Scheme of Delegation

Introduction

The purpose of this scheme is to clarify the responsibilities and powers of Members, Trustees 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.

Delegations cannot be exercised other than by the designated person, group or committee unless otherwise directed or agreed by the Board of Trustees. In the absence or incapacity of the Headteacher (Senior Executive Leader), the delegations stand delegated to the Deputy Headteacher unless otherwise directed or agreed by the Board of Trustees. 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 Board of Trustees.

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

The Board of Trustees as a whole is responsible for any decision delegated. Any decisions taken must therefore be reported back to the Board of Trustees at the first available opportunity.

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

Responsibilities and Powers of the Board of Trustees (last reviewed 7 December 2023)

Key:

✔	Action can be taken at this level
	Action cannot be taken at this level
<A	Provide advice and support to those accountable for decision making
Members	Members of the Academy Trust
Trust Board	Full Board of Trustees
Committee	Trustees' Committee
Individual Trustee	Individual Trustee
Senior Executive Leader	Headteacher

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		✔			

Area	Decision	Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
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]	
	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		

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
	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)
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					✔

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
	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		
	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

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
	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					✔
	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 *Prevent* duty into the child protection policy		✔	<A	<A	<A
	Reporting arrangements for progress on key priorities: agree		✔	<A		<A

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
	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		
	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		
	External auditors' report: receive and respond		✔	<A		<A
	Headteacher pay award: agree			✔		
	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		
	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		