



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 21	
Implementation & Evaluation		
Action by	Action / Information	
Author	<ul style="list-style-type: none"> • Filed in Govs • Website • Teams • 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 with additions reflecting the further requirements of the DfE list of statutory policies for schools, DfE Governance Handbook (2020), Academy Trust Handbook (2021) and the school's Funding Agreement and Articles of 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 Academy Trust 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 trust's 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.

While many of the actions and decisions listed in the SoD are statutory or required for operational or other reasons, some are optional or only needed under particular circumstances. The SoD sets out who can act and make decisions; it is not a list of actions or decisions that must be carried out. The SoD should be read alongside the Terms of Reference for the Governing Body's Committees.

The Governance Structure

The Bishops' Blue Coat Church of England High School governance structure is as follows:

Members:

- Chester Diocesan Board of Education
- One nominee of the Chester Blue Coat Church of England Educational Foundation
- The Bishop of Chester
- The Chair of Governors

Governors ('The Full Governing Body'):

- Six appointees of the Chester Diocesan Board of Education (one vacancy at September 2021)
- Five appointees of the Chester Blue Coat Church of England Educational Foundation (one vacancy at September 2021)
- One appointee of the Bishop of Chester
- Two Parent Governors
- Two Staff Governors
- One Co-opted Governor

- The Headteacher

Governor Committees and Panels:

- Resources Committee
- Students Committee
- Audit Committee
- Headteacher’s Performance Management Committee
- Chairs Group
- Students Disciplinary Panels (ad hoc membership, no staff governors)
- Staff Disciplinary /Dismissal /Grievance /Pay Panels (ad hoc membership, no staff governors)
- Complaints Appeal Panels (ad hoc membership, including independent member(s))

Lead/named governors are appointed for:

- Safeguarding and attendance
- Student Premiums (combining pupil premium/disadvantaged, SEND and catch up)
- Teaching and Learning
- Ethos
- Governance Development
- Health and Safety
- Data Protection

Scheme of Delegation Table

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 and Staff trustees: oversee election			✓		
	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 and panels: agree annually		✓	<A		
	4. Scheme of Delegation: agree annually		✓	<A		
	5. Take decisions by Chair's Action where a delay is likely to be seriously detrimental to the school or an associated person or people (such as students, parents or local community). A				✓ Chair (or Vice Chair) of Full	

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	'delay' means the earliest time the relevant body could meet. This applies only to decisions that can be legally delegated to an individual. Such decisions must be reported to the next meeting of the relevant body. Chair's Action can be carried out by the relevant Vice-Chair in the absence of the Chair.				Governing Body or Governor Committee	
	6. Skills audit: complete and train or recruit to fill gaps		✓	<A		
	7. Annual self review of trust board and committee performance		✓	✓		
	8. Chair's performance: carry out 360 review periodically		✓		<A	
	9. Trustee contribution: review annually		✓	✓		
	10. Succession: plan		✓	✓		
	11. 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. Ensure governance details submitted to DfE Get Information About Schools					✓
	3. Register of all interests, business, pecuniary, loyalty for members and trustees: establish and publish		✓	<A		

Area	Decision	Delegation				
		Members	Trust Board (Full Governing Body)	Committee	Individual trustee (governor)	Senior Executive Leader (Head Teacher)
	4. Annual report on performance of the trust: submit to members and publish		✓	<A		
	5. Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
	6. To determine whether to publish a home school agreement (not statutory)					✓
	7. Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met		✓	<A		<A
	8. To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		✓	<A		<A
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		

Area	Decision	Delegation				
		Members	Trust Board (Full Governing Body)	Committee	Individual trustee (governor)	Senior Executive Leader (Head Teacher)
	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		✓	<A		
	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: oversight of risk register and review at least annually		✓	<A (All)		
	8. Engagement with stakeholders	✓	✓	✓ All	✓	✓
	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> For TLR or	✓

Area	Decision	Delegation				
		Members	Trust Board (Full Governing Body)	Committee	Individual trustee (governor)	Senior Executive Leader (Head Teacher)
					leadership posts	
	15. Appoint support staff				A> For NJC 7 or above	✓
Holding to account						
5. Holding to account	1. Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	✓	<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 of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy			✓ Students	<A	<A
	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					✓

Area	Decision	Delegation				
		Members	Trust Board (Full Governing Body)	Committee	Individual trustee (governor)	Senior Executive Leader (Head Teacher)
	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. 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		
	10. To ensure that health and safety regulations are followed					✓
	11. To ensure that Premises Management documents, procedures and the condition of the estate are compliant with appropriate legislation (as recorded within the Health and Safety Policy)			✓ Resources		
	12. Maintain a register of pupils' admission to school and attendance					✓
	13. Ensure that school lunch nutritional standards are met					✓
	14. To ensure provision of free meals to those pupils meeting the criteria					✓

Area	Decision	Delegation				
		Members	Trust Board (Full Governing Body)	Committee	Individual trustee (governor)	Senior Executive Leader (Head Teacher)
	15. To ensure there is a suitably qualified designated teacher for looked after and certain previously looked after children (recorded in SEND policy)			✓ Students		
	16. To ensure there is a statement of procedures for dealing with allegations of abuse against staff (recorded in Safeguarding policy)		✓	<A Students		
	17. To ensure that details of the school's careers programme and a provider access statement are drawn up and published (within Careers policy)			✓ Students		
	18. To ensure that equality information (annual) and objectives (within policy reviewed every three years) are drawn up and published			✓ Resources		
	19. To ensure arrangements are in place for the protection of biometric information (within Data Protection policy)			✓ Resources		
	20. To ensure arrangements are in place for the education of children with health needs who cannot attend school (within Attendance policy)			✓ Students		
Ensuring financial probity						

Area	Decision	Delegation				
		Members	Trust Board (Full Governing Body)	Committee	Individual trustee (governor)	Senior Executive Leader (Head Teacher)
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
	3. External auditors' report: receive and respond			✓ Audit		<A
	4. Principal pay award: agree			✓ Resources		
	5. Staff appraisal procedure and pay progression procedure: monitor and agree			✓ Resources		<A
	6. Benchmarking and academy trust value for money: monitor			✓ Resources		
	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		

Area	Decision	Delegation				
		Members	Trust Board (Full Governing Body)	Committee	Individual trustee (governor)	Senior Executive Leader (Head Teacher)
	10. To agree annual action plans and monitor how school premiums are spent			✓ Various		
	11. Buildings insurance and personal liability					✓
	12. To complete and submit the School Resource Management Self-Assessment Tool checklist by the annual deadline				A> Chair of Resources	✓

School Policies

Note: The following table sets out key information about the school's policies. Further details, such as review dates, are recorded in a separate Policy Review Tracking spreadsheet. Many policies are not statutory for academies but good practice is that they should be in place nonetheless.

Policy name (bold if any element of the policy is statutory)	Is the policy itself statutory or non-statutory?	If not statutory, does the policy contain statutory information?	Approval level: Full Governors or Committee (S if this level is statutory)	Relevant Committee
Admissions Criteria	S	N/A	Full Governors (S)	Students
Anti-bullying Policy	NS	No	Committee	Students
Assessment Policy	NS	No	Committee	Students
Attendance Policy	NS	Yes	Committee	Students

Behaviour Policy (BESt)	S	N/A	Committee	Students
Business Continuity Policy	NS	No	Committee	Resources
Career and Work related learning Policy	NS	Yes	Committee	Students
Charging and Remission for School Activities and School Visits Policy	S	N/A	Committee	Resources
Complaints Policy	S	N/A	Committee	Resources
Curriculum Policy	NS	No	Committee	Students
Data Protection Policy	S	N/A	Committee	Resources
Disadvantaged Students policy	NS	No	Committee	Students
Drugs Education and Misuse of Drugs Policy	NS	No	Committee	Students
Electronic Devices Policy	NS	No	Committee	Students
Employee Appraisal Policy	NS	No	Full Governors	Resources
Equality and Diversity Policy	NS	Yes	Committee	Resources
E-Safety	NS	No	Committee	Students
Exclusion Policy	S	N/A	Committee	Students
Expenses policy	NS	No	Committee	Resources
Freedom of Information Publication Scheme	S	N/A	Committee	Resources
Health and Safety Policy	NS	Yes	Committee	Resources
ICT Acceptable Use Policy - Staff, Governors and Volunteers	NS	No	Committee	Students
ICT Acceptable Use Policy - Students	NS	No	Committee	Students
Investment Policy	S	N/A	Committee	Resources
Lettings Policy	NS	No	Committee	Resources
Medical Conditions Policy	S	N/A	Full Governors (S)	Students

NQT Induction Policy	S	N/A	Committee	Students
Reasonable Force Policy	NS	No	Committee	Students
RSE and health policy	NS	Yes	Committee	Students
Risk Management Policy	NS	No	Full Governors	Audit
Safeguarding Policy and Procedures	S	N/A	Full Governors (S)	Students
Security Policy	NS	No	Committee	Resources
SEND Policy	NS	Yes	Committee	Students
Smoke Free Policy	NS	No	Committee	Students
Spiritual Development Policy	NS	No	Committee	Students
Staff Absence Management Policy	NS	No	Committee	Resources
Staff Capability Policy and Procedures	S	N/A	Committee	Resources
Staff Code of Conduct	S	N/A	Committee	Resources
Staff Discipline Policy and Procedures	S	N/A	Committee	Resources
Staff Grievance Policy and Procedures	S	N/A	Committee	Resources
Staff Wellbeing Policy	NS	No	Committee	Resources
Strategic Planning Policy	NS	No	Full Governors	none
Uniform Policy	NS	No	Committee	Students
Whistleblowing	S	N/A	Committee	Resources
Whole School Pay Policy	NS	No	Full Governors	Resources