

This scheme of delegation sets out how the Trust Board has decided how it delegates certain functions to its Committees, individual trustees and the Principal.

Decision Level Key

Level 1: Full trust Board (FTB)

Level 2: A committee or panel of the Trust Board

Level 3: A individual trustee or the clerk

Level 4: School Principal

Bold Tick: Action taken at this level

Grey tick: Support action provided at this level

Column Blank: Action could be taken by this level

Column Shaded: Function cannot be carried out at this level

The Trust Board as a whole is responsible for any decision delegated. Any decisions taken must therefore be reported back to the Trust Board by the delegated to forum/individual at the first available opportunity.

Key Function	No.	Task	Decision Level				We have Delegated this task to:
			1	2	3	4	
Admissions	1	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓				
	2	Ensure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓				
	3	Carry out consultation where changes to admissions arrangements are proposed or the trust board has not consulted on their arrangements in the last seven years	✓				
Audit & Risk	4	Agree a strategy and framework for the management of risk	✓				
	5	Recommend appointment of an internal scrutiny provider to the Full Trust Board (FTB)		✓			The Audit & Risk Committee
	6	Approve the appointment of an internal scrutiny provider	✓				
	7	Ensure termly internal scrutiny reviews are conducted in line with the ESFA's academies internal scrutiny direction and any recommendations are acted upon		✓			The Audit & Risk Committee
	8	Regularly review the risk register in line with agreed review cycle	✓	✓			The Audit & Risk Committee reviews and recommends for FTB approval.
Changes to The School Day	9	Annually review the Business Continuity Plan in line with agreed review cycle	✓	✓			The Audit & Risk Committee reviews and recommends for FTB approval.
	10	Approve any changes to the length and start and finish timing of the school day	✓				
Curriculum	11	Approve the dates of school terms and holidays ensuring that the school meets for 380 sessions in a school year	✓				
	12	Ensure the school teaches a broad and balanced curriculum to the age of 16				✓	
	13	Ensure all pupils at the school are provided with independent careers guidance from year 8 to year 13			✓	✓	Careers Link Trustee
	14	Designate a member of the FTB to have oversight of the school's arrangements for Careers	✓				
	15	Approve any changes significant changes to the curriculum offering e.g. whether subjects are deleted or added.	✓	✓			The Quality of Education Committee recommends changes for approval by the FTB
	16	Establish a framework for the review and continuous improvement of educational provision	✓				
Data Management	17	Monitor the overall quality of teaching and the progress & attainment of all students		✓			The Quality of Education Committee
	18	Approve the General Data Protection Regulation (GDPR) policy	✓				
	19	Ensure that statutory General Data Protection Regulation requirements and the Trust's GDPR Policy are complied with				✓	
Finance	20	Appoint a General Data Protection Regulation (GDPR) officer				✓	
	21	Ensure there is a financial scheme of delegation and robust financial policies and procedures in place		✓			The Finance and Audit & Risk Committees
	22	Ensure the financial scheme of delegation, financial policies and procedures and the Academies Financial Handbook are complied with		✓			The Finance and Audit & Risk Committees
	23	Appoint a senior executive leader as the accounting officer for the trust and a chief financial officer	✓				
	24	Approve a balanced budget each financial year and submit to the ESFA	✓				
	25	Approve a 3yr budget projection each financial year and submit to the ESFA	✓				

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Finance continued	26	Approve any mid year adjustments to the budget each financial year as part of the six month interim budget review process	✓				
	27	Make day-to-day spending decisions up to the amount of £xxx in line with the approved budget and the financial scheme of delegation				✓	
	28	Recommend appointment of a registered statutory auditor		✓			The appointment of external auditors is approved by the members on the recommendation of the Audit & Risk Committee
	29	Prepare annual financial statements in line with the ESFA's academies accounts direction		✓			The Finance and Audit & Risk Committees
	30	Approve the annual accounts and ensure that they are filed with ESFA and Companies House in line with statutory requirements	✓				
	31	Monitor and review monthly financial management information	✓	✓			This information is reviewed by the Trust Chair and the Finance Committee monthly, and the FTB six times a year. All trustees have access to the monthly management accounts.
	32	Participate in annual accounts consolidation exercises as communicated by the Department for Education		✓			The Finance and Audit & Risk Committees
	33	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				
	34	Ensure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement	✓	✓			The Finance Committee recommends to the FTB for approval
	35	Monitor the impact of school premium funding (such as pupil premium, catch-up funding)		✓			The Quality of Education Committee
	36	Maintain a fixed asset register				✓	
	37	Maintain and regularly review a list of contracts		✓			The Finance Committee
	38	Approve contracts other than where expressly delegated in line with approved policies, projects/programmes or that are within approved budgets	✓				
	39	Approve major capital programmes and projects	✓				
Governance Arrangements	40	Monitor progress against the strategic plan	✓				
	41	Agree the terms of reference of the Board of Trustees.	✓				
	42	Hold full trust board meetings at least 3 times a year and an AGM annually.	✓				
	43	Elect (and remove) a chair and vice-chair of trustees	✓				
	44	Appoint (and remove) co-opted trustees	✓				
	45	Appoint (and dismiss) a Trust clerk	✓				
	46	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually.	✓				
	47	Review and approve the overall scheme of delegation annually	✓				
	48	Delegate functions to committees and individuals in line with the scheme of delegation	✓				
	49	Provide regular reports to the FTB on monitoring, recommendations and information on delegated decisions		✓	✓	✓	
	50	Appoint or elect (and remove) a chair for each committee		✓			Committee Chairs and Vice-chairs are elected by individual committees.
	51	Ensure meeting minutes are taken, approved and readily available in line with procedure			✓		Responsibility is delegated to the Trust clerk
	52	Maintain a trustee induction and training programme			✓		The clerk and Trust Chair lead on this task. Each trustee is also responsible for their own development and training
	53	Ensure the required statutory information is published on the school website			✓		Responsibility is delegated to the Trust clerk
	54	Maintain a register of member and trustee business & pecuniary interests and meeting attendance			✓		Responsibility is delegated to the Trust clerk
	55	Ensure all trustees sign the Trustee Code of Conduct annually			✓		Responsibility is delegated to the Trust clerk
	56	Update trustee information on the DfE Get Information About Schools (GIAS) system and at Companies House in line with statutory requirements			✓		Responsibility is delegated to the Trust clerk
	57	Set annual governance objectives and monitor progress in achieving these objectives	✓				
	58	Evaluate the performance of the Full Trust Board, its committees and trustees annually and action any identified improvements	✓				

Key Function	No.	Task	Decision Level				We have Delegated this task to:
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Governance Arrangements cont'd	59	Ensure adequate trustee succession planning is in place			✓		The clerk and Trust Chair lead on this task.
	60	Maintain a trustee induction and training programme			✓		The clerk and Trust Chair lead on this task. Each trustee is also responsible for their own development and training
	61	Check that all statutory policies and documents are in place	✓	✓			Responsibility is delegated to Committees in specific cases
	62	Ensure all necessary non-statutory school policies are in place	✓	✓			Responsibility is delegated to Committees in specific cases
	63	Ensure that policies are regularly reviewed and approved in line with the policy register review cycle	✓	✓			Responsibility is delegated to Committees in specified cases as per the policy register
Health & Safety and Wellbeing	64	Monitor the implementation of the health and safety policy		✓			The Audit & Risk Committee & Finance Committee
	65	Ensure Health & Safety regulations are followed				✓	
	66	Ensure there is an appointed person in charge of first aid				✓	
Pupil wellbeing	67	Ensure the provision of free school meals to those pupils meeting the criteria				✓	
	68	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training				✓	
	69	Ensure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	✓				
	70	Make arrangements for supporting students with medical conditions				✓	
Safeguarding	71	Check that the school complies with statutory guidance on child protection and safeguarding		✓			The Welfare & Safeguarding Committee
	72	Ensure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board				✓	
	73	Ensure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the Principal	✓				
	74	Monitor the implementation of the child protection policy	✓	✓	✓		Support provided by Welfare & Safeguarding Committee and Link Trustee for Safeguarding
	75	Appoint a member(s) of staff to be the designated safeguarding lead				✓	
	76	Ensure that effective support is provided for any employee facing an allegation	✓			✓	Delegated to the Principal unless the allegation is against the Principal
Special Educational Needs (SEND) and Inclusion	77	Designate a member of the FTB to have oversight of the school's arrangements for SEND	✓				
	78	Ensure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓		The Quality of Education Committee and SEN Link Trustee
	79	Ensure that parents are notified by the school when special educational provision is being made for their child				✓	
	80	Ensure the school produces and publishes online its school SEN information report				✓	
	81	Co-operate with the local authority in developing the local offer				✓	
	82	Ensure the school follows the statutory SEND Code of Practice				✓	
	83	Ensure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school				✓	
	84	Ensure that teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
Staffing Matters	85	Ensure there is an accessibility plan and review in line with policy		✓			The Welfare & Safeguarding Committee
	86	Appoint a principal, vice principal, assistant principal, chief executive or chief financial officer	✓				Recruitment Panel
	87	Appoint teachers and support staff				✓	Trustees may sit on interview panels depending on the seniority and /or nature of the vacancy
	88	Ensure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				
	89	Maintain a central record of recruitment and vetting checks				✓	
	90	Ensure employment law and guidance is being followed	✓				The People Committee

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	91	Ensure there a whistleblowing policy in place to enable staff, trustees, members and individuals in the community to highlight concerns	✓				
Staffing Matters cont'd	92	Approve staffing and organisational structure changes which are outside of budget or may result in redundancies	✓	✓			Dependent on scale of change. Minor changes can be recommended by the People Committee and approved by the Finance Committee
	93	Monitor staff morale and wellbeing		✓			The People Committee
	94	Ensure succession planning is in place		✓			The People Committee
	95	Ensure performance management is conducted in line with agreed policy				✓	
	96	Appoint a panel to carry out the Principal's appraisal		✓			The People Committee
	97	Monitor the effectiveness of performance management processes		✓			The People Committee
	98	Agree a pay policy	✓	✓			Recommended to FTB for approval by the People Committee
	99	Approve pay and progression recommendations in line with pay policy and legal requirements		✓			The People Committee
	100	Determine dismissal payments and early retirement		✓			The People Committee
	101	Ensure that staff disciplinary issues are managed in line with approved policies				✓	
	102	Constitute a trustee staff disciplinary panel in line with policy where required	✓				This task can be delegated to the chair or vice-chair in cases of urgency.
	103	In disciplinary cases concerning the Principal, put in place arrangements in line with policy	✓				This task can be delegated to the chair or vice-chair in cases of urgency.
	104	Dismiss other staff		✓			Staff Disciplinary Panel
	105	Dismiss the Principal	✓				
Stakeholders (including students, parents/carers and the wider community)	106	Agree the Trust's strategy for involving stakeholders to take into account the perspective of key stakeholder groups	✓				
	107	Approve a complaints policy/procedure	✓				
	108	Maintain a complaints register			✓		The clerk
	109	Convene a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				This task can be delegated to the chair or vice-chair in cases of urgency
	110	Ensure the school complies with the Freedom of Information Act 2000	✓				
Strategy	111	Set the Trust's vision, ethos and strategic direction	✓				
	112	Approve and annually review the 5 Year Strategic Plan and objectives	✓				
	113	Ensure annual strategic priorities and KPI targets are set that include school improvement priorities	✓				
	114	Carry out an annual Self Assessment review and determine school improvement priorities				✓	
	115	Monitor progress against the strategic plan, annual objectives and KPI targets	✓				
	116	Ensure a strategic investment plan is maintained and reviewed at least annually	✓				