

Annual Delegation Profile

(KINGSHAM PRIMARY SCHOOL)

EFFECTIVE DATE: 2016/17

	WHAT	HOW	WHO
	Provide assurance on:-		
2.5	Deliver Trust aims		
2.6	Use Trust Mission		
	Working with other Trust schools:-	Key contact: Sue Samson/ James Humphries	
	Achieve consistently high standards of teaching and learning.		
	Develop cost effective curriculum design and collaboration which optimises opportunities for pupils and students and provides added value provision for them.		
	Provide support building upon individual specialisms and/or areas of identified strength between the schools to improve key areas of performance.		
	To achieve best value in service delivery and financial management especially where partnership working can add value.		
	Specific school based activity	Key contact: Director of Finance - Helen Turner	
5.3.1	Submit balanced budget not less than 90 days before commencement of financial year.		
5.3.2	Receive funding less agreed top slice and manage finances within budget		
5.3.3	Get written consent for expenditure over £10K.		
5.3.5	Ensure procedures for safeguarding of funds and meet all audit requirements		
5.3.6	Notify Directors of need for significant unplanned expenditure.		
5.3.7	Maintain a risk register and use risk management strategies compliant with those for the company as a whole.		
5.4.1	Maintain buildings and facilities.		
5.4.2	Undertake an annual Safeguarding Audit and report outcomes to the Trust.		
5.4.3	Undertake annual health and safety checks and act swiftly on any areas of noncompliance.		
5.4.4	Inform CEO of Trust if in breach of any regulation within one working day of breach		

	WHAT	HOW	WHO
	Provide assurance on:- being identified.		
5.4.5	Have a 5 year Estate Management strategy in conjunction with Directors.		
	Human Resources	Key contact: HR Manager – Louise Birch	
5.5.1	<p>Management of staff</p> <ul style="list-style-type: none"> - Comply with all HR policies. - Comply with Statutory requirements. - Comply with pay terms set by Trust. - Adopt standard contracts and 'terms and conditions' set by the Trust. - Manage claims and disputes with staff in compliance with Trust policy. - Seek Directors' approval for any new appointments. - Seek Directors approval for all changes to the organisational structure. - Ensure effective Performance Management of staff in line with Directors' policies. - Ensure all teachers are delivering consistently good lessons <p>Support the performance management of the Headteacher</p>		

	Curriculum	Key contact: Director of Standards – James Humphries	
5.6.1	Set and review curriculum.		
	Produce curriculum statement and have available on website.		
5.6.2	Review standards achieved, identify areas for improvement and monitor progress		
5.6.3	Approve extended schools activities.		
5.6.4	Meet requirements of Equalities Act 2010.		
	Governance	Key contact: Director of Finance – Helen Turner	
5.7.1	Check DBS of all Governors.		
5.7.2	Ensure governors profiles are on the website		
5.7.3	Undertake skills audit of Governing body and seek to fill skills gap		
5.7.4	Maximum term of office - 4 yrs/co-opted 1 year with re-election (Directors approval needed).		
5.7.5	Provide minutes of LGB and committees to Directors.		
5.7.6	Review sub-committee membership and governor lead responsibilities annually.		
5.7.7	Set and review admissions policy annually.		
5.7.8	Appointment of Chair/Vice Chair (Director Approval needed)		
5.7.9	Ensure all statutory policies are in place.		