

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

Key Function	No	Task	1	2	3	4
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	√			
Budgets	1	Approve budget plan for financial year		√		
	2	Monitor monthly expenditure. Chair has sight monthly; trustees bi-monthly.				√
	3	Approve Educational Visits Policy (inc. Charging for School activities).		√		
	4	Miscellaneous financial decisions (up to £10,000 value - refer Finance Handbook)				√
	5	Enter into contracts (up to £50,000)				√
	6	Enter into contracts (£50,000 and over)			√	
Staffing	7	Headteacher appointment		√		
	8	Deputy Headteacher appointments		√		
	9	Approve Recruitment, Selection & DBS Policy for teaching and non-teaching staff appointments.		√		
	10	Leadership & Teaching staff appointments				√
	11	Non-teaching staff appointments				√
	12	Approve Performance Management and Pay Policies			√	
		12.1 Pay recommendation for the Headteacher			√	
		12.2 Pay recommendation for all other staff				√
		12.3 Pay decision appeals				
	13	Implement Performance Management and Pay Policies				√
	14	Approve Fairness at Work Policy (inc. Conduct, Staff Discipline, Grievance, Allegations of abuse against staff, Capability, Disciplinary, Whistle-blowing and EO procedures)		√		
	15	Dismissal of Headteacher		√		

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

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