

## Scheme of Delegation 2017/18

### Decision Levels

Level 1: The Board of Trustees – Ultimate level of accountability for all decisions made across the Trust

Level 2: Principal – Delegated powers and accountable for these areas

Level 3: A named individual endorsed by the Trustees – Delegated powers from the Trustees to ensure compliance in areas across the Trust see key below for further details

Local Governing Bodies are responsible for oversight, challenge and support of the Principal and academy for all the areas delegated below.

Differentiation – to be determined by Trustees and central team

Green: A (Self-Sustaining)

Blue: B (Self-Improving)

Orange: C (Developing)

Red: D (Challenged and Vulnerable)

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

Key

<b>Role</b>	<b>Named individual</b>	<b>Responsibility</b>
<b>CEO – Chief Executive Officer</b>	Darren Holmes	CEO and Accounting officer for the Trust
<b>Director of Business Development and Operations</b>	Paul Kennedy	Chief Operations Officer
<b>Director of Finance - CFO</b>	Jodie Younger	Financial Management and efficiency across the Trust
<b>Director of Human Resource</b>	Lauren Stones	To ensure HR procedures are followed across the Trust
<b>Director for Information Technology</b>	Brett Webster	To ensure that the Trust and its Academies have access to secure, effective and efficient ICT
<b>Director for Governance and Development</b>	Liz Thompson	To ensure trust compliance with policies and procedures. Monitor and evaluate local governance arrangements including clerking.

Decision Level						
Central services	No	Tasks	1	2	3	Notes
		To determine the scope of mandatory core services (Operational service) to be delivered by the Trust on behalf of its Academies	✓✓✓✓			
		To ensure that the Operation service is in place at each academy		✓✓✓✓		
		To identify those additional services to be procured on behalf of individual academies			✓✓✓✓	Development Lead and CFO to be involved
		To ensure centrally procured services provide value for money	✓✓✓✓			
<b>Finance</b>						
<b>Budgets</b>		To determine the proportion of the overall Academy budget to be delegated to individual academies	✓✓✓✓			
		To develop and propose the individual Academy budget		✓✓✓✓		CFO, Principal, ABM and Development Lead to be involved
		To approve the first formal budget plan each financial year	✓✓✓✓			
		To monitor monthly expenditure		✓✓✓✓		
		To approve any virement between budget headings and or likely budget overspends		✓✓✓✓		This is up to a limit of £10k. Over £10K CFO must agree

	To establish financial decision levels and limits	✓✓✓✓			
	To approval a charging and remissions policy	✓✓✓✓			
	To appoint the Responsible Officer	✓✓✓✓			
	To make payments within agreed financial limits		✓✓✓✓		
<b>Procurement</b>	To determine <b>any</b> ICT contracts/leases/purchases of ICT equipment			✓✓✓✓	All ICT procurement and purchases to be carried out by Strategic ICT Officer
	To ensure all goods and service procured are within delegated limits and in line with the Best Value principles		✓✓✓✓		Details in Finance and Procurement Policy
	All contracts and lease agreements to be authorised by Trust	✓✓✓✓			Principals must ensure that this happens
	All purchases between £2500 and £5,000 must have 3 quotes		✓✓✓✓		
	All purchases between £5,000 - £162,000 must be dealt with by the Trust centralised procurement system		✓✓✓✓		Quotes to be obtained from the Trust preferred supplier list
	All purchases above £10,000 must be put onto Central Government's Contracts Finder – the Trust is registered for this	✓✓✓✓			CFO must give prior approval to any spend over £10k

		All purchases over £162,000 must go through the OJEU process	✓✓✓✓			
<b>Human Resource</b>						
<b>Staffing</b>		Appointment of Principal and Vice Principal	✓✓✓✓			With involvement of LGB for A, B & C
		Recruitment of all staff			✓✓✓✓	HR, CFO to be involved with Development Lead and LGB
		Agree pay policy	✓✓✓✓			
		Pay discretions		✓✓✓✓		Must be within pay policy – maximum of £4k and with agreement from development lead and LGB
		Establishing disciplinary/ capability procedures	✓✓✓✓			
		Dismissal of Principal or Vice Principal	✓✓✓✓			
		Dismissal of other staff		✓✓✓✓		
		Suspending Principal or Vice Principal	✓✓✓✓			

	Suspending other staff		✓✓✓✓		
	Initiating capability procedures with staff		✓✓✓✓		
	Determining dismissal payments / early retirement			✓✓✓✓	HR & CFO must agree to any payments or retirement
	Determining part time work for Principal or Vice Principal	✓✓✓✓			
	Leave for Executive Principal, Principal, Vice, Head of School or Business Manager, over 5 days	✓✓✓✓			
	Leave for Executive Principal, Principal, Vice, Head of School or Business Manager, less than 5 days			✓✓✓✓	Development Lead to give approval
	To determine staff absence insurance	✓✓✓✓			
<b>Performance Management</b>	To ensure that an approved appraisal policy is in place	✓✓✓✓			
	To secure the appraisal of: Principal			✓✓✓✓	CEO to give final approval
	To secure the appraisal of: all other staff		✓✓✓✓		LGB to be involved in process
	To review annually the performance management policy and report to Trustees	✓✓✓✓			
	To determine Principals', pay and pay range			✓✓✓✓	CEO
	To determine all other staff pay and pay range		✓✓✓✓		Any changes must be compliant with the Trust Finance Policy

Teaching and Learning					
<b>Curriculum</b>	To develop a curriculum policy that includes content, approach and pedagogy		✓✓	✓✓	Refer to Academy Improvement Strategy Development officer to be involved in the
	To implement curriculum policy		✓✓	✓✓	LGB to be involved
	To ensure and assure high standards of teaching for all children		✓✓✓✓		LGB to be involved
	To hold accountability for standards of teaching		✓✓✓✓		LGB to be involved
	Responsibility for individual child's education		✓✓✓✓		LGB to be involved
	Development and maintenance of accurate SEF		✓✓✓✓		LGB to be involved
	Approval of SEF	✓✓✓✓			
	Development of Academy Improvement Plan		✓✓✓✓		LGB to be involved
	Approval of Academy Improvement Plan	✓✓✓✓			
<b>Monitoring learners' achievement</b>	To propose projected levels of progress and attainment for pupil		✓✓✓✓		LGB to be involved
	To agree targets for pupil achievement		✓✓✓✓		LGB to be involved

	To monitor progress toward pupil achievement targets		✓✓✓✓	LGB to be involved
	Accountability for pupil outcomes		✓✓✓✓	LGB to be involved
	Manage exclusions process		✓✓✓✓	LGB to be involved
	Oversee pupil exclusions process		✓✓✓✓	LGB to be involved
<b>Professional Development</b>				
<b>Apprenticeship Levy</b>	To ensure that the apprenticeship levy is used effectively and the impact is reported to Trustees		✓✓✓✓	For academies designated D Development Lead to decide where to spend the levy  LGB to have oversight and challenge to ensure that the levy is effectively used
	To ensure that all staff have access to the Trust professional development offer		✓✓✓✓	Academies designated C&D must attend all professional development as outlined on page 5, Academy Improvement strategy



	To ensure that all staff have access to professional development outside the Trust		✓✓✓✓		LGB to monitor staff involvement and professional development
<b>Governance</b>					
<b>Admissions</b>	Determination of Admissions Policy		✓✓✓✓		
	Admission application decisions		✓✓✓✓		LGB involvement
<b>Local Governance</b>	To appoint (and remove) Local Governing Body members including Chair and Vice Chair		✓✓✓✓		
	To determine the development needs of governors and put in place an appropriate programme			✓✓✓✓	LGB responsibly with support from AGO
	To appoint and agree clerking arrangements			✓✓✓✓	AGO
	To develop a safeguarding policy in line with statutory requirements and best practice		✓✓✓✓		
	To implement the safeguarding policy		✓✓✓✓		
	To ensure that Safeguarding regulations are followed		✓✓✓✓		LGB to monitor
	To ensure that any Safeguarding breaches are report to Trust		✓✓✓✓		Reported to Jaimie Holbrook
	To ensure that all staff have statutory training for Safeguarding		✓✓✓✓		LGB to monitor

	To ensure that external statutory audits are completed annually (in line with Operational Service)		✓✓✓✓		Shared with Trustees and LGB
	To develop Information Governance Policy including Data protection	✓✓✓✓			
	To comply with all Data Protection legislation and good practice		✓✓✓✓		LGB to ensure compliance
	To ensure that all breaches of Data Protection are reported to the Trust		✓✓✓✓		To be report to AGO
	To determine on an annual basis policies which will be developed for the Trust	✓✓✓✓			
	To determine fines for holidays during term time		✓✓✓✓		In line with Local Authority guidelines
	To make changes to the school year or day		✓✓✓✓		LGB to be involved
	To determine professional development days		✓✓✓	✓	Development Lead to determine academies designated D
	Ensure academy website is up to date with all statutory requirements		✓✓✓✓		LGB to be involved
	To determine Uniform Policy in line with DfE guidance		✓✓✓✓		LGB to be involved
	To ensure Edubase is updated regularly and is compliant with legislation		✓✓✓✓		LGB to monitor
	Maintaining Single Central Record in line with statutory regulation		✓✓✓✓		LGB to monitor
	To ensure that all Trust Policies and Procedures are followed and any breaches are reported to the Trust		✓✓✓✓		

	To ensure Leadership continuity across school holidays (i.e there is always a named individual responsible for the school and contactable by the Trust and ESFA)		✓✓✓✓		
<b>Estates Management</b>					
	Buildings insurance and personal liability		✓✓✓✓		
	Developing school buildings strategy / plan			✓✓✓✓	COO
	To produce Health and Safety Policy		✓✓✓✓		
	To ensure that Health and Safety regulations are followed		✓✓✓✓		
	To ensure that breaches of Health and Safety regulations are reported to the Trust		✓✓✓✓		Report to Jamie McGuire