

Schedule of Delegation

Terms of Reference

The Trustee Board

*The Trustees will take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.*

***Terms of reference:***

* Approval of the School’s mission, strategy and long-term business plans
* Approval of the Key Performance Indicators
* Approval of systems of control and accountability, including financial and operational controls and risk assessment; procedures for handling internal grievances and managing conflicts of interest
* Monitoring of the School’s performance against approved plans and KPIs
* To agree constitutional matters, including procedures where the Trustees has discretion
* To hold at least three Trustees meetings a year
* To appoint or remove the Chair and Vice Chair
* To appoint or remove a Clerk to the Trustees
* To establish the committees of the Trustees and their terms of reference
* To appoint the Chair of any committee
* To suspend a governor
* To decide which functions of the Trustees will be delegated to committees, groups and individuals, including the Principal\*
* To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Trustees is necessary
* To approve the strategic budget plan and the formal budget plan of the financial year
* To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
* To review the delegation arrangements annually
* The quorum for the Trustees will be 7

**The Role of the Chair of the Trustees**

* To ensure the business of the Trustees is conducted properly, in accordance with legal and delegation requirements of the Trust.
* To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
* To establish and foster an effective relationship with the Principal based on trust and mutual respect for each other’s roles. The Chair has an important role in ensuring that the Trustees acts as a sounding board to the Principal and provides strategic direction
* To liaise with the Principal as necessary
* To represent the educational values and principles of the Trust

**The Role of the Clerk to the Trustees**

* To work effectively with the Chair of Governors, the other Governors and the Principal to support the Trustees
* To advise the Trustees on Constitutional and Procedural Matters, duties and powers
* To convene meetings of the Trustees
* To attend meetings of the Trustees and ensure minutes are taken
* To maintain a register of members of the Trustees and report vacancies to the Trustees
* To give and receive notices in accordance with relevant regulations
* To perform such other functions as may be determined by the Trustees from time to time

**The Role of the Chair of a Committee**

* To ensure the business of the Committee is conducted properly, in accordance with legal requirements
* To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

**Responsibility areas of the Trustees**

**Admissions**

* Trustees must ensure that the school’s admissions policy is correctly administered.

**Achievement**

* They must ensure that all students achieve as much as they can and must monitor standards, through regular reports on achievement and progress.
* Trustees should analyse trends of achievement over time and the performance of different groups of students

**Behaviour**

* The Trustees are accountable for policies to promote high standards of discipline, setting out the boundaries of acceptable behaviour
* Arrangements must be made to hear parental appeals against exclusions.
* Governors should monitor the attendance of students.
* They will ensure that the school safeguarding policy is up to date and fully implemented.

**The Curriculum**

* Trustees must ensure the school’s curriculum is broad and balanced and focuses on the needs of individual students to promote their intellectual, moral, cultural and physical development.
* Trustees will ensure that the curriculum reflects the demands of the local engineering and manufacturing industry and support the development of links between that sector and the UTC
* The Trustees must adhere to the SEN Code of Practice and the statutory guidance on inclusion.

**Staff**

* The Trustees will determine the levels of pay and conditions of all staff
* Trustees should ensure that performance management is in place for all staff and that this is linked to continuous professional development.
* They must adopt fair and transparent procedures for dealing with staff discipline, grievances, redundancies etc.

**Parents**

* The Trustees must ensure that strategies are in place to keep parents informed about their child’s progress, and the performance of the School.
* Trustees should ensure that there is a transparent and effective complaints procedure for parents

**Partnerships**

* The Trustees will encourage partnerships with other industry, schools and colleges, and with the local authority and other local agencies.

**Finance**

* The Trustees will ensure compliance with the requirements of the Academies Financial Handbook.
* The Trustees will adopt a scheme of financial delegation in line with the up to date version of the Academies Financial Handbook, and through its finance committee and the Responsible Officer will ensure that finances are overseen and monitored regularly and effectively.

**The Audit, Risk, Finance, Physical and Human Resources Sub Committee**

**Terms of reference:**

* Consideration and approval of the curriculum and extra curriculum provision and the teaching and support staff resources required to deliver the curriculum
* Implement a risk management strategy and report the out comes to the full Trustee group
* Consideration and approval of the School Improvement Plan
* Consideration and approval of the of the plans for the professional development of all staff, alongside the resources required
* Consideration and preparation of financial plans for the school budget of the academy in securing appropriate provision to meet the needs of students
* To establish and maintain an up to date 3-year financial plan
* The creation and allocation of budget headings within the school budget for each financial year;
* The development and establishment of procedures for the financial management and oversight of the school by the Principal and Finance Director, including observance of EFA Financial Regulations;
* The consideration and creation of a staffing structure and whole school pay policy;
* The consideration of the general view of the condition of the school buildings and site.
* To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Trustees
* To make decisions in respect of service agreements
* To ensure that Health and Safety issues are appropriately prioritised for action
* To draft and keep under review the staffing structure in consultation with the Principal
* To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
* To establish and review a Performance Management policy for all staff

That the Principal be delegated the following duties and powers:

* To act on behalf of the Trustees in consulting with the Chief Executive in respect of the school’s budget and earmarked funding;
* To exercise responsibility for managing and controlling the heads of expenditure allocated by the Trustees and to exercise discretion in the virement of monies (up to £25,000) between heads of expenditure within the total budget allocation for a financial year.
* To procure goods and services in line with the Trustee’s Procurement policy.
* To exercise responsibility for the allocation and spending of monies on books, equipment, stationary, furniture and services, and such other heads of expenditure as may be specified by the sub Committee.
* To exercise the responsibility for determining charges to be made for services supplied;
* To exercise responsibility for the management and oversight of all unofficial and voluntary funds and to provide the Audit. Risk Finance, Physical and Human Resources Committee with audited annual accounts,
* To exercise responsibility for making applications for external funding for projects;
* To exercise control over the use of the school premises outside the hours of the school day;
* To exercise responsibility over the requirements for Health and Safety matters in accordance with the policies of the Trustees.

**The Student Support, Standards and Attainment Sub Committee**

**Terms of reference:**

* Consideration of the evidence in meeting the Key Performance Indicators set by the Trustees
* Consideration of evidence about the academic attainment and progress of students over time
* Consideration of the evidence about attendance and behaviour of students
* Consideration of evidence about the quality of teaching and learning provided to students
* Consideration of the evidence about the range and quality of curriculum provision experienced by students
* Consideration of the quality of provision for staff development and its impact upon the quality of provision
* Consideration of the quality of premises and the learning environment
* To review the procedures for risk assessment of health and safety matters
* To consider the views of parents and students about the quality of provision

**Principal’s responsibilities for day- to-day leadership and management of the UTC**

The Principal will be required to undertake the following duties:

**Whole school organization, strategy and development**

* Provide overall strategic leadership and, with others, lead, develop and

support the strategic direction, vision, values and priorities of the school.

* Develop, implement and evaluate the school’s policies, practices and

procedures.

**Teaching**

* Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils
* Teach

**Health, safety and discipline**

* Promote the safety and well-being of pupils and staff.
* Ensure good order and discipline amongst pupils and staff.

**Management of staff and resources**

* Lead, manage and develop the staff, including appraising and managing performance
* Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.
* Organise and deploy resources within the school.
* Promote harmonious working relationships within the school.
* Maintain relationships with organisations representing teachers and other members of staff.
* Lead and Manage the staff with a proper regard for their wellbeing and legitimate expectations, including the expectations of a healthy balance between work and other commitments.