

Scheme of Delegation – RI/Inadequate Schools

PURPOSE

To control decision making, create clarity about where decision making lies which is reflective of the stage of development of the school in the trust.

INTRODUCTION

This scheme outlines the delegated powers and responsibilities a Local Governing Body would receive to act on behalf of the Salterns Academy Trust.

The ultimate responsibility is indicated with an 'X' in the appropriate columns. An '*' indicates an assumption of consultation.

Columns blocked off indicate that the function cannot be legally carried out at this level.

The Trust or LGB can delegate authority to a relevant committee

Although decisions may be delegated, it is the Trust that remains responsible for any decisions made under delegation.

This delegation will be reviewed annually.

<i>Key Function</i>	<i>No</i>	<i>Tasks</i>	<i>Decision Level</i>		
			<i>1</i>	<i>2</i>	<i>3</i>
Budgets	1	Establish a central budget for corporate services	X	*	
	2	Approve the consolidated Trust budget plan for the financial year	X		
	3	Approve the LGB's formal Academy budget plan for the financial year	X	*	
	4	Monitor MAT expenditure	X		
	5	Ensure academy expenditure is within budget	*	X	
	6	Approve the Financial Policies & Procedures	X	*	
	7	Carry out financial processes in line with the Finance Policies			X
	8	Appoint an audit committee	X		
Staffing	9	Headteacher appointments (selection panel)	X	*	
	10	Senior leader appointments (selection panel)	*	X	
	11	Appoint other teachers			X
	12	Appoint support staff			X
	13	Agree HR policies including pay policy	X	*	
	14	Establish disciplinary/capability procedures	X	*	
	15	Dismissal of headteacher	X	*	
	16	Dismissal of other staff		X	
	17	Suspending head	X	*	

KEY

Decision Level 1: Salterns Academy Trust

Decision Level 2: Local Governing Body

Decision Level 3: Headteacher/SLT

			Decision Level		
	18	Suspending staff (except head)		*	X
	19	Ending suspension (head)	X	*	
	20	Ending suspension (except head)	*	X	
	21	Approve staff complement	*	X	
	22	Determine severance/compensation payments (excluding Headteacher)		X	
Curriculum	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)			X
	24	Establish and implement a curriculum policy		X	
	25	Agree or reject and monitor curriculum policy		X	
	26	Responsibility for standards of teaching at MAT level	X		
	27	Responsibility for standards of education at school level	*	*	X
	28	Responsibility for individual child's education			X
	29	Provision of sex education – to establish and keep up to date a written policy		X	*
	30	Prohibit political indoctrination and ensuring the balanced treatment of political issues	*	*	X
Performance Management	31	Approve an overarching performance management policy	X	*	*
	32	Ensure implementation of the performance management policy		X	
	33	Review annually the performance management policy	X	*	
Target Setting	34	Agree targets for student achievement	*	X	*
	35	Approve and publish targets for student achievement	X	*	
Discipline/Exclusions	36	Establish a student discipline policy	*	X	
	37	Review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the student 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/vice-chair in cases of urgency)		X	
	38	Direct reinstatement of excluded students (Can be delegated to chair/vice-chair)		X	
Admissions	39	To review at least annually the admissions policy		X	
	40	Establish an admissions policy	*	X	
	41	Admissions application decisions		X	
	42	Appeal against LA directions to admit student(s)		X	
Religious Education	43	Responsibility for ensuring provision of RE		X	*
Premises & Insurance	44	Ensure buildings and liability insurances in place	X	*	
	45	Develop a school buildings strategy or master plan	X	*	
	46	Refurbish and maintain buildings, including developing properly funded maintenance	*	X	

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Decision Level 2: Local Governing Body

Decision Level 3: Headteacher/SLT

			Decision Level		
		plan			
Health & Safety	47	Institute a health and safety policy	*	X	
	48	Ensure that health and safety regulations are followed		X	
School Organisation	49	Publish proposals to change category of school	X	*	
	50	Proposal to alter the character of the Academy day	*	X	
	51	Set the times of school sessions and the dates of school terms and holidays	*	X	
	52	Ensure that the school meets for 380 sessions in a school year			X
	53	Ensure that school lunch nutritional standards are met where provided by the governing body.			X
Information For Parents	54	Prepare and publish information for parents or school prospectus	*	*	X
	55	Ensure provision of free school meals to those students meeting the criteria			X
	56	Adopt and review of home-school agreements		X	
GB Procedures	57	Prepare instrument of government and any amendments thereafter	X		
	58	Appoint (and remove) Executive Headteacher/Directors/Clerk of the MAT subject to the requirements of the Articles	X		
	59	Appoint (and remove) the governors/clerk of a local governing body	X	*	
	60	Hold a full governing body meeting at least three times a year		X	
	61	Set up a Register of Directors' Business Interests	X		
	62	Set up a Register of Governors' Business Interests	*	X	
	63	Approve and set up a Governors Expenses Scheme	X		
	64	Discharge duties in respect of studentss with special needs by appointing a "responsible person"		X	
	65	Consider whether or not to exercise delegation of local functions to individuals or committees (subject to this scheme of delegation)		X	
	66	Regulate the GB procedures (where not set out in law)		X	
Trust	67	Consider applications to join the trust	X		
	68	Agree the due diligence requirements for such	X		
	69	Review the trust KPIs	X		
Federations	70	Consider forming a federation/joining a federation of local schools	X	*	
Extended Schools	71	Decide to offer/cease to offer additional activities and to what form these should take		X	
	73	Put into place the additional services to be provided			X
	74	Ensure delivery of services provided			X

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