

The Burgate School and Sixth Form Scheme of Delegation

| Area | Decision | Delegation | | | | |
|-------------------------------|--|------------|-------------|-----------|--------------------|-------------------------|
| | | Members | Trust Board | Committee | Individual trustee | Senior Executive Leader |
| Governance framework | | | | | | |
| People | Members: Appoint/Remove | ✓ | | | | |
| | Trustees: Appoint/Remove | ✓ | | | | |
| | Role descriptions for members | ✓ | | | | |
| | Role descriptions for trustees/chair/clerk: agree | | ✓ | <A | | |
| | Parent trustee: elected | | ✓ | | | |
| | Chair and Vice Chair: Appoint/Remove | | ✓ | | | |
| | Committee chairs: Appoint/Remove | | ✓ | <A | | |
| | Clerk to board: Appoint/Remove | | ✓ | | | |
| Systems and structures | Articles of association: agree and review | ✓ | <A | <A | | |
| | Governance structure (committees) for the trust: establish and review annually | | ✓ | <A | | |
| | Terms of reference for trust committees (including scheme of delegation): agree annually | | ✓ | <A | | |
| | Skills audit: complete annually and recruit to fill gaps | | ✓ | | | |
| | Determine a trustees' training plan and ensure appropriate trustees training/development takes place | | | | ✓ [Chair/Vice] | |

| Area | Decision | Delegation | | | | |
|------------------|--|------------|-------------|-----------|--------------------|-------------------------|
| | | Members | Trust Board | Committee | Individual trustee | Senior Executive Leader |
| | Annual self-review of trust board and committee performance: complete annually | | ✓ | | | |
| | Chair's performance: carry out 360 review periodically | | ✓ | | | |
| | Trustee contribution: review annually | | ✓ | | | |
| | Succession: plan | | ✓ | <A | | |
| | Annual schedule of business for trust board: agree | | ✓ | <A | | <A |
| Reporting | | | | | | |
| Reporting | Trust governance details/arrangements on school website: ensure | | ✓ | <A | <A | <A |
| | Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish | | ✓ | <A | | |
| | Annual report on performance of the trust: submit to members and publish | | ✓ | <A | | |
| | Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit | | ✓ | <A | | |
| | To determine whether to publish a home school agreement (not statutory) | | | | | ✓ |
| | Overall responsibility for ensuring that statutory requirements for information published on the school website, including required performance, financial and equality data are met | | ✓ | <A | <A | <A |
| | To publish and update at least annually a SEND Information Report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014) | | | ✓ | <A | <A (prepare) |

| Area | Decision | Delegation | | | | |
|--|---|------------|-------------|-----------|--------------------|-------------------------|
| | | Members | Trust Board | Committee | Individual trustee | Senior Executive Leader |
| Being Strategic | | | | | | |
| Being Strategic | Determine trust policies which reflect the trust's ethos and values including: admissions; SEND; safeguarding and child protection; supporting students with medical conditions : approve | | ✓ | <A | <A | <A |
| | Determine trust staffing policies which reflect the trust's ethos and values including including performance management, capability, discipline, conduct; grievance; absence: approve | | | ✓ | | <A |
| | Determine trust policy for complaints: approve | | | | ✓ [Chair] | <A |
| | Determine trust policy for health & safety; accessibility plan: approve | | | ✓ | | <A |
| | Determine trust policy for data protection; freedom of information; equality information and objectives statement for publication | | | ✓ | | <A |
| | Establish trust policy for sex education, careers guidance | | | | | ✓ |
| | Determine trust policies for premises management: approve | | | ✓ | | <A |
| | Determine a behaviour and discipline policy that promotes good behaviour among students and defines the sanctions to be adopted where students misbehave: approve | | | ✓ | | <A |
| | To draft content of school behaviour policy and publicise it to staff, students and parents. | | | | | ✓ |
| | Determine a home-school agreement document | | | | | ✓ |
| To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the board has not consulted on their arrangements in the last seven years. | | ✓ | <A | | | |

| Area | Decision | Delegation | | | | |
|------|---|------------|-------------|-----------|--------------------|-------------------------|
| | | Members | Trust Board | Committee | Individual trustee | Senior Executive Leader |
| | Ensure a broad and balanced curriculum is in place | | ✓ | <A | | <A |
| | To set the times of school sessions and the dates of school terms and holidays | | ✓ | | | |
| | Agree enrichment/extra-curricular offer including any additional services required | | ✓ | ✓ | | <A |
| | Imbed agreed curriculum offer within the day to day operation of the academy trust | | | | | ✓ |
| | To establish and agree a Pay policy | | ✓ | ✓ | | |
| | Management of risk: establish register, review and monitor | | ✓ | <A | <A | <A |
| | Engagement with stakeholders | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine | | ✓ | <A | | <A |
| | Headteacher: Appoint/Suspend (and end Suspension)/dismiss | | ✓ | | | |
| | To decide whether to join or form a multi-academy trust | | ✓ | | | |
| | Budget plan to support delivery of trust key priorities: agree | | ✓ | <A | | |
| | Academy staffing structure: agree | | ✓ | <A | | <A |
| | Appoint teaching staff (trustees to be invited to HoD and LT interviews) | | A> | | | ✓ |
| | Appoint non-teaching staff | | | | | ✓ |

| Area | Decision | Delegation | | | | |
|---------------------------|--|------------|-------------|-----------|--------------------|-------------------------|
| | | Members | Trust Board | Committee | Individual trustee | Senior Executive Leader |
| | Suspend (end Suspension)/dismiss teaching and non-teaching staff | | | | | ✓ |
| Holding to account | | | | | | |
| Holding to account | Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree | | ✓ | <A | <A | <A |
| | To produce and maintain a central record of recruitment and vetting checks | | | | | ✓ |
| | To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy | | ✓ | <A | <A | <A |
| | Reporting arrangements for progress on key priorities: agree | | ✓ | <A | | <A |
| | Performance management of the Headteacher: undertake | | | ✓ | | |
| | Performance management of staff: undertake | | | | | ✓ |
| | Establish and review procedures for addressing staff discipline, conduct and grievance | | | ✓ | | |
| | Trustee monitoring: agree arrangements (e.g. Link Trustees) | | ✓ | <A | | |

| Area | Decision | Delegation | | | | |
|------|--|------------|-------------|-----------|--------------------|-------------------------|
| | | Members | Trust Board | Committee | Individual trustee | Senior Executive Leader |
| | To review all permanent exclusions and fixed term exclusions where the student is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination. | | | ✓ | | |
| | To implement the Health & Safety Policy and Management System | | | | | ✓ |
| | To review and monitor the implementation of the Health & Safety Management System | | | ✓ | | |
| | Overall responsibility for Health & Safety | | ✓ | | | |
| | Ensure that school lunch nutritional standards are met | | | | | ✓ |
| | Maintain a register of student attendance | | | | | ✓ |
| | To ensure provision of free meals to those students meeting the criteria | | | | | ✓ |

| Area | Decision | Delegation | | | | |
|-----------------------------------|---|------------|-------------|-----------|--------------------|-------------------------|
| | | Members | Trust Board | Committee | Individual trustee | Senior Executive Leader |
| Ensuring financial probity | | | | | | |
| Ensuring financial probity | Chief financial officer for delivery of trusts detailed accounting processes: appoint | | ✓ | <A | | |
| | Trust's scheme of financial delegation: establish and review | | ✓ | <A | <A | <A |
| | Approve appointment of auditors | ✓ | | <A | <A | <A |
| | External auditors' report: receive and respond | | ✓ | <A | | <A |
| | Headteacher pay award: agree | | | ✓ | <A | <A |
| | Staff appraisal procedure and pay progression: monitor and agree | | | ✓ | | <A |
| | Benchmarking and academy trust value for money: ensure robustness | | ✓ | <A | | |
| | Develop trust procurement strategies and efficiency savings programme | | | ✓ | | |
| | To approve the first formal budget plan each financial year | | ✓ | <A | <A | <A |
| | Review budget through financial year (updating the Trust Board) and propose revisions as required | | | ✓ | | |
| | To monitor income, expenditure, cash flow and balance sheet | | | ✓ | | |
| | Appoint Responsible Officer and receive regular reports | | | ✓ | | |

| Area | Decision | Delegation | | | | |
|------|---|------------|-------------|-----------|--------------------|-------------------------|
| | | Members | Trust Board | Committee | Individual trustee | Senior Executive Leader |
| | To agree annual action plans, reports and monitor how school premiums are spent (Year 7 numeracy and maths catch up premium, service premium and the pupil premium) | | ✓ | <A | | |
| | To establish and agree charging and remissions policy | | | ✓ | | |
| | Buildings and personal liability insurance | | ✓ | <A | | |