

## **GOVERNANCE SCHEME OF DELEGATION**

Key:

Level 1: Members

Level 2: Full Trust Board

Level 3: A committee of the Trust Board

Level 4: The Headteacher

COLUMN BLANK: Action can be undertaken at this level

COLUMN SHADED: Function cannot legally be carried out at this level

Governance  Appoint/remove Members  Appoint/remove Trustees  Ratify the Articles of Association  Receive the Annual Report and Accounts for the Academy Trust  Appoint/remove External Auditors  Receive External Auditors Report  Approve budget plan for financial year  Monitor monthly expenditure. Chair has sight monthly; trustees bi-monthly.  Approve Educational Visits Policy (inc. Charging for School activities).  Miscellaneous financial decisions (up to £10,000 value - refer Finance Handbook)  Enter into contracts (up to £50,000)  Enter into contracts (up to £50,000)  Enter into contracts (£50,000 and over)  Headteacher appointment  Deputy Headteacher appointments  Deputy Headteacher appointments  Deputy Headteacher appointments  Approve Recruitment, Selection & DBS Policy for teaching and non-teaching staff appointments  Leadership & Teaching staff appointments  Approve Performance Management and Pay Policies  12. Pay recommendation for the Headteacher  12. Pay recommendation for all other staff  13. Minument Performance Management and Pay Policies  Approve Fairness at Work Policy (inc. Conduct, Staff Discipline, Grievance, Allegations of abuse against staff, Capability, Disciplinary,	tion	Task				
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Whistle-blowing and EO procedures)	1	Staff Discipline, Grievance, Allegations of	ıct,	٧		
15 Dismissal of Headteacher V	1			٧		

Key Function	No	Task	1	2	3	4
	16	Dismissal of other staff				٧
	17	Suspension of Headteacher		٧		
	18	Suspension of other staff				٧
	19	Ending suspension of Headteacher		٧		
	20	Ending suspension of other staff			٧	
	21	Determining staffing requirements				٧
	22	Dismissal payments / early retirement				٧
	23	Approve Curriculum Policy		٧		
	24	Implement Curriculum Policy				٧
	25	Approve Teaching & Learning Policy			٧	
	26	Responsibility for standards of teaching				٧
		Decide which subject options will be taught,				٧
	27	including activities outside the school day				
Curriculum	28	Responsibility for individual child's education				٧
Curriculum		Ensuring provision of sex education – includes				
	20	approving a PSHEE Policy (inc. Sex Education,		_,		
	29	SMSC, Radicalisation, Substance misuse,		٧		
		Collective Worship, Careers & Managing Loss)				
	30	Implement a PSHEE Policy				٧
	31	To promote British Values and ensuring a				٧
	31	balanced treatment of political issues				
Target Setting	32	Set and publish targets for student achievement				٧
	33			٧		
	33	Approve Behaviour policy Review use of suspension and decide whether		V		
Discipline / Exclusions		or not to confirm permanent and fixed term				
		suspensions where the student is either				
	34	suspended for more than 15 days in total in a				٧
		term or would lose the opportunity to sit a				
		public examination				
	35	Permanent Suspension, Disciplinary Panel			٧	
Child Protection	36	Approve a Child Protection Policy		٧		
	37	Implement a Child Protection Policy				٧
Admissions	20	Consult annually before setting an Admissions		-,		
	38	Policy		٧		
	39	Admissions: application decisions.			٧	
	40	Buildings insurance and personal liability			٧	
Premises & Insurance	41	Agree Academy buildings strategy			٧	
Fremises & msurance	42	Procure and maintain buildings, including			٧	
	42	properly funded maintenance plan				
Health & Safety	43	Approve a Health & Safety Policy		٧		
	44	Ensure that health & safety regulations are				V
		followed				<u> </u>
	45	Appoint a Health & Safety trustee		٧		1
Data Protection/Fol	46	Approve a Data Protection Policy		٧		
Data i rotection/101	47	Implement a Data Protection Policy				٧
School Organisation	48	Set times of Academy day and dates of Academy terms and holidays		٧		
		Ensure that Academy meets 380 sessions in a			<u> </u>	٧
	49	school year				

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Key Function	No	Task	1	2	3	4
Information for parents	50	Prepare and publish the Academy prospectus				٧
	51	Ensure provision of free school meals to those				٧
		students meeting the criteria				
Trust Board Procedures	52	Appoint (and remove) the chair and vice chair of the Trust Board		٧		
	53	Appoint (and dismiss) the Governance Professional		٧		
	54	Hold a full Trust Board meeting at least 3 times in an Academy year		٧		
	55	Appoint (and remove) trustees		٧		
	56	Set up Register of Trustees' Business Interests		٧		
	56	Discharge duties in respect of students with special needs by appointing a SENCO				٧
SEN	57	Approve SEN Policy		V		
	58	Consider whether or not to delegate functions to individuals or committees		٧		
	59	Regulate the Trust Board procedures		٧		
Federations/MAT	60	Consider forming a federation or joining an existing federation / MAT		٧		
	61	Leave a federation / MAT		٧		
Extended Schools	62	Decide to offer additional activities and what form these should take			٧	
	63	Put in place and ensure delivery of services to be provided				٧
	64	Cease providing extended school provision		٧		
Premises Management	65	Approve a Premises Management Policy (inc No Smoking, Lettings and Minibus)		٧		
	66	Implement a Premises Management Policy				٧
Complaints	67	Approve Complaints Policy for Parents/Carers		٧		
	68	Implement Complaints Policy for Parents/Carers				٧
Non-statutory policies	69	Approve			٧	
	70	Implement				٧