



Scheme of Delegation

Policy Development		
Action by	Action / Information	
Author (Name)	Madeleine Phillips	
Author	<ul style="list-style-type: none"> • Document research • Review old policy • Involve staff* & students <ul style="list-style-type: none"> ▪ *Staffroom board • Procedures in appendix 	Y Y N N N
Critical friend	Head / Business Manager	
Pilot group/stakeholder		
	Draft to WI	Y
SLT	Implementation Plan	N
Scrutiny & Approval (by Governors)		
Action	Information	
Policy Name Approved	Yes	
Statutory?	Yes	
Level of Approval?	Full Governors	
SLT Member responsible for policy	Head Teacher	
Review frequency	Annual	
Date of approval	Sept 19	
Implementation & Evaluation		
Action by	Action / Information	
Author	<ul style="list-style-type: none"> • Filed in Govs • Website • Frog • Briefing • Noticeboard • Training time required? 	Y Y Y N N N

Introduction

Note: This document is based on the template provided by the National Governors' Association.

An academy trust's board of trustees is accountable in law for all decisions about its academy. However, this does not mean that the full board is required to make all the decisions itself. Many decisions can be delegated to the principal (the senior executive leader), trust board committees and individual trustees. It is vital that the decision to delegate a function is made by the full board of trustees and is recorded. Without such formal delegation, the individual or committee has no power to act.

Once determined the SoD must be published on the trust website.

The purpose of scheme of delegation

A scheme of delegation (SoD) is the key document defining which functions have been delegated and to whom. It should be a simple yet systematic way of ensuring members, trustees, committees and individuals are clear about who has responsibility for making which decisions in the trust. This overarching SoD covering all decision making in the trust should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook.

Deciding what to retain at trustee level and what to delegate will vary from trust to trust. The detail will not be set out in the articles of association, the academy trusts governing document. This is why it is critical that the academy trust agree a SoD that explicitly establishes who makes which decisions, and ensures this is clear to all. A detailed yet clear SoD can help prevent confusion from arising before any misunderstanding arises which has the propensity to lead to a loss of trust and damaged working relationships.

Scheme of Delegation

Key

Blue box Function **cannot** be carried out at this level.

✓ Action to be undertaken at this level

A Provide advice and support to those accountable for decision making

< > Direction of advice and support

Area	Decision	Delegation				
		Members	Trust Board (Full Governing Body)	Committee	Individual trustee (governor)	Senior Executive Leader (Head Teacher)
Governance framework						
1. People	1. Members: Appoint/Remove	✓				
	2. Trustees: Appoint/Remove	✓	✓	<A		
	3. Role descriptions for members	✓				
	4. Role descriptions for trustees/chair/ specific roles/committee members: agree		✓	<A		
	5. Parent trustees: oversee election				✓ Chair of Govs	
	6. Committee chairs: appoint and remove		✓	<A		
	7. Clerk to board: appoint and remove		✓			
2. Systems and structures	1. Articles of association: agree and review	✓	<A	<A		
	2. Governance structure (committees) for the trust: establish and review annually		✓	<A		
	3. Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually		✓	<A		
	4. Skills audit: complete and recruit to fill gaps		✓	<A		
	5. Annual self review of trust board and committee performance: complete annually		✓	<A		

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	6. Chair's performance: carry out 360 review periodically		✓	<A		
	7. Trustee contribution: review annually		✓	<A		
	8. Succession: plan		✓	<A		
	9. Annual schedule of business for trust board: agree		✓	<A		<A
Reporting						
3. Reporting	1. Trust governance details on trust website: ensure		✓	<A	<A	<A
	2. Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish		✓	<A		
	3. Annual report on performance of the trust: submit to members and publish		✓	<A		
	4. Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
	5. To determine whether to publish a home school agreement (not statutory)					✓
	6. Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance		✓	<A	<A	<A

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	arrangements, performance, financial and equality data are met					
	7. To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)					✓
Being Strategic						
4. Being Strategic	1. Determine trust policies that reflect the trust's ethos and values (see subsequent table)		✓	✓ All		✓
	2. To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last seven years.		✓	<A		
	3. Ensure a broad and balanced curriculum is in place			✓ Students		<A
	4. To set the times of school sessions and the dates of school terms and holidays		✓			
	5. Agree enrichment/extra-curricular offer including any additional services required			A>		✓
	6. Embed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓
	7. Management of risk: establish register, review and monitor		✓	✓ All		
	8. Engagement with stakeholders	✓	✓	✓ All	✓	✓

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	9. Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A		<A
	10. Principal: Appoint and dismiss		✓			
	11. To decide whether to join or form a multi-academy trust		✓			
	12. Budget plan to support delivery of trust key priorities: agree		✓	<A		
	13. Academy staffing structure: agree		✓ (for SLT structure)	✓ Resources (for levels below SLT)		<A
	14. Appoint teaching staff				A>	✓
	15. Appoint support staff				A>	✓
Holding to account						
5. Holding to account	1. Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	<A	<A	<A
	2. To produce and maintain a central record of recruitment and vetting checks					✓
	3. To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation			✓ Students	<A	<A

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	of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy					
	4. Reporting arrangements for progress on key priorities: agree		✓	✓ All		<A
	5. Performance management of the Principal: undertake			✓ HT PM		
	6. Performance management of staff: undertake					✓
	7. Establish and review procedures for addressing staff discipline, conduct and grievance (see also policy list below)			✓ Resources		
	8. Initial Dismissal Decision for staff dismissals					✓
	9. Trustee monitoring: agree arrangements		✓	<A		
	10. To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination.			✓ Students Disciplinary Panel		
	11. To ensure that health and safety regulations are followed					✓
	12. Ensure that school lunch nutritional standards are met					✓

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	13. Maintain a register of pupil attendance					✓
	14. To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)					✓
Ensuring financial probity						
6. Ensuring financial probity	1. Chief financial officer for delivery of trust's detailed accounting processes: appoint (Role carried out by Business Manager)			✓ Resources		
	2. Trust's scheme of financial delegation: establish and review			✓ Resources	<A	<A
	3. External auditors' report: receive and respond			✓ Audit		<A
	4. Principal pay award: agree			✓ Resources		
	5. Staff appraisal procedure and pay progression: monitor and agree			✓ Resources		<A
	6. Benchmarking and academy trust value for money: monitor			✓ Resources		

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	7. Benchmarking and academy trust value for money: ensure robustness of systems			✓ Resources		
	8. Develop trust procurement strategies and efficiency savings programme			A>		✓
	9. To approve the first formal budget plan each financial year		✓	<A		
	10. To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)			✓ Various		
	11. Buildings insurance and personal liability					✓

School Policies

Note: The following tables set out key information about the school's policies. Further details, such as review dates, are recorded in the Policy Review Tracking spreadsheet.

Policies that must be approved by governors:

Policy name	Statutory (S) or non statutory (NS) policy (based on DfE list of Sept 2014)	Approval level (S) if this level is statutory	Relevant committee
SEND	S	Full Governors (S)	Students
Admissions Criteria	S	Full Governors	Students
Safeguarding policy and procedures	S	Full Governors (S)	Students
Medical Conditions	S	Full Governors (S)	Students

Policies that can be delegated by governors (by virtue of DfE required approval level or because they are non-statutory for academies):

Policy name	Statutory (S) or non statutory (NS) policy (based on DfE list of Sept 2014)	Committee responsible
Health and Safety Policy	S	Resources
Security Policy	NS	Resources
Whole School Behaviour Policy (BEST)	S	Students
Anti-bullying Policy	NS	Students
Exclusion Policy	NS	Students
Attendance Policy	NS	Students
Uniform Policy	NS	Students
Drugs Education and Misuse of Drugs Policy	NS	Students
E-Safety	NS	Students
Pupils ICT Acceptable Use Policy	NS	Students
Staff ICT Acceptable Use Policy	NS	Students
Mobile Telephones Policy	NS	Students
Smoke Free Policy	NS	Students
Reasonable Force Policy	NS	Students
Staff Discipline Policy and Procedures	S	Resources
Staff Capability Policy and Procedures	NS	Resources
Staff Grievance Policy and Procedures	S	Resources
Staff Code of Conduct	S	Resources
Whole School Pay Policy	NS	Resources (+FGB)
Teacher Appraisal Policy	NS	Resources (+FGB)
Support Staff Appraisal Policy	NS	Resources

Staff Absence Management Policy	NS	Resources
Expenses policy	NS	Resources
Whistleblowing	NS	Resources
Charging and Remission for School Activities and School Visits Policy	S	Resources
Complaints Policy	S	Resources
Freedom of Information Publication Scheme	S	Resources
Data Protection Policy	S	Resources
Equality and Diversity Policy (Equality Information and Objectives)	S	Resources
Investment Policy	NS	Resources
Pupil Premium policy	NS	Students
Sex and Relationships Education Policy	S	Students
Assessment Policy	NS	Students
Careers and work related learning policy	NS	Students
Strategic Planning Policy	NS	FGB