

Scheme of Delegation

Decision Level:

- The Trust Board (TB)
- Local Academy Committee (LAC)
- Chief Executive Officer (CEO)
- Principal (Pr)

Coding:

- A = Accountable
- R = Responsible
- C = Consulted
- I = Informed

The below should be read in conjunction with the Trusts Financial Regulations and Local Academy Committee Members Handbook.

Function	No	Tasks	Decision Level				Notes
			TB	LAC	CEO	Pr	
Central Services	1.1	To determine the scope of central services to be delivered by the Trust to and on behalf of the Academy	A	I	R	I	
	1.2	To identify which services are to be procured on behalf of the Academy	A	I	R	C	
	1.3	To ensure centrally procured services provide value for money	A	I	R	I	Delegated to the Trust Management Team. In line with Financial Regulations.
Financial Management	2.1	Establish robust Financial Policies and Procedures	A	C	R	I	Delegated to the Chief Financial Officer
	2.2	Develop risk management strategies	A	I	R	I	
	2.3	To establish and review financial decision levels and authorisation limits – the Financial Regulations	A	I	R	I	Delegated to the Chief Financial Officer
	2.4	To implement the Trust's Financial Regulations, policies and procedures at academy level	I	A	I	R	Internal audit report informs the CEO – reported to Trust Board
	2.5	To maintain proper financial records for the Academy in line with approved Financial Regulations and HMRC legislation	I	A	I	R	Internal audit report informs the CEO – reported to Trust Board
	2.6	To ensure compliance with approved Financial Procedures	I	A	I	R	Internal audit report informs the CEO – reported to Trust Board
	2.7	To appoint the internal monitoring and external auditors for the Academy	A	I	R	I	Delegated to the Chief Financial Officer in line with Financial Regulations
	2.8	To prepare accounts for the Academy	A	I	R	I	Delegated to the Chief Financial Officer
	2.9	To publish annual reports on use of funding streams such as Pupil Premium and Sports Premium	A	I	I	R	

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	2.10	To apply, manage and record the use of Pupil Premium funding	A	I	I	R	Principal reports usage to RAB
	2.11	To authorise the disposal of assets in line with Trust regulations and statutory requirements	A	I	I	R	Report to the Head of Operations
	2.12	To authorise the acquisition of assets in line with Trust regulations and statutory requirements	A	I	I	R	Report to the Head of Operations
	2.13	Ensuring adherence to applicable Fraud, Bribery and Corruption Prevention Policies	A	R	R	R	
	2.14	To safeguard the Trusts' assets and ensure adequate insurance is in place	A	I	I	R	Insurance to be provided via Trusts insurance broker
Budgets	3.1	To determine the proportion of the overall Multi Academy Trust budget to be delegated to the Academy	A	I	R	I	
	3.2	To develop and propose the individual Academy budget	A	I	I	R	Academy to be supported by Trust's Financial Accounting Officer
	3.3	To approve the formal budget each financial year	R A	I	I	I	MAT Board to approve and Trust to submit consolidated budget return to EFA
	3.4	Managing academy budgetary changes within the original approved budget total	A	I	I	R	In line with Trust Financial Regulations
	3.5	To plan, manage and monitor expenditure and financial reports, and identify actual or potential items of budget overspend/underspend	A	R	I	R	In line with Trust Financial Regulations
	3.6	To approve areas of cost center overspend and/or underspend (within the parameters of the original total budget set)	A	R	I	R	In line with Trust Financial Regulations
	3.7	To enter into additional contracts which exceed the agreed annual budget allocation, or contracts that exceed a duration of 12 months	A R	C	R	C	In line with Trust Financial Regulations
	3.8	Determining staffing complement against agreed budget	A	I	R	I	In line with Trust Financial Regulations
	3.9	To make payments within agreed financial limits (see Financial Regulations)	A	R	R	R	In line with Trust Financial Regulations
	3.10	To collect income due to the Academy*	A	R	I	R	*if locally generated
Staffing	4.1	Pre-recruitment checks	A	I	I	R	Trust to act in relation to Principal appointments
	4.2	Proposal of staffing structure or changes to the agreed staffing structure, including establishment of a new post	A	C	C	R	In line with Trust Financial Regulations. Business case to be submitted to Trust using Trusts template.

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	4.3	Approval of staffing structure or changes to the agreed staffing structure	A	I	R	I	
	4.4	To appoint a Principal (through a selection panel)	A	C	R	I	Appointment to be made in liaison with LAC
	4.5	To appoint a Deputy/Vice Principal (through a selection panel)	I	C	C	R	Trust is to be invited to participate in this appointment
	4.6	To review recruitment requests and give authorisation prior to adverts being placed	A	I	R	I	In accordance with the Trust's Financial Policies. In partnership with Trust HR Officer.
	4.7	To exercise pay progression of teaching staff based on performance: 1) Principal (see clause 4.15) 2) Other teaching staff	A A	C R	R I	I R	In accordance with the Trust's Financial Policies. Any anticipated pay increments should be included in the approved budget. If the pay increments have been included in the approved budget the Principal and LAC can approve based on performance for 'other teaching staff'. If not included in the approved budget, Trust Office approval would be required.
	4.8	To exercise pay discretions relating to incremental progression for support staff	A	R	I	R	In accordance with the Trust's Financial Regulations. Pay increments must be included in the approved annual budget. The LAC can approve based upon performance. If not included in the approved budget Trust Office approval would be required. National terms and conditions may be applied regarding unsatisfactory performance.
	4.9	To award TLRs, SEN and any other school teacher pay and conditions approved allowances – for newly established additional responsibilities – see clause 4.2	A	C	C	R	Changes to staffing structure to be authorised in line with clause 4.2. With adherence to Trust's Financial Regulations; if staffing %age of income would increase over the Trust's approved level, Trust approval must be sought
	4.10	To award pay awards in line with Union agreed pay policy	A	C	I	R	With adherence to Trust's Financial Regulations.
	4.11	Dismissal of: 3) Principal 4) Deputy or Vice Principal 5) Other staff	A A A	C C C	R C C	I R R	LAC involvement is at the discretion of the Trust Trust to be notified in all cases.
	4.12	Suspension of: 1) Principal 2) Deputy or Vice Principal 3) Other staff	A A A	C C C	R C I	I R R	LAC involvement is at the discretion of the Trust Trust to be notified in all cases.

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	4.13	Ending of suspension of: 1) Principal* 2) Deputy Principal 3) Other Staff	A A A	C C C	R C C	I R R	*Trust to lead. Trust to be notified in all cases.
	4.14	Determining dismissal/severance payments/early retirement in line with statutory requirements	A	I	R	I	
	4.15	Conduct of appraisals/performance management: 1) Principal* 2) Other staff	A A	C C	R I	I R	*Conducted by the RAB Board on behalf of the MAT Board
	4.16	Management of staff disputes	A	C	I	R	LAC and Principal to work together closely on these issues; report to Trust.
Curriculum	5.1	To implement the curriculum policy	A	C	I	R	National Curriculum Polices to be followed
	5.2	Responsible for standards of teaching	A	C	R	AR	
	5.3	Provision of sex education – to keep up to date with policy	A	C	R	R	In consultation with the Trust
	5.4	To ensure equality and diversity across the curriculum	A	C	C	R	
	5.5	Assemble data for pupil assessment and other returns	A	I	A	R	
Performance Management	6.1	To ensure that an approved appraisal/performance management policy is in place	A	C	AR	R	See clause 4.15
	6.2	To review annually the appraisal/performance management policy	A	R	R	R	CEO and Principal partnership with the LAC for staff other than the Principal. CEO and RAB involvement for Principal
Target Setting	7.1	To propose targets for pupil achievement	I	C	A	R	In partnership with DIA and Chair of LAC
	7.2	To agree targets for pupil achievement	I	I	AR	I	Targets agreed and scrutinised at RAB
	7.3	Pupil outcomes	A	R	AR	R	NB Trust has overall accountability to the Secretary of State
Academy Development Plan	8.1	Creation and implementation of academy improvement plan	A	C	A	R	In partnership with the DIA.
	8.2	Monitoring and evaluation of the academy improvement plan	I	R	C	CR	In partnership with the DIA
Admissions	9.1	To consult before setting/amending an admissions policy	A	C	R	C	Local Authority Policies to be followed

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	9.2	Admissions: application decisions	I	R	I	R	
	9.3	If appropriate to appeal against LA directions to admit pupil(s)	I	R	I	R	
Exclusions	10.1	To manage exclusions of pupil(s)	A	R	I	R	
	10.2	To manage exclusion appeals processes	I	R	I	R	
	10.3	To direct reinstatement of excluded pupils* (supplementary appeals)	A	R	I	R	*If secondary appeal is deemed appropriate
Religious Education	11.1	Ensure the provision of RE in line with statutory requirements	A	R	A	R	
Collective Worship	12.1	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements	A	R	I	R	
Christian Distinctiveness	13.1	To ensure that the academy is compliant with the Christian Foundation requirement as per the Academy's Articles	A	R	A	R	
Premises & Insurance	14.1	Ensure buildings insurance and public liability is in place	A	R	I	R	Trusts insurance provider to be used
	14.2	Ensure Employers Liability is in place	A R	I	A R	I	
	14.2	Developing Academy buildings and facilities estate long term strategy or master plan	A	C	R	C	In consultation with the Trust. All Trust estates plans need to be centrally approved
	14.3	Procuring and maintaining buildings, including developing properly funded maintenance plan	A	C	R	C	In consultation with Trust/LDBE Buildings Officer. In line with EFA regulations
Health & Safety	15.1	To provide a health and safety policy statement	A	I	R	I	
	15.2	To ensure that health and safety regulations are followed	A	R	A	R	
	15.3	To ensure premises security and premises management processes are in place	A	R	A	R	
Academy Organisation Governance	16.1	To set the times of school sessions and the dates of school terms and holidays	A	R	I	R	In consultation with the Trust
	16.2	To ensure that the academy meets the statutory requirement for [380] sessions in a school year	A	R	I	R	In consultation with the Trust
	16.3	To ensure academy websites are compliant	A	R	C	A R	
Information to parents	17.1	To prepare and publish the academy prospectus	I	R	C	R	If required. Trust to be included in use of Trust Brand

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	17.2	To ensure provision of free school meals to those pupils meeting the criteria	A	R	I	R	
	17.3	Adoption and review of home-school agreements	A	R	I	R	
Governance	18.1	To draw up governing documents and any amendments thereafter	A	C	R	I	In consultation with LAC.
	18.2	To consider requests from other schools to join the Trust	R	I	R	I	
	19.1	To appoint (and remove) the Chair of the LAC	A	I	R	I	
	19.2	To appoint and dismiss the clerk to the LAC	I	R	I	R	Report to the Trust
	19.3	To hold a full LAC meeting at least three times in a school year or a meeting of the temporary governing body as often may require	I	A R	I	R	
	19.4	To appoint and remove members of the LAC	R	I	R	I	In consultation with LAC
	19.5	To set up a Register of LAC members' Personal Interests	A	A R	I	R	
	19.6	To agree and approve an LAC members expenses scheme (if deemed necessary)	A	I	R	I	As per Articles and Trust policy
	19.7	To discharge duties in respect of pupils with special needs by appointing a "responsible person"	A	A R	C	R	
	19.8	To regulate the LAC procedures	A R	I	R	I	As per LAC Handbook
	19.9	LAC Member training provision	A	R	C	R	In consultation with the Trust.
	19.10	To conduct governance roles in accordance with statutory guidance, Trust policies, financial regulations, LAC Handbook and applicable codes of conduct	A	A R	R	R	
	19.11	To hold the Principal and academy management to account, ensuring their responsibilities as described in the code of conduct, employee handbook, scheme of delegation and financial regulations have been properly met	A	A R	R	R	
	19.12	To hold the LAC and academy SLT to account	A R	I	R	I	
Before and after school provision	20.1	To decide to offer additional activities and to decide what form these should take whilst ensuring budgetary requirements are met and ensure effective delivery	A	A R	C	R	

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	20.2	To cease providing before and after school provision	A	A R	C	R	
Safeguarding	21.1	To develop a safeguarding policy statement in line with statutory requirements and best practice.	A R	I	R	I	
	21.2	To implement the safeguarding policy	A	A R	R	R	Local Authority policy to be adopted
	21.3	Maintain accurate and effective and secure pupil records.	A	A R	A R	A R	
	21.4	Maintain accurate and effective and secure employee records.	A	A R	A R	A R	In partnership with LAC
	21.5	Comply with all Data Protection legislation and good practice.	A	A R	A R	A R	In partnership with LAC
Policies	22.1	To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies	A	I	R	I	In partnership with the JNC
	22.2	To create and provide all Trust policies, guidance, handbooks and procedures	A	C	R	C	
	22.3	To implement all Trust policies and procedures	A	R	R	R	
	23.1	To implement the complaints policy.	I	A R	I	A R	Local academy procedures to be followed.
	23.2	To lead complaints procedure in relation to; 1) Principal* 2) All other staff	I I	A R R	I I	I A R	*Chair of LAC to investigate Pr Principal to investigate all other staff. To maintain proper segregation, Trust officers will act to support complaints procedures when necessary.

Ratified by the Board March 28th 2017