



Ringwood School

# Scheme of Delegation

## Introduction

The purpose of this scheme is to clarify the responsibilities and powers of Governors and members of staff employed at the school in respect of key aspects of the management of the school and to ensure compliance with the Articles of Association. The delegations set out in this scheme are delegated to the specified committees of the Governing Body and post holders employed at the school.

Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of the Headteacher, the delegations stand delegated to the Deputy Headteacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a post holder other than the Headteacher, the delegations stand delegated to the Headteacher unless otherwise directed or agreed by the Governing Body.

Instead of exercising her/his delegated powers a post holder or committee may refer the matter to the appropriate committee or to the Governing Body. The scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the Governing Body and its committees.

All Governors and committees follow the principles of Best Value and are committed to equal opportunities for all.

## Quorum

The quorum for any governing body meeting is one third (rounded up to a whole number) of the governing body. Articles 114 to 116 list circumstances for which different quorums apply.

The quorum for any committee meeting is three governors or committee members or, if greater, one third of the committee. In the event of there being fewer than three serving members of a committee, the quorum shall be all the members of that committee.

Every question to be decided at a governing body and committee meeting will be determined by a majority of votes of those governors and committee members present and entitled to vote. If there is an equal number of votes, the Chair (or the person acting as Chair provided that they are a governor) has a second, or casting vote.

# The Governing Body of Ringwood School

**Chair:** Hugh Paton

**Vice Chair:** Philip Rood

**Clerk to the Governors:** Barbara Martin

**Director Governors:** Lisa Brinkman, Helen Frampton, Claire Gorzanski, John Smith

**Parent Governors:** Richard Lovett

**Co-opted Governors:** Hugh Paton, Philip Rood, Anna Davis, Roger Bayntun

**Headteacher:** Leanne Symonds

Governors serve a term of office of 4 years. The Headteacher is employed by the school.

## Link Governor roles:

Designated Lead Governor for Teacher Early Careers Framework: Hugh Paton  
Designated Lead for Looked after Children (LAC) / Previously Looked after Children (PLAC) / Kinship care / Children under Social care: Richard Lovett  
Designated Lead Governor for Pupil Premium: Claire Gorzanski  
Designated Lead Governor for SEND: to be confirmed  
Designated Lead Governors for Safeguarding: Helen Frampton  
Designated Lead Governor for Training: Vacant  
Designated Lead Governor for Health & Safety: Richard Lovett  
Designated Lead Governor for Whole School Careers: Philip Rood

**Total number of Governors:** 10 (including Headteacher)

## List of Governors' Committees

### Regular

- Audit, Risk & Finance Committee
- Pay & Staff Welfare Committee
- Student Welfare Committee
- Development Committee

### As Required

- Student Admissions Panel
- Governor Disciplinary Committee
- Staff Grievance and Staff Dismissal Appeal Panel
- Staff Redundancy / Restructure Panel and Appeals Panel
- Complaints Panel

## Membership of Governors' Committees

### **Audit, Risk & Finance Committee**

Richard Lovett (Parent Governor) (Chair)  
Lisa Brinkman (Director Governor)  
Claire Gorzanski (Director Governor)  
John Smith (Director Governor)  
Roger Bayntun (Co-opted Governor)

### **Pay & Staff Welfare Committee**

Philip Rood (Co-opted Governor) (Chair)  
Leanne Symonds (Headteacher)  
John Smith (Director Governor)  
Hugh Paton (Co-opted Governor)

### **Student Welfare Committee**

Helen Frampton (Director Governor) (Chair)  
Lisa Brinkman (Director Governor)  
Richard Lovett (Parent Governor)  
Hugh Paton (Co-opted Governor)  
Anna Davis (Co-opted Governor)  
Roger Bayntun (Co-opted Governor)

### **Development Committee**

All Governors  
Headteacher

## Terms of Reference

The terms of reference for each of the above committees can be found on the School's website.

# Responsibilities and Powers of the Governing Body

Key:

✓	Action can be taken at this level
	Action cannot be carried out at this level
FGB	Full Governing Body
Cttee	Committee
Gov	Individual Governor
Head	Headteacher

Function	Task	FGB	Cttee	Gov	Head	We have delegated this to
Admissions	Determine the school's admissions arrangements annually, including the published admissions number (PAN) and the oversubscription criteria	✓	✓			
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			
	Establish an independent appeals panel when there are admissions appeals	✓				Currently fulfilled by Hampshire County Council as a paid service.
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days				✓	
	Convene a <b>meeting to consider reinstating an excluded pupil</b> and consider parents' representations about an exclusion in some circumstances	✓	✓	✓		Chair/Vice-Chair in cases of urgency
	Arrange an <b>independent review panel</b> to consider permanent exclusions when requested by parents	✓				
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16				✓	
	Make sure all pupils at the school are provided with independent <b>careers guidance</b> from Year 8 to Year 13	✓	✓		✓	
Finance and Budgets	Make day-to-day spending decisions: <ul style="list-style-type: none"> <li>Up to £50,000 if it is an item that is budgeted</li> <li>Up to £10,000 if not specifically budgeted– in which case if &gt; £10,000 and not specifically budgeted then: <ul style="list-style-type: none"> <li>If &gt; £25,000 – FGB approval needed</li> <li>If &lt; £25,000 - 2 additional committee Chair approvals needed</li> </ul> </li> </ul>				✓	

Function	Task	FGB	Cttee	Gov	Head	We have delegated this to
	Appoint a senior executive leader as the accounting officer and a chief financial officer of the Trust	✓				
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction	✓	✓			
	Appoint an Auditor	✓	✓			
	Participate in annual accounts consolidation exercise as communicated by the Department for Education	✓	✓			
	Refer potentially novel and contentious transactions to the ESFA for explicit prior authorisation	✓				
	Make sure that the Trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓			
	Establish an <b>audit and risk committee</b>	✓				
	Approve a balanced budget each financial year and submit to the ESFA	✓				
	Maintain a published <b>Register of Interests</b> including the business and pecuniary interests of members, trustees and local governors	✓				
	Monitor the impact of pupil premium funding	✓	✓		✓	
Governing body procedures	Hold Full Governing Body meetings at least 3 times a year	✓				
	Elect a Chair and Vice-Chair of trustees	✓				
	Appoint a Clerk	✓				
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a Chair for each committee	✓				
	Check that all statutory policies and documents are in place	✓				
	Delegate functions to committees and individuals	✓				
Health & Safety	Monitor the implementation of the Health and Safety Policy	✓	✓			
	Make sure there is an appointed person in charge of First Aid	✓	✓		✓	
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	
	Approve a Complaints Procedure	✓	✓	✓	✓	
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			
	Make sure the school complies with the General Data Protection Regulations <b>GDPR</b>	✓	✓			

Function	Task	FGB	Cttee	Gov	Head	We have delegated this to
Pupil wellbeing	Make sure eligible pupils receive free school meals (this includes all pupils in reception, Year 1 and Year 2)	✓	✓		✓	
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake the appropriate training	✓	✓		✓	
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	✓				
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			
	Make sure there's a child protection policy in place	✓				
	Make sure a senior board level Governor takes leadership responsibility for safeguarding and that they receive training	✓	✓			
	Make sure Governors receive safeguarding training	✓	✓	✓	✓	
	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	
Special Educational Needs and Disabilities (SEND)	Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND	✓				
	Make sure that the necessary special education provision is made for any pupil who has SEN and monitor its effectiveness		✓	✓	✓	
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	
	Co-operate with the local authority in developing the local offer		✓		✓	
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓	
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
Staffing matters	Appoint a senior executive leader (who should be the academy's principal)	✓				

Function	Task	FGB	Cttee	Gov	Head	We have delegated this to
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				
	Make sure employment law and guidance is being followed	✓	✓			
	Approve staffing structure changes	✓	✓			
	Dismiss the Headteacher	✓				

29 January 2026