# Scheme of Delegation

| Policy name | Scheme of Delegation |
|---|---|
| Governor approval | Full Governing Body |
| Date of approval | 12 December 2023 |
| Review frequency | Annual |

## Introduction

Note: This document is based on the template provided by the National Governance Association with additions reflecting the further requirements of the DfE list of statutory policies for schools, DfE Governance Handbook, Academy Trust Handbook 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 (or Co-Chairs) of Governors

Governors ('The Full Governing Body'):
- Six appointees of the Chester Diocesan Board of Education (three vacancies at December 2023)
- Five appointees of the Chester Blue Coat Church of England Educational Foundation (three vacancies at December 2023)
- One appointee of the Bishop of Chester
- Two Parent Governors
- Two Staff Governors
- Two Co-opted Governors
- 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
- SEND
- Ethos and Social Justice (including staff wellbeing and disadvantaged students)
- Health and Safety
- Data Protection and ICT
- Careers

## 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 | | | ✔ (Chairs Group) | ✔ (Chair if not a conflict) | |
| | 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 | | | | ✔ Chair (or Vice | |

| Area | Decision | Members | Trust Board (Full Governing Body) | Committee | Individual trustee (governor) | Senior Executive Leader (Head Teacher) |
|---|---|---|---|---|---|---|
| | | | | Delegation | | |
| | or people (such as students, parents or local community). A '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. Where there are Co-Chairs, either can act as Chair for the purposes of Chair's Action; in the event of a dispute, the decision will be taken on a majority vote of the Co-Chairs and Vice Chair. | | | | Chair) of Full 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 | | ✔ | ✔ (Chairs Group) | | |
| | 8. Chair's performance: carry out 360 review periodically | | ✔ | | <A | |
| | 9. Trustee contribution: review annually | | ✔ | ✔ (Chairs Group) | | |
| | 10. Succession: plan | | ✔ | ✔ (Chairs Group) | | |
| | 11. Annual schedule of business for trust board: agree | | ✔ | <A | | <A |
| Reporting | | | | | | |
| | 1. Trust governance details on trust website: ensure | | ✔ | <A | <A | <A |

| Area | Decision | Delegation | | | | |
|---|---|---|---|---|---|---|
| | | Members | Trust Board (Full Governing Body) | Committee | Individual trustee (governor) | Senior Executive Leader (Head Teacher) |
| 3. Reporting | 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 | | |
| | 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** | | | | | | |
| | 1. Determine trust policies that reflect the trust's ethos and values (see subsequent table) | | ✔ | ✔ All | | ✔ |

| Area | Decision | Members | Trust Board (Full Governing Body) | Committee | Individual trustee (governor) | Senior Executive Leader (Head Teacher) |
|---|---|---|---|---|---|---|
| | | | | **Delegation** | | |
| 4. Being Strategic | 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 | | ✓ | <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 | | |

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|------|----------|---------|------|-----------|------|------|
| | | | | Delegation | | |
| | 13. Academy staffing structure: agree | | ✔ (for SLT structure) | ✔ Resources (for levels below SLT) | | <A |
| | 14. Appoint teaching staff | | | | A> For TLR or 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 *Prevent* 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 | | |

| Area | Decision | Delegation | | | | |
|---|---|---|---|---|---|---|
| | | Members | Trust Board (Full Governing Body) | Committee | Individual trustee (governor) | Senior Executive Leader (Head Teacher) |
| | 6. Performance management of staff: undertake | | | | | ✔ |
| | 7. Establish and review procedures for addressing staff discipline, conduct and grievance (see also policy list below) | | | ✔<br>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) | | | ✔<br>Resources | | |
| | 12. Maintain a register of pupils' admission to school and attendance | | | | | ✔ |
| | 13. Ensure that school lunch nutritional standards are met | | | | | ✔ |

| Area | Decision | Delegation | | | | |
|---|---|---|---|---|---|---|
| | | Members | Trust Board (Full Governing Body) | Committee | Individual trustee (governor) | Senior Executive Leader (Head Teacher) |
| | 14. To ensure provision of free meals to those pupils meeting the criteria | | | | | ✔ |
| | 15. To ensure there is a suitably qualified designated teacher for looked after and certain previously looked after children (recorded in SEND policy) | | | ✔<br><br>Students | | |
| | 16. To ensure there is a statement of procedures for dealing with allegations of abuse against staff (recorded in Safeguarding policy) | | ✔ | <A<br><br>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) | | | ✔<br><br>Students | | |
| | 18. To ensure that equality information (annual) and objectives (within policy reviewed every three years) are drawn up and published | | | ✔<br><br>Resources | | |
| | 19. To ensure arrangements are in place for the protection of biometric information (within Data Protection policy) | | | ✔<br><br>Resources | | |

| Area | Decision | Delegation | | | | |
|---|---|---|---|---|---|---|
| | | Members | Trust Board (Full Governing Body) | Committee | Individual trustee (governor) | Senior Executive Leader (Head Teacher) |
| | 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** | | | | | |
| 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 | | |

| Area | Decision | Delegation | | | | |
|---|---|---|---|---|---|---|
| | | Members | Trust Board (Full Governing Body) | Committee | Individual trustee (governor) | Senior Executive Leader (Head Teacher) |
| | 8. Develop trust procurement strategies and efficiency savings programme | | | A> | | ✔ |
| | 9. To approve the formal budget each financial year, to include any capital spending plan. | | ✔ | <A | | |
| | 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><br>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? | Minimum (and recommended) approval level for statutory policies/ information | Bishops' approval level: Full Governors or Committee or Individual Governor | Relevant Committee |
|---|---|---|---|---|---|
| **Admissions Criteria** | S | N/A | Committee (none) | Full Governors | Students |
| Assessment Policy | NS | No | N/A | Committee | Students |
| **Attendance Policy** | NS | Yes | Full Governors | Full Governors | Students |
| **Behaviour Policy  (BESt)** | S | N/A | Any (none) | Committee | Students |
| Business Continuity Policy | NS | No | N/A | Committee | Resources |
| **Career and Work related learning Policy** | NS | Yes | Any (Full Governors) | Committee | Students |
| **Charging and Remission for School Activities and School Visits Policy** | S | N/A | Head (Full Governors) | Committee | Resources |
| **Complaints Policy** | S | No | Head (Full Governors) | Committee | Resources |
| Cyber Security Policy | NS | No | N/A | Committee | Resources |
| **Data Protection Policy** | S | N/A | Head (none) | Committee | Resources |
| **Dignity and Respect Policy** (=anti-bullying policy) | NS | No | N/A | Committee | Students |
| **Disadvantaged Students Policy** | NS | Yes | N/A | Committee | Students |
| Drugs Education and Misuse of Drugs Policy | NS | No | N/A | Committee | Students |
| Early Career Teacher Policy | S | N/A | Full Governors | Full Governors | Students |

| | | | | | |
|---|---|---|---|---|---|
| Equality and Diversity Policy | NS | Yes | Head (none) | Committee | Resources |
| Expenses Policy | NS | No | N/A | Committee | Resources |
| Flexible Working Policy | NS | No | N/A | Committee | Resources |
| Freedom of Information Publication Scheme | S | N/A | None given | Committee | Resources |
| Health and Safety Policy | NS | Yes | Any (Full Governors) | Committee | Resources |
| Investment Policy | S | N/A | Committee (none) | Committee | Resources |
| Lettings Policy | NS | No | N/A | Committee | Resources |
| Medical Conditions Policy | S | N/A | Any | Committee | Students |
| Online Safety Policy | NS | No | N/A | Committee | Students |
| Pensions Discretionary Policy | LGPS requirement | Not given | None given | Committee | Resources |
| Reasonable Force Policy | NS | No | N/A | Committee | Students |
| RSE and health policy | NS | Yes | Head (none) | Committee | Students |
| Risk Management Policy | NS | No | N/A | Full Governors | Audit |
| Safeguarding Policy and Procedures | S | N/A | Full Governors | Full Governors (S) | Students |
| Security Policy | NS | No | N/A | Committee | Resources |
| SEND Policy | NS | Yes | None given | Committee | Students |
| Spiritual Development and Collective Worship Policy | NS | No | N/A | Committee | Students |
| Staff Absence Management Policy | NS | No | N/A | Committee | Resources |
| Staff Appraisal Policy | NS | No | N/A | Full Governors | Resources |
| Staff Capability Policy and Procedures | S | N/A | Head (Full Governors) | Committee | Resources |
| Staff Code of Conduct | NS | Yes | Head (Full Governors) | Committee | Resources |

| | | | | | |
|---|---|---|---|---|---|
| Staff Discipline Policy and Procedures | S | N/A | Head (Full Governors) | Committee | Resources |
| Staff Grievance Policy and Procedures | S | N/A | Head (Full Governors) | Committee | Resources |
| Suspension and Exclusion Policy | S | N/A | Head | Committee | Students |
| Uniform Policy | S | N/A | None given | Committee | Students |
| Whistleblowing | S | N/A | None given | Committee | Resources |
| Whole School Pay Policy | NS | No | N/A | Full Governors | Resources |