



# Scheme of Delegation

## Decision levels

**Level 1: The Board of Directors**

**Level 2: Local Governing Body**

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

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

**A indicates advice given to the decision makers**

## 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 Directors**

Function	No	Tasks	Decision Level				Notes
			1 Board	2 LGB	3 HT/SBM	4 Named individual	
Central Services	1.	To determine the scope of mandatory core services to be delivered by the Trust on behalf of its Academies	✓✓✓ D to OC				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	✓✓✓ D to OC				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	✓✓✓ D to OC				
	5.	To develop and propose the individual Academy budget		✓✓		✓	Chief Finance Officer should be consulted. CEO/CFO recommend the budget for grade 4 academies. Academy improvement professionals will review priorities and plans being developed. Spending over £20,000 outside the SIPlan needs approval for all schools as documented in the Finance policy.
	6.	To approve the first formal budget plan each financial year	✓✓✓ D to OC	A	A	A	CFO following LGB scrutiny. CFO reports to the board.

Decision Level							
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	7.	To monitor monthly expenditure			✓✓	✓	CFO to work with category 4 schools
	8.	To approve any virement between budget headings and or likely budget overspends		✓✓		✓	Limits on HT authorisation as per finance policy. CFO named individual.
	9.	To establish financial decision levels and limits	✓✓✓ D to OC				
	10.	To establish a charging and remissions policy	✓✓✓ D to OC				
	11.	To appoint the Responsible Officer	✓✓✓ D to OC				
	12.	To make payments within agreed financial limits			✓✓✓		
<b>Staffing</b>	13.	Headteacher / Head of School appointments	✓✓✓	A			With involvement of the LGB.
	14.	Deputy appointments	✓	A	✓✓		Trustees and LGB may wish to be involved.
	15.	Appointment of other teachers			✓✓	✓	With involvement of the LGB. Academy improvement colleagues involved in all appointments in Grade 4 academies.
	16.	Appointment of non teaching staff			✓✓✓		

Decision Level							
Function	No	Tasks	1 Board	2 LGB	3 HT/ SBM	4 Named individual	Notes
	17.	Appointment of all new positions			✓✓✓		With involvement from HR and Trust.
	18.	Appointment of School Business Manager		A	A	✓✓✓	CFO and HR to be involved in all appointments
	19.	To agree the staffing structure in line with budgetary restrictions		✓✓	A	✓	CEO and CFO to be involved for category 4 academies
	20.	Agree pay policy	✓✓✓ D to OC				Policy agreed by board of Trustees
	21.	Agree pay recommendations	✓✓✓ D to OC	A	A		With recommendations from LGB pay committees
	22.	Pay discretions	✓✓✓ D to OC				Only at discretion of Trustees
	23.	Establishing disciplinary/ capability procedures	✓✓✓ D to OC				Must work with inline with HR policy Policy agreed by Board of Trustees
	24.	Dismissal of Headteacher or Deputy Headteacher	✓✓✓ D to OC				Inline with advice from HR
	25.	Dismissal of other staff			✓✓	✓	Inline with advice from HR
	26.	Suspending Headteacher or Deputy Headteacher	✓✓✓ D to OC	A			Inline with advice from HR
	27.	Suspending other staff			✓✓	✓	Inline with advice from HR
	28.	Determining dismissal payments / early retirement	✓✓✓ D to OC	A	A		Inline with advice from HR

Decision Level							
Function	No	Tasks	1 Board	2 LGB	3 HT/ SBM	4 Named individual	Notes
	29.	Determining part time work for Headteacher or Deputy Headteacher	✓✓✓ D to OC				Inline with advice from HR
	30.	Leave for Executive Headteacher, Headteacher, Deputy, Head of School or Business Manager, > 5 days	✓✓✓ D to OC				
	31.	Leave for Executive Headteacher, Headteacher, Deputy, Head of School or Business Manager, <5 days		✓✓✓			
<b>Curriculum</b>	32.	To develop a curriculum policy, including establishing and reviewing a sex education policy, and ensuring provision of RE in line with the Locally Agreed Syllabus		✓✓✓			
	33.	Arrangements for Collective Worship		✓✓✓			
	34.	To ensure that all pupils take part in a daily act of Collective Worship			✓✓✓		
	35.	To implement curriculum policy			✓✓✓		Category 4 schools in consultation with Lead support professional

Decision Level							
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	36.	To monitor implementation of curriculum policy		✓✓	A	✓	With involvement of Academy improvement colleagues for 3+4 schools
		To approve all school trips involving an overnight stay away from home		✓✓✓			With involvement of Academy improvement colleagues for 3+4 schools
	37.	To prohibit political indoctrination and ensure the balanced treatment of political issues			✓✓✓		
	38.	Responsible for standards of teaching			✓✓	✓	Monitored by CEO and Trust Supported by Academy improvement colleagues for 3+4 schools
	39.	Accountability for standards of teaching			✓✓✓		With involvement of Academy improvement colleagues for 3+4 schools
	40.	Responsibility for individual child's education			✓✓✓		With involvement of Academy improvement colleagues for 3+4 schools
	41.	To adopt and review home school agreements		✓✓✓			
	42.	To ensure the school website is compliant with Trust and national expectations		✓✓✓			
	43.	To receive reports on the spending of the School Sports Grant		✓✓✓			

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	44.	Development and maintenance of accurate SEF			✓✓✓		With involvement of Academy improvement colleagues for 3+4 schools
	45.	Approval of SEF		✓✓✓			
	46.	Development of School Improvement Plan			✓✓✓		With involvement of Academy improvement colleagues for 3+4 schools
	47.	Approval of School Improvement Plan		✓✓		✓	Lead professional working with Category 4 schools
<b>Performance Management</b>	48.	To determine and review annually an approved appraisal policy	✓✓✓ D to OC				Policy determined by Board of Trustees.
	49.	To secure the statutory appraisal of: CEO/ CFO	✓✓✓ D to OC				
	50.	To secure the statutory appraisal of Headteacher		✓✓✓			External adviser approved by academy improvement colleagues
	51.	To secure the statutory appraisal of all other staff			✓✓✓		Advice / training available through HR
<b>Monitoring learners' achievement</b>	53.	To propose projected levels of progress and attainment for pupil			✓✓✓		With involvement of Academy improvement colleagues for 3+4 schools
	54.	To agree targets for pupil achievement		✓✓✓	<b>A</b>		LGB proposes projections to CEO/ Board of Trustees. Additional scrutiny will be applied to Grade 3 or 4 academies.

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	55.	To monitor progress toward pupil achievement targets		✓✓✓	A		Academies will develop their own mechanisms for this.
	56.	Accountability for pupil outcomes			✓✓✓		
	57.	Oversee the Behaviour policy		✓✓✓	A		
	58.	Manage exclusions process			✓✓✓		Usually working within local guidelines
	59.	Oversee pupil exclusions process		✓✓✓			Levels of exclusion across the Trust will be monitored by the Board
<b>Admissions</b>	60.	Admission application decisions		✓✓✓			In line with local arrangements.
<b>Premises &amp; Insurance</b>	61.	Buildings insurance and personal liability	✓✓✓ D to OC				In discussion with CEO/CFO
	62.	Developing school buildings strategy / plan			✓✓✓	✓✓✓	Advice from PLPCIC
	63.	To produce Health and Safety Policy	✓✓✓ D to OC				With advice from PLPCIC
	64.	To ensure that Health and Safety regulations are followed		✓✓✓	A		Including training and site visits from School's own chosen H+S support.



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Governance	65.	To appoint (and remove) Local Governing Body members including Chair and Vice Chair	✓✓✓	A			
	66.	To set up a register of interests		✓✓✓			The Company Secretary will keep a record of interests for the Board.
	67.	To receive reports from any group or individual to whom a delegation has been made	✓✓✓				
	68.	To determine the development needs of governors and put in place an appropriate programme	✓ D to OC	✓✓			
	69.	To review regularly how the school is regarded by pupils, staff and parents		✓✓✓			
	70.	To ensure Academies have a complaints procedure for parents	✓✓✓ D to OC				
	71.	To appoint and agree LGB clerking arrangements		✓✓		✓	CEO for category 4 schools

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	72.	To develop a safeguarding policy in line with statutory requirements and best practice	✓✓✓ D to OC				
	73.	To implement the safeguarding policy			✓✓✓		
	74.	To monitor the implementation of the Safeguarding policy		✓✓		✓	Lead professional working with Category 4 schools
	75.	To receive a report on racial incidents		✓✓✓	A		
	76.	To discharge duties in respect of pupils with special needs by appointing an SEN Governor		✓✓✓			
	77.	To regularly review the vision and values of the school in line with Trust		✓✓✓			
	78.	Comply with all Data Protection legislation and good practice			✓✓✓		

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	79.	To determine on an annual basis policies which will be developed for the Trust	✓✓✓				
	80.	To ensure the Trust does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.	✓✓✓				
	81.	To consider requests from other schools to join the Academy Trust	✓✓✓				Advised by CEO and CFO from onboarding process
	82.	To determine the attendance policy, including term time leave for pupils	✓✓✓ D to SC		A		Decisions will be made across the Trust in consultation with Headteachers
	83.	Changes to the school year or day	✓	✓✓			
	84.	To ensure school nutritional standards are met and free school meals are available to pupils meeting the criteria		✓✓✓			
<b>Procurement</b>	85.	To determine any ICT contracts/leases/purchases over £5,000				✓✓✓	CFO

