



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	✓✓✓				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 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	✓✓✓	A	A	A	CFO following LGB scrutiny. CFO reports to the board.
Decision Level							
Function	No	Tasks	1 Board	2 LGB	3 HT/ SBM	4 Named individual	Notes
	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	✓✓✓				
	10.	To establish a charging and remissions policy	✓✓✓				
	11.	To appoint the Responsible Officer	✓✓✓				
	12.	To make payments within agreed financial limits			✓✓✓		
Staffing	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	✓✓✓	Trust Accountant, 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	✓✓✓				Policy agreed by board of Trustees
	21.	Agree pay recommendations	✓✓✓	A	A		With recommendations from LGB pay committees
	22.	Pay discretions	✓✓✓				Only at discretion of Trustees
	23.	Establishing disciplinary/ capability procedures	✓✓✓				Must work with inline with HR policy Policy agreed by Board of Trustees
	24.	Dismissal of Headteacher or Deputy Headteacher	✓✓✓				Inline with advice from HR
	25.	Dismissal of other staff			✓✓	✓	Inline with advice from HR
	26.	Suspending Headteacher or Deputy Headteacher	✓✓✓	A			Inline with advice from HR

	27.	Suspending other staff			✓✓	✓	Inline with advice from HR
	28.	Determining dismissal payments / early retirement	✓✓✓	A	A		Inline with advice from HR
	29.	Determining part time work for Headteacher or Deputy Headteacher	✓✓✓				Inline with advice from HR
Decision Level							
Function	No	Tasks	1 Board	2 LGB	3 HT/ SBM	4 Named individual	Notes
	30.	Leave for Executive Headteacher, Headteacher, Deputy, Head of School or Business Manager, over 5 days	✓✓✓				
	31.	Leave for Executive Headteacher, Headteacher, Deputy, Head of School or Business Manager, less than 5 days		✓✓✓			
Curriculum	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							
Function	No	Tasks	1 Board	2 LGB	3 HT/ SBM	4 Named individual	Notes
	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		✓✓✓			
Decision Level							
Function	No	Tasks	1 Board	2 LGB	3 HT/ SBM	4 Named individual	Notes
	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
Performance Management	48.	To determine and review annually an approved appraisal policy	✓✓✓				Policy determined by Board of Trustees.
	49.	To secure the statutory appraisal of: CEO/ CFO	✓✓✓				
	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

Monitoring learners' achievement	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		✓✓✓	A		LGB proposes projections to CEO/ Board of Trustees. Additional scrutiny will be applied to Grade 3 or 4 academies.
Decision Level							
Function	No	Tasks	1 Board	2 LGB	3 HT/ SBM	4 Named individual	Notes
	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
Admissions	60.	Admission application decisions		✓✓✓			In line with local arrangements.
Premises & Insurance	61.	Buildings insurance and personal liability	✓✓✓				In discussion with CEO/CFO
	62.	Developing school buildings strategy / plan			✓✓✓	✓✓✓	Advice from PLPCIC

	63.	To produce Health and Safety Policy	✓✓✓				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.
Decision Level							
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Governance	65.	To appoint (and remove) Local Governing Body members including Chair and Vice Chair	✓✓✓				
	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	✓	✓✓			
	69.	To review regularly how the school is regarded by pupils, staff and parents		✓✓✓			

	70.	To ensure the school has a complaints procedure for parents	✓✓✓				
	71.	To appoint and agree LGB clerking arrangements		✓✓		✓	CEO for category 4 schools
Decision Level							
Function	No	Tasks	1 Board	2 LGB	3 HT/ SBM	4 Named individual	Notes
	72.	To develop a safeguarding policy in line with statutory requirements and best practice	✓✓✓				
	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			✓✓✓		
Decision Level							
Function	No	Tasks	1 Board	2 LGB	3 HT/ SBM	4 Named individual	Notes
	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	✓✓✓		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		✓✓✓			
Procurement	85.	To determine any ICT contracts/leases/purchases over £5,000				✓✓✓	CFO