



Scheme of Delegation

In making the decisions and exercising the functions given to it under the Scheme of Delegations, the Local Governing Body/individual with decision making responsibility will frequently look for advice and input from others and may, where appropriate, delegate their responsibilities and functions further.

Where items are listed as “Board of Trustees” decisions, this is not an exhaustive list and is merely intended to provide an indication to the Local Governing Body of some of the areas of responsibility that falls to the Board of Trustees, as opposed to the Local Governing Body. In areas not covered by this matrix or the attached Scheme of Delegation, and where the Local Governing Body is unclear as to its responsibilities it should seek advice from the Chair of the Board of Trustees.

Function	No	Tasks	Decision Level			Notes	
			Board of Trustees	Local Governing Bodies	Headteacher		
Central Services							
	1.	To determine the scope of mandatory core services to be delivered or procured by the Trust on behalf of its Academies and to procure those services.	X			Trustees may look to LGBs to advise on local requirements. The Principal Finance Officer will assist Trustees with procurement, and certain decisions relating to procurement may be delegated by Trustees to the Principal Finance Officer or another suitable employee.	
	2.	To identify those additional mandatory services to be procured on behalf of individual academies.	X			Trustees may look to LGBs to advise on local requirements.	
Budgets and Finance							
<i>Appropriate advice and input will be obtained from the Principal Finance Officer or other relevant advisor and the Headteacher.</i>	3.	To approve financial policies procedures, regulations and appropriate internal financial controls.	X			Principal Finance Officer to draw up and advise on policies. Appropriate LGB and committee involvement required.	
	4.	To determine financial decision levels and limits to Local Governing Body.	X			The relevant financial decision levels and limits will need to be in accordance with this Scheme of Delegation and will be kept under review. This should be codified in Financial Regulations.	
	5.	To determine financial decision levels and limits to Academy staff.		X		The LGB will be able to determine the extent to which their own responsibility for financial decision making should be delegated to particular members of Academy staff. This should be reflected in and comply with the Financial regulations.	
	6.	To determine the proportion of the overall Academy budget to be delegated to individual Academies.	X			Trustees may look to LGBs to advise on local requirements.	
	7.	To develop and propose the individual Academy budget.		X			
	8.	To approve the budget each financial year.	X				
	9.	To monitor monthly Academy expenditure.		X		The LGB will be responsible for monitoring the detail relating to their specific academy, and will provide monthly reports (and such additional details as may be required from time to time) to the Trustees in accordance with the Schemes of Delegation.	
	10.	To approve any changes to the budget.	X			The budget and agreed financial procedures will make clear the extent to which the LGB has the ability to vire spending between budget headings within Academy specific budgets.	
	11.	To approve a charging and remissions policy.	X			Trustees look to LGB's for local requirements.	
	12.	To appoint a Responsible Officer (if required by the Board of Trustees).		X			
	13.	To appoint auditors.	X				
	14.	To incur expenditure, enter into contracts and make payments in accordance with Academy specific budget.	X	X	X	LGB must abide by the limits within the Scheme of Delegation. Staff may make decisions in accordance with the sub-delegations in place.	
	Staffing						
	<i>Appropriate HR advice and input will be obtained</i>	15.	To approve personnel policies (to include recruitment, probation and induction, pay, disciplinary, capability policies, safeguarding, performance management, absence management, professional development, equality).	X			Appropriate HR advice will be obtained. Trustees may look at LGBs to advise on local matters. There are likely to be particular roles for LGBs and specific staff within those particular policies.
16.		To oversee implementation of the Board's personnel policies with the Academy.		X			
17.		Ensure safer recruitment practices are followed in Academy appointments.			X	Oversight by LGB.	

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			Board of Trustees	Local Governing Bodies	Headteacher	
	18.	Central appointments.	X			Central appointments are appointments of individuals who are employed to work across the Trust (ie. Not in a specific school). The Board of Trustees will determine what central roles are required from time to time and appoint to them. Appropriate HR advice will be obtained.
	19.	Headteacher appointments.	X	X		The Board of Trustees will receive the recommendations of an appointment panel, including representatives from the LGB, in making the appointment. The detailed requirements will be set out within the personnel policies. (The DBE will attend, where appropriate and provide advice to the selection panel.)
	20.	Deputy Headteacher appointments.		X		The detailed requirements will be set out within the personnel policies. (The DBE may attend and provide advice to the selection panel).
	21.	Appointment of other members of SLT.		X		The detailed requirements will be set out within the personnel policies. (The DBE may attend where appropriate and provide advice to the selection panel). Note the SLT may include non-teaching staff.
	22.	Appointment of teachers appointed to deliver RE in accordance with a denominational syllabus.	X	X		The Local Foundation Governors must approve the appointment. The detailed requirements will be set out within the personnel policies (The DBE may attend where appropriate and provide advice to the selection panel).
	23.	Appoint other teachers.			X	The LGB can require its involvement in any particular appointment as it sees fit.
	24.	Appoint other non-teaching staff to the Academy			X	The LGB can require its involvement in any particular appointment as it sees fit.
	25.	Approve pay discretions in accordance with pay policy and Budget.		X		
	26.	Dismissal of Headteacher.	X	X		Panel made up of Trustees and LGB members as deemed appropriate by Trustees and in accordance with personnel policies
	27.	Dismissal of Deputy Headteacher.	X	X		Panel made up of Trustees and LGB members as deemed appropriate by Trustees and in accordance with personnel policies.
	28.	Hearing of appeals against dismissal of Headteacher.	X			Any Trustee involved with the original decision to dismiss will not be involved.
	29.	Hearing of appeals against dismissal of Deputy Headteacher.	X			Any Trustee involved with the original decision to dismiss will not be involved.
	30.	Dismissal of other members of the SLT.	X	X		Consultation between the LGB and Trustees subject to personnel policies.
	31.	Dismissal of other staff.		X		
	32.	Hearing of appeals against dismissal of other staff.		X		
	33.	Suspending Headteacher.		X		
	34.	Suspending other Staff.		X	X	The LGB may delegate the decision regarding suspension to the Chair of the LGB. The Board of Trustees may instruct the LGB to suspend any member of staff.
	35.	Ending suspension (Headteacher).		X		The LGB must obtain the approval of the Chair of the Board of Trustees prior to ending the suspension.
	36.	Ending suspension (other Staff).		X	X	The Headteacher must obtain the approval of the Chair of the LGB prior to ending the suspension.
	37.	Determining Academy staff complement within agreed budget.		X		
	38.	To approve applications for early retirement and secondment.		X		
	39.	Determining dismissal payments/early retirement for Academy staff.	X			Trustees will look to LGB for advice
	40.	To oversee a central record of recruitment and vetting checks of Academy staff.		X		
	41.	Carry out Headteacher performance management.		X		With Board level input as appropriate (to be agreed with the Chair of the Board of Trustees).
	42.	Carry out performance management of other staff.			X	
Curriculum						
	43.	To approve a curriculum policy produced by Headteacher.		X		
	44.	To monitor and review implantation of curriculum policy in Academy.		X	X	
	45.	To ensure that the curriculum contributes to community cohesion.		X		
	46.	In secondary academies, to decide what subject options should be taught.		X		
	47.	To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age.	X	X		LGB to consult with Trustees to ensure policy compliance across the MAT
	48.	Monitoring standards of teaching.	X	X	X	The Headteacher will report to the LGB, who will provide periodic updates to the Board of Trustees as requested in order to enable overall monitoring.
	49.	To approve a sex education policy (in primary – decide whether to provide sex education and advise parents of right to withdraw).		X		The Trustees may give guidance and direction.

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			Board of Trustees	Local Governing Bodies	Headteacher	
	50.	To prohibit political indoctrination and ensuring the balance treatment of political issues.		X	X	
	51.	To ensure that the school appoints a Special Educational Needs Co-ordinator (SENCO).		X		
	52.	To approve the school's SEND and inclusion policies (social disadvantage, equality, disability discrimination, looked after children, pupil premium, gifted and able, English as an additional language etc) and agreeing an Accessibility Plan	X	X		Consult with Trustees.
	53.	To appoint an Educational Visits Co-ordinator.			X	
	54.	To approve off-site visits.		X	X	Headteacher to approve off-site visits and activities of up to 1 day. LGB to approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea.
	55.	Oversee the Academy's career advice offering.		X		
Target Setting and Planning						
	56.	To propose targets for pupil achievement.		X	X	The Headteacher and LGB should work together to agree proposals.
	57.	To agree targets for pupil achievement.	X			The Trustees will agree targets in light of advice provided by the LGB.
	58.	To monitor pupil achievement against set targets.		X	X	LGB to maintain oversight.
	59.	Responsibility for pupil outcomes.	X	X	X	The Trust is responsible to the Secretary of State for standards and pupil outcomes. The LGB will provide oversight, and hold the Headteacher accountable for them, providing updates to the Trustees as required to ensure overall monitoring.
	60.	(Completing the Academy SIAMS self-evaluation)		X	X	A copy should be provided to the Trustees.
	61.	Recommending a School Development Plan (including actions identified as part of SIAMS self-evaluation).		X	X	
	62.	Approving School Development Plan.	X			In light of recommendations from LGB and Headteacher.
Behaviour and Attendance						
	63.	To approve a behaviour and discipline policy (consult as appropriate).	X	X		LGB to consult with Trustees to ensure policy compliance across the MAT
	64.	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently.			X	
	65.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to Chair where permitted by the Exclusions Code).		X		To be carried out in accordance with the Exclusion Code (Policies).
	66.	To direct reinstatement of excluded pupils (Can be delegated to Chair where permitted by the Exclusions Code).		X		To be carried out in accordance with the Exclusions Code.
	67.	To review the overall pattern and use of exclusions within the school.		X		
	68.	To monitor pupil attendance.		X	X	LGB to maintain oversight.
	69.	To set attendance targets.		X	X	
Admissions						
	70.	Reviewing the admissions policy.		X		To be carried out in accordance with the Admissions Code. The LGB will propose any changes to the Trustees for approval. Where the Trustees approve the proposed changes the LGB will be responsible for consultation.
	71.	Approving admissions policy.	X			The LGB will propose any changes to the Trustees for approval. Where the Trustees approve the proposed changes, the LGB will be responsible for consultation. The final admissions policy (following consultation) should be sent to the Trustees for final approval with endorsement from the LGB.
	72.	Admissions: application decisions.		X		To be carried out in accordance with the Admissions Code.
	73.	Responsibility for making arrangements for an independent admissions appeal panel.	X			
	74.	To appeal against LA directions to admit pupil(s).		X		Advice must be sought from the Board of Trustees.
Religious Education and Collective Worship						
	75.	Responsibility for ensuring provision of RE in line with school's agreed curriculum.		X	X	Headteacher is answerable to LGB.

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	76.	To ensure that all pupils take part in an appropriate daily act of collective worship (unless parental right of withdrawal is exercised).		X	X	Headteacher is answerable to LGB. (Local Foundation Governors to have particular contribution)
Premises, Insurance, Health and Safety						
	77.	To obtain appropriate Insurances.	X			
	78.	Developing school building strategy and master plan.		X		(The Diocesan School Building Officer should be involved in the planning process as appropriate). The strategy and master plan should take into account the content of the Accessibility Plan.
	79.	Approving school buildings strategy and master plan.	X			
	80.	Procuring and maintaining buildings, including developing properly funded maintenance plan.	X	X		The LGB to lead on this, including having responsibility for all bids to Academies Capital Maintenance Fund. All such bids, and any major building works to be approved by the Trustees (The Diocesan School Building Offer should be involved as appropriate).
	81.	To review security of school premises and equipment.		X		
	82.	To approve hiring policy and charges.		X		
	83.	To agree a health and safety policy and arrangements.	X			
	84.	To oversee implementation of health and safety policy and arrangements.		X	X	Regular updates on health and safety matters will be provided to the Trustees as requested.
	85.	To monitor and respond to health and safety issues.		X	X	Regular updates on health and safety matters will be provided to the Trustees as requested.
School Organisation						
	86.	To decide to accept additional academies to convert within the Trust.	X			
	87.	To make decisions around whether academies should leave the Trust.	X			
	88.	To publish proposals to change category of school.	X			(To be approved by DBE.)
	89.	To set the times of school sessions and the dates of school terms and holidays.		X		Any material changes must be agreed in writing with the Board of Trustees.
	90.	To ensure that the school opens for 380 sessions in a school year.		X	X	LGB to oversee.
Information for Parents etc.						
	91.	To prepare and publish school prospectus.		X	X	LGB to oversee and approve.
	92.	To plan and co-ordinate strategies by which the Trust can demonstrate its accountability and consult parents and community etc.	X	X		LGB and Trustees to agree strategy.
	93.	Adoption of home-school agreements.		X		
	94.	To consider matters relating to the role of the school in the community, including public relations.		X		
	95.	To ensure that the school contributes to community cohesion.		X		
LGB Procedures						
	96.	To agree any changes to the Scheme of Delegations.	X			(Consultation will take place with DBE (and/or) DYET)
	97.	To consider whether changes are required to the Articles of Association.	X			
	98.	To appoint (and remove) the Chair of the LGB.	X	X		LGB nominate Chair. Board of Trustees to receive appointment but retains the right to remove. Temporary chairing of meetings devolved to the LGB if necessary. (In respect of Denominational schools, (CofE) the DBE may seek approval from the Board of Trustees)
	99.	To appoint (and remove) the Vice-Chair of the LGB.		X		Trustees may also remove.
	100.	To appoint and dismiss the Secretary of the LGB.		X		
	101.	To hold a full LG meeting at least once a term and additionally as often may be required.		X		
	102.	To set up and maintain a Register of LGB members' and senior staff Business Interests.		X		
	103.	To approve a Trustee and Local Governor Expenses Scheme.	X			

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	104.	To consider whether or not to exercise delegation of LGB functions to individuals or committees.	X			The LGB may not further delegate decisions invested in it by the Board of Trustees under Article 105 through the Scheme of Delegation. However, it may set up working parties, without decision making powers, to advise and scrutinise but any recommendations must be ratified by the full LGB.
	105.	To establish and review establishment of LGBs, their membership and their terms of reference.		X		
	106.	To regulate the LGB procedures (where not set out in law or in this Scheme of Delegation).		X		
	107.	To determine the development needs of members of the LGB and put in place an appropriate programme.		X		The LGB shall advise the Trustees of any particular skills gaps which they are not able to address.
	108.	To agree a policy and protocol for LGB member visits to the school.		X		In conjunction with the Headteacher.
	109.	To agree a policy and protocol for Trustee visits to the school.	X			In conjunction with the Headteacher and the Chair of the LGB.
	110.	Carry out an annual review of effectiveness of the LGB.		X		
	111.	Carry out and keep up to date a local governor skills audit and review training needs.		X		
Extended Schools/Trading Activities/Voluntary Income						
	112.	Determine Academy's activities that would fall under the "extended schools agenda" and any additional Academy specific activities designed to generate business income, and oversee implementation of those activities.		X		This is subject to the restrictions contained in the Scheme of Delegation.
	113.	Determine how to use any voluntary (i.e. non grant) funds (including any restricted funds) raised by the Academy.		X		This is subject to the restrictions contained in the Scheme of Delegation.
Safeguarding and Pupil Welfare						
	114.	To institute safeguarding and child protection policies in line with statutory requirements and best practice.	X			LGB advice to be provided on particular Academy issues.
	115.	To ensure that the safeguarding policy is implemented.		X	X	Oversight by LGB.
	116.	Ensure that there is a designated senior person for child protection and a deputy who has received appropriate training for the role.		X		
	117.	Agree a nominated local governor responsible for child protection.		X		
	118.	To decide the content and cost of school food, including (in a cash cafeteria system) the standard meals allowance for those entitled to free school meals.		X		
	119.	To oversee provision of free school meals to those pupils meeting the criteria.		X		
	120.	Oversee school lunch nutritional standards.		X		
Records, Data and Information						
	121.	Maintenance of accurate, effective and secure pupil records (inc attendance register).			X	Oversight by LGB.
	122.	Maintain accurate, effective and secure employee records.			X	Oversight by LGB.
	123.	Agree a data protection policy.	X			
	124.	Appointment of an overall Data Protection Officer.	X			To be supported by Academy Data Protection Officer
	125.	Appointment of academy Data Protection Officer.		X		
	126.	Oversee compliance with the data protection policy, data protection legislation and good practice within the Academy.		X		
	127.	Approve a Freedom of Information Publication Scheme and policy.	X			
	128.	Appoint an overall Freedom of Information Officer.	X			
	129.	Appoint academy Freedom of Information Officer.		X		
	130.	Oversee compliance with freedom of information policy and legislation within the Academy.		X		
	131.	Ensure the academy has a compliant website.		X		The Multi Academy Trust will have its own website and parties will work together to ensure that they feed into one another as appropriate.

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			Board of Trustees	Local Governing Bodies	Headteacher	
Policies and Miscellaneous						
	132.	To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies and the required frequency of review.	X			A separate policy review schedule will be agreed.
	133.	Approve a complaints procedure.	X			
	134.	Approve the annual "Equality Information and Objectives statement" and review equality objectives.	X			
	135.	To provide to the Trustees, on an annual basis, copies of all policies and procedures applying to the Academy.		X		