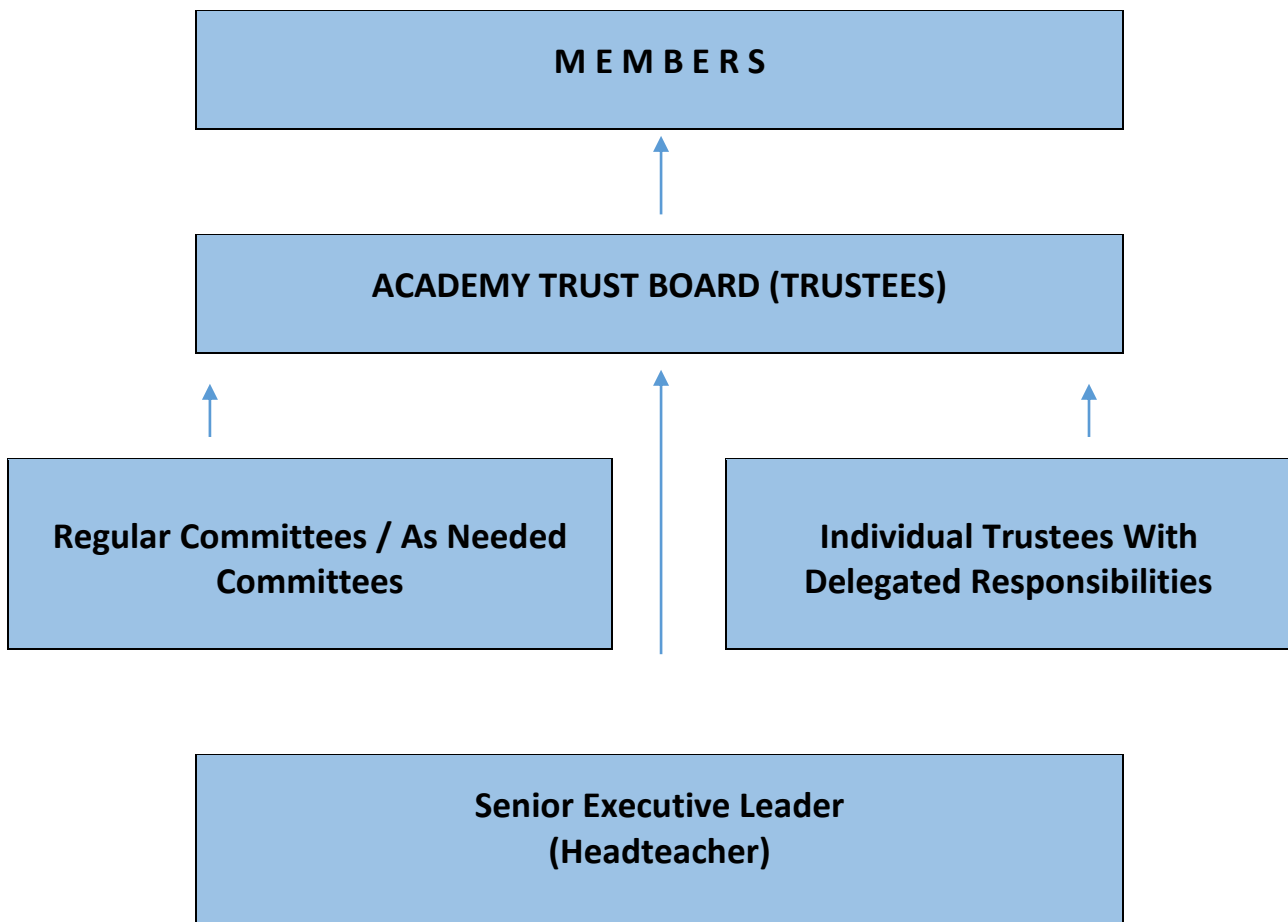


# Bishop Rawstone Church of England Academy Trust Scheme of Delegation



## GOVERNANCE STRUCTURE AND LINES OF DELEGATION

The academy trust board of trustees (referred to as ‘governors’ in the articles of association) delegate responsibility for the day-to-day running of the academy to the headteacher and hold the headteacher to account for the performance of the academy. The headteacher in turn holds other members of the senior leadership team to account by line managing them.

The headteacher reports to the board on the performance of the academy, although this will be supplemented by the monitoring of committees and individual trustees with any delegated responsibilities.

The headteacher is performance managed by the performance management & pay committee.

# **ROLES AND RESPONSIBILITIES**

## **THE MEMBERS**

The members of the academy trust comprise:

- the Diocesan Board of Education;
- up to 2 person(s) who may be appointed by the Diocesan Board of Education;
- up to 3 person(s) who may be appointed by the parochial church councils;
- 1 person appointed by the Secretary of State, in the event that the Secretary of State appoints a person for this purpose;
- the chair of governors;
- the headteacher; and
- any other person appointed by the members (with the written consent of the Diocesan Board of Education)

The members appoint trustees to ensure that the trust's charitable object is carried out and the trust board submits an annual report on the performance of the trust to the members. Members are also responsible for approving any amendments made to the trust's articles of association.

## **THE TRUSTEES**

The trustees are responsible for the general control and management of the administration of the trust, in accordance with the provisions set out in the memorandum and articles of association and the funding agreement. The trust board is legally responsible and accountable for all statutory functions, for the performance of the trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. In addition, it must carry out the three core governance functions:

- Ensure clarity of vision, ethos and strategic direction.
- Hold the headteacher to account for the educational performance of the trust and their students, and the performance management of staff.
- Oversee the financial performance of the trust and make sure its money is well spent.

Subject to the articles of association, the members appoint the following trustees:

- not less than 11 governors of which: a minimum of 3 are appointed by the Diocesan Board of Education, a minimum of 7 are nominated by the parochial church councils and the incumbent of the parish of Croston St Michael and All Angels is ex-officio;
- up to 3 staff governors (elected);
- 3 parent governors (elected);
- the headteacher (ex-officio);
- up to 1 sponsor governor (appointed by the members);
- up to 1 community governor (appointed by the members);
- up to 1 Local Authority governor (appointed by the LA);
- any additional governors and further governors as the Secretary of State may select, subject to certain requirements and conditions.

## THE COMMITTEES

The trustees have established committees to carry out some governance functions and any decisions made will be deemed decisions of the trust board. Bishop Rawstorne Church of England Academy Trust has the following committees (some of which are convened on an 'as needed' basis and do not meet regularly):

- Admissions Committee
- Appeals Committee
- Curriculum Committee
- Finance, Resources & Audit committee
- Grievances Committee
- Governance Committee
- Performance Management & Pay committee
- Pupil Discipline Committee
- Staff Discipline Committee

## THE HEADTEACHER

The headteacher has the delegated responsibility for the operation of the trust.

The headteacher is also the accounting officer, so has overall responsibility for the operation of the academy trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability, avoiding waste and securing value for money.

## SCHEME OF DELEGATION KEY

Level 1:	Members
Level 2:	Trustees
Level 3:	Committees
Level 4:	Individual trustee
Level 5:	Headteacher
Pink box	Function <b>cannot</b> be carried out at this level.
✓	Action to be undertaken at this level
A	Provide advice and support to those accountable for decision-making
<>	Direction of advice and support

AREA	DECISION	DELEGATION				
		Members	Trustees	Committees	Individual Trustee	Headteacher
<b>Governance Framework</b>						
<b>People</b>	Members: appoint/remove	✓				
	Trustees: appoint/remove	✓	✓			
	Role descriptions for members	✓				
	Role descriptions for trustees/chair/ specific roles/committee members: agree		✓	<A		
	Parent and staff trustees: elected		✓			
	Committee chairs: appoint and remove			✓		
	Clerk to governors: appoint and remove			✓		
<b>Systems and Structures</b>	Articles of association: agree and review	✓	<A	<A		
	Governance structure (committees) for the trust: establish and review annually		✓	<A		
	Terms of reference for committees (and scheme of delegation): agree annually		✓	<A		
	Skills audit: complete and recruit to fill gaps		✓	✓		
	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			✓		
	Annual schedule of business for trust board: agree			✓		<A

AREA	DECISION	DELEGATION				
		Members	Trustees	Committees	Individual Trustee	Headteacher
<b>Reporting</b>						
<b>Reporting</b>	Trust governance details on trust 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 details of governance arrangements, performance, financial and equality data are met		✓	<A	<A	<A
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		✓			✓
<b>Being Strategic</b>						
<b>Being Strategic</b>	Determine trust policies which reflect the trust's ethos and values including: admissions; expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum: approve		✓	<A		<A
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		✓	<A		<A
	Determine trust policy for complaints, health and safety, accessibility plan, premises management, data protection and FOI: approve		✓	✓		<A

AREA	DECISION	DELEGATION				
		Members	Trustees	Committees	Individual Trustee	Headteacher
Being Strategic	Establish trust policy for sex education, careers guidance					✓
	Determine a behaviour and discipline policy that promotes good behaviour among students and defines the sanctions to be adopted where students misbehave		✓	<A		<A
	To draft content of school behaviour policy and publicise it to staff, students and parents.					✓
	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the trust board has not consulted on their arrangements in the last seven years.		✓	<A		
	Ensure a broad and balanced curriculum is in place		✓			✓
	To set the times of school sessions and the dates of school terms and holidays		✓			<A
	Agree enrichment/extra-curricular offer including any additional services required		✓			<A
	Embed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓
	To establish and agree a pay policy		✓	<A		<A
	Management of risk: establish register, review and monitor		✓	✓		<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 and 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		✓
	Appoint teaching staff		A>			✓
Appoint support staff					✓	

AREA	DECISION	DELEGATION				
		Members	Trustees	Committees	Individual Trustee	Headteacher
<b>Holding to Account</b>						
<b>Holding to Account</b>	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, health and safety, employment): agree		✓	<A	<A	<A
	To produce and maintain a central record of recruitment and vetting checks			A>		✓
	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		✓	✓	✓	✓
	Reporting arrangements for progress on key priorities: agree		✓	✓		<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		✓	<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 ensure that health and safety regulations are followed					✓
	Ensure that school lunch nutritional standards are met					✓
	Maintain a register of student attendance					✓

AREA	DECISION	DELEGATION				
		Members	Trustees	Committees	Individual Trustee	Headteacher
<b>Ensuring Financial Probity</b>						
<b>Ensuring Financial Probity</b>	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓	<A		
	Trust's scheme of financial delegation: establish and review		✓	<A	<A	<A
	External auditors' report: receive and respond			✓		<A
	Headteacher pay award: agree		✓	<A		
	Staff appraisal procedure and pay progression: monitor and agree			✓		<A
	Benchmarking and academy trust value for money: ensure robustness			✓		
	Develop trust procurement strategies and efficiency savings programme			✓		
	To approve the first formal budget plan each financial year		✓	<A		
	To agree annual action plans and monitor how school premiums are spent (e.g. pupil premium)		✓	✓		
	To establish and agree charging and remissions policy		✓	✓		
Buildings insurance and personal liability			✓			