minute No. <>), resolved to adopt the Standing Orders. These Standing Orders will be reviewed annually in the Autumn Term.*

Signed.....Chair of Governors

DATE.....