

# Scheme of Delegation

## Decision levels

**Level 1: The Board of Trustees**

**Level 2: Local Governing Body**

**Level 3: Principal or School Business Manager**

**Level 4: A named individual endorsed by the Trust**

## Differentiation

**Green: Grade 1 and 2 Academies (Outstanding and Good)**

**Blue: Grade 3 Academies (Requires Improvement)**

**Red: Grade 4 Academies (Inadequate)**

**\* Any decisions not covered in this policy are at the discretion of Trustees**

Function	No	Tasks	Decision Level				Notes
			1	2	3	4	
Central Services	1.	To determine the scope of mandatory core services to be delivered by the Trust on behalf of its Academies	✓✓✓				New services will be included in the trust Business Plan
	2.	To identify those additional services to be procured on behalf of individual academies			✓✓✓	✓✓✓	The Trust may direct schools that are in need of rapid improvement to procure specified or additional services.
	3.	To ensure centrally procured services provide value for money	✓✓✓			✓✓✓	Evaluation of services will incorporate feedback from individual LGBs
Budgets	4.	To determine the proportion of the overall Academy budget to be delegated to individual academies	✓✓✓				

	5.	To develop and propose the individual Academy budget		✓✓		✓	Chief Finance Officer and Hub Lead should be consulted. CFO recommends the budget for grade 4 academies.  Academy improvement professionals will review priorities and plans being developed.
	6.	To approve the first formal budget plan each financial year	✓✓✓			✓✓✓	CFO following LGB scrutiny. CFO reports to the board.
	7.	To monitor monthly expenditure			✓✓✓	✓✓✓	
	8.	To approve any virement between budget headings and or likely budget overspends		✓✓		✓	CFO and hub leads.
	9.	To establish financial decision levels and limits	✓✓✓				
	10.	To establish a charging and remissions policy		✓✓✓			
	11.	To appoint the Responsible Officer	✓✓✓				
	12.	To make payments within agreed financial limits			✓✓✓		

<b>Staffing</b>	13.	Principal appointments	✓✓✓				With involvement of the LGB.
	14.	Deputy appointments	✓	✓✓	✓✓✓		Trustees and LGB may wish to be involved.
	15.	Appointment of other teachers			✓✓✓	✓	Academy improvement colleagues involved in all appointments in Grade 4 academies.
	16.	Appointment of non teaching staff			✓✓✓		
	17.	Appointment of all new positions			✓✓✓		With involvement from HR and trust.
	18.	Appointment of School Business Manager			✓✓✓		Trust Accountant, CFO and HR to be involved in all appointments
	19.	Agree pay policy	✓✓✓	✓✓✓			Hub leads to be involved.
	20.	Pay discretions	✓	✓✓			Must be within pay policy – maximum of £4k discretion
	21.	Establishing disciplinary/ capability procedures	✓✓✓		✓✓✓	✓✓✓	Must work with inline with HR policy Policy agreed by Board of Trustees
	22.	Dismissal of Principal or Vice Principal	✓✓✓				
	23.	Dismissal of other staff			✓✓✓		Inline with advice from HR
	24.	Suspending Principal or Vice Principal	✓✓✓				

	25.	Suspending other staff			✓✓✓		Inline with advice from HR
	26.	Determining dismissal payments / early retirement			✓✓✓	✓✓✓	Inline with advice from HR
	27.	Determining part time work for Principal or Vice Principal	✓✓✓				Inline with advice from HR
	28.	Leave for Executive Principal, Principal, Vice, Head of School or Business Manager, over 5 days	✓✓✓				
	29.	Leave for Executive Principal, Principal, Vice, Head of School or Business Manager, less than 5 days		✓✓✓			
<b>Curriculum</b>	30.	To develop a curriculum policy		✓✓✓			
	31.	To implement curriculum policy			✓✓✓		
	32.	Responsible for standards of teaching			✓✓✓		
	33.	Accountability for standards of teaching			✓✓✓		

	34.	Responsibility for individual child's education			✓✓✓		
	35.	Development and maintenance of accurate SEF			✓✓✓		
	36.	Approval of SEF	✓✓✓				
	37.	Development of Academy Improvement Plan			✓✓✓		
	38.	Approval of Academy Improvement Plan	✓✓✓	✓✓			
<b>Performance Management</b>	39.	To ensure that an approved appraisal policy is in place	✓✓✓	✓✓✓			Policy determined by Board of Trustees.
	40.	To secure the statutory appraisal of: Principal	✓	✓✓			External adviser approved by academy improvement colleagues
	41.	To secure the statutory appraisal of: all other staff			✓✓✓		Advice / training available through HR
	42.	To review annually the performance management policy	✓✓✓			✓✓✓	CFO to be involved
<b>Monitoring learners' achievement</b>	43.	To propose projected levels of progress and attainment for pupil			✓✓✓		

	44.	To agree targets for pupil achievement	✓✓✓	✓✓✓			LGB proposes projections to Board of Trustees.  Additional scrutiny will be applied to Grade 3 or 4 academies.
	45	To monitor progress toward pupil achievement targets		✓✓✓			Academies will develop their own mechanisms for this.
	46	Accountability for pupil outcomes			✓✓✓		
	47.	Manage exclusions process			✓✓✓		Usually working within local guidelines
	48	Oversee pupil exclusions process	✓✓✓	✓✓✓			Levels of exclusion across the Trust will be monitored by the Board
<b>Admissions</b>	49.	Admission application decisions		✓✓✓			In line with local arrangements.
<b>Premises &amp; Insurance</b>	50.	Buildings insurance and personal liability			✓✓✓		Academies to become part of the DfE insurance scheme from September 2014
	51.	Developing school buildings strategy / plan			✓✓✓	✓✓✓	Advice from AJ Gallagher as part of the H&S contract
	52.	To produce Health and Safety Policy	✓✓✓			✓✓✓	With advice from AJ Gallagher

	53.	To ensure that Health and Safety regulations are followed	✓✓✓			✓✓✓	Including training and site visits from AJ Gallagher
<b>Governance</b>	54.	To appoint (and remove) Local Governing Body members including Chair and Vice Chair	✓✓✓			✓✓✓	Must be discussed and agreed with Academy Governance Officer
	55.	To determine the development needs of governors and put in place an appropriate programme	✓	✓✓			
		To appoint and agree clerking arrangements				✓✓✓	Must be discussed and agreed with the Academy Governance Officer
	56.	To develop a safeguarding policy in line with statutory requirements and best practice	✓✓✓				
	57.	To implement the safeguarding policy		✓✓✓	✓✓✓		
	58.	Comply with all Data Protection legislation and good practice			✓✓✓		



	59.	To determine on an annual basis policies which will be developed for the Trust	✓✓✓				
	60.	To determine charges for holidays during term time	✓		✓✓		Decisions will be make across the Trust in consultation with Principals
	61.	Changes to the school year or day	✓	✓✓			
<b>Procurement</b>	62.	To determine any ICT contracts/leases/purchases over £1,000				✓✓✓	Trust ICT officer to be involved in all ICT related procurement and decisions.