

Scheme of Delegation

MacIntyre School, Wingrave

Scheme of Delegation

This Scheme of Delegation is made between MacIntyre, a charity and company limited by guarantee, and the Local Advisory Board of MacIntyre School, Wingrave ("the LOCAL ADVISORY BOARD"). This Scheme of Delegation is referred to as "the Scheme" and is effective from October 2016.

Subject to the requirements of MacIntyre set out in this Scheme, MacIntyre delegates to the LOCAL ADVISORY BOARD its responsibility and powers as the Governing Body of MacIntyre School, Wingrave which shall be discharged by the LOCAL ADVISORY BOARD in accordance with its Terms of Reference, MacIntyre Policies, and advice published from time to time by the Department for Education and Ofsted.

Responsibilities and powers delegated to the LOCAL ADVISORY BOARD may be further delegated to a committee or to Principal of the School. It should be remembered that although decisions may be delegated, the LOCAL ADVISORY BOARD together with MacIntyre as a whole remains responsible for any decision made under delegation.

Members of the LOCAL ADVISORY BOARD agree to:

- attend such training as is reasonably required by MacIntyre in order to update and improve the knowledge and skills available within the LOCAL ADVISORY BOARD to fulfil its role in respect of MacIntyre School, Wingrave operated by MacIntyre;
- provide the information required by MacIntyre in the form indicated in this Scheme and not to withhold any information which MacIntyre reasonably requires;
- refer certain decisions to MacIntyre for approval as set out in this Scheme, and not to act, or to omit any act, in reliance on such a decision prior to obtaining such approval;

1 Budgets & Finance

MacIntyre shall appoint the Responsible Officer, who is the Finance Director.

1.1 Procurement of Essential Services

1.1.2 Central Essential Services

MacIntyre shall determine, having regard to, but not being bound by the views and recommendations of the LOCAL ADVISORY BOARD, the scope of mandatory core services to be procured and delivered by MacIntyre School, Wingrave and shall deliver those services ensuring that they represent good value for money.

1.1.3 Non-Central Essential Services

MacIntyre shall also determine those essential services which must be procured by MacIntyre School. The LOCAL ADVISORY BOARD shall ensure that such services are procured ensuring that they represent value for money.

1.2 Budget and Budget Plan

1.2.1 MacIntyre shall determine the proportion of the overall school budget to be retained for Central Services and shall inform the LOCAL ADVISORY BOARD of the balance ("the school Budget").

1.2.2 The LOCAL ADVISORY BOARD shall agree MacIntyre School plan for spending the budget, making sure that it represents what MacIntyre considers to be the most appropriate allocation of resources consistent with the School's improvement plan.

1.3 Financial Monitoring

The LOCAL ADVISORY BOARD shall:

- monitor monthly expenditure of the School against the approved School Budget;
- not agree to any expenditure outside of the approved School Budget without the approval MacIntyre
- report on the financial position of the School to MacIntyre at twice yearly commercial review meetings and in preparation for MacIntyre Audit Committee meetings.

2 Staffing

2.1 Appointments

MacIntyre shall appoint the Principal of the School having regard to representations of the LOCAL ADVISORY BOARD who shall be invited to appoint two of their members to sit on any appointment panel.

The LOCAL ADVISORY BOARD delegate the appointment of other staff to the School's Principal and Senior Leadership Team in accordance with MacIntyre's Recruitment Policy.

2.2 Performance Review and other HR matters

The performance review of the Principal shall be conducted by the Chair of the LOCAL ADVISORY BOARD, Director of CYP, and an External Advisor (e.g. School Improvement Partner) and in accordance with MacIntyre's Supervision and Appraisals Policy and Guidance.

2.3 Performance review – other staff

The LOCAL ADVISORY BOARD shall ensure that the performance review of all other staff is conducted in accordance with MacIntyre's Supervision and Appraisals Policy and Guidance.

2.4 Disciplinary and Capability Procedures

The LOCAL ADVISORY BOARD shall ensure that any capability or disciplinary procedure is undertaken in accordance with MacIntyre policies and in accordance with advice from MacIntyre's HR Department.

2.5 Determining Dismissal Payments

In the event that a staff member is dismissed no payment in respect of that dismissal shall be made without the consent of MacIntyre Workforce Director.

2.6 Considering Requests for Early Retirement or Flexible Working

The LOCAL ADVISORY BOARD shall consider any requests for Early Retirement or Flexible Working and may seek advice in that respect from MacIntyre's HR Department.

3 Standards, Curriculum and Target Setting

The LOCAL ADVISORY BOARD shall regularly review the implementation of the school's curriculum in line, and monitor the educational offering, the care offering, the implementation of the School Improvement Plan, attainment and progress reports.

The Chair of the LOCAL ADVISORY BOARD shall report on the above and more specifically on student's targets, attainment and progress to MacIntyre after each LOCAL ADVISORY BOARD's meeting.

4 Admissions/Structure

Admissions

Decisions on admissions shall be delegated to the School Principal and the LOCAL ADVISORY BOARD shall ensure that admissions are dealt with in accordance with MacIntyre School's admission policy.

5 Structure

The LOCAL ADVISORY BOARD shall refer to MacIntyre any proposal to alter:

- Extended School Provision;
- Setting Term times and Inset Days;
- Ofsted/DfE registration; (children and young people's age range and needs)

prior to implementation of, or consultation on such change, and shall not make or consult upon any such change without the prior consent of MacIntyre.

MacIntyre will consider such consent having regard to but not being bound by representations from the LOCAL ADVISORY BOARD.

6 Safeguarding

The LOCAL ADVISORY BOARD shall ensure that the academy has a Designated Officer and Deputy and that their contact details are published on the School website and Safeguarding Policy.

The LOCAL ADVISORY BOARD shall appoint a Member with specific responsibility for safeguarding and make contact details for that Member available on the School website. The LOCAL ADVISORY BOARD shall also inform MacIntyre of the name and contact details of that responsible LOCAL ADVISORY BOARD Member.

MacIntyre website will include the name and contact details of the person at MacIntyre with special responsibility for safeguarding.

7 Premises and Insurance

MacIntyre shall effect an insurance policy for buildings, public liability, business interruption in accordance with the Articles.

The LOCAL ADVISORY BOARD shall develop and implement a strategy for the maintenance and development of the school site and buildings.

8 Health & Safety

The LOCAL ADVISORY BOARD shall ensure that the School implements and complies with the Health and Safety policy published by MacIntyre from time to time.

Signed by Chair of LOCAL ADVISORY BOARD Members on behalf of the LOCAL ADVISORY BOARD:

Anne-Marie Dawe

Signed by Chair of Trustees on behalf of MacIntyre:

John Berriman