

## WYVERN ACADEMY

### DELEGATION OF RESPONSIBILITY TO INDIVIDUALS

<b>Terms of reference 2023.24</b> <ul style="list-style-type: none"> <li>To liaise with the appropriate member(s) of staff</li> <li>To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the Academy</li> <li>To report to the Teaching and Learning Committee or Finances and Resources Committee, whichever the Trustee Board deems most appropriate, on developments and progress within their area of responsibility</li> <li>To raise the profile of the area of responsibility when related matters are considered by the Trustee Board</li> <li>To attend training as appropriate</li> <li>To report any Health and Safety issues to the relevant Committee</li> </ul>
<b>Disqualification</b> – the following <b>CANNOT</b> be delegated to an individual: Functions relating to: <ul style="list-style-type: none"> <li>The approval of the first formal budget plan of the financial year</li> <li>Academy Discipline policies</li> <li>Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)</li> <li>Admissions</li> </ul>

Subject/Phase of Responsibility	Teacher/Staff Member	Trustee
Safeguarding / Looked After Children/SMSC	Katherine Seymour and Richard Holt	Helen Hunt
Upper School	Anneka Ryan	Lisa White
Lower School	Kelly Taylor	Christine Robertson
Behaviour	Richard Holt and Lee-Ann Hale	Kevin Floyd
Therapies and Medical	Katherine Seymour/Nurse/SALT	Helen Hunt
ICT	Dan Flewitt (IT technician)	Chris Adams
<b>Date Delegation Agreed</b>	07.07.23	<b>Date of review</b>
		July 2024