

Scheme of Delegation

This outline scheme of delegation will be complemented by the Financial Regulations Manual and by the Academies Financial Handbook. The following descriptions are used in this document to describe the roles of the various groups and individuals.

Accountable

Ultimately answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.

Responsible

Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals

Consulted

Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge in the subject.

Informed

Those to be kept up-to-date on progress. Communication is one-way, and may be updated only when the decision has been taken or the task completed.

	Ref	Task						
			CAT Board	Trust Director	Trust FD/HR etc.	Governing Body	GB Subcommittee	Principal
F I N A N C E	1	Approve CAT budget plan for financial year	A	R	R	I		I
	2	Approve CAT three year budget plan	A	R	R	I		I
	3	Academy sets budget plan for financial year			I	A	C	R
	4	Academy sets three year budget plan			I	A		R
	5	Monitor monthly expenditure including all additional school funds			I	I	R	A
	6	Report monthly expenditure including all additional school funds		I	A			R
	7	Monitor quarterly expenditure including all additional school funds and any debt collection	R	I	A	R		
	8	Report and review quarterly expenditure including all non-general academy grant funding and any debt collection	R	A	I			
	9	Approve Fund Revenue expenditure – budgeted		I	I	A		R
	10	Fund revenue expenditure – unbudgeted, funded by virements up to £10k per quarter	A		I	R		C
	11	Fund revenue expenditure – unbudgeted, funded by virements over £10k per quarter	A		R	C		C
	12	Approval of capital expenditure - unbudgeted	A		C	R		
	13	Establish charging and remissions policy	A	R	I	C		I
	14	Bad debt write offs in accordance with Academies Financial Handbook	A	I	R			I
	15	Issuance of guarantees, indemnities, letters of comfort	A	R	C	I		I
	16	Appoint auditors	A	I	R	I		I
	17	Approve procedures for financial controls across Academies	A	C	R	C		C

Ref	Task						
		CAT Board	Trust Director	Trust FD/HR etc.	Governing Body	CB Subcommittee	Principal
18	Director of Trust, Head of HR, Finance Director appointments in accordance with budget decisions	A	R	R			
18a	Principal appointments	A	R		R		
19	Vice Principal & Deputy Headteacher appointments in accordance with budget decisions		C	I	A		R
20	Approval for all appointments falling outside of the approved academy budget	A	R	R	C		C
21	All other Academy based appointments		I		A		R
22	Pay policy (including discretions)	A	C	R	C	C	C
23	Terms and conditions of employment of all staff	A	C	R	C		C
24	Determine performance management policy	A	C	R	C		C
25	Undertake performance management of all other staff		I		A	R	R
26	Implement performance management policy		C	C	A	R	R
27	Determine and review disciplinary / capability procedures	A	R	R	C		C
28	Establish appeal panels when required and report to Director of the Trust		I		A	R	R
29a	Determine staffing structures in accordance with approved budgets				A	R	R
29b	Approve process to change staffing structure outside of approved budgets		A	R			R
30	Dismissal of Principal (Director Trust to recommend to panel of three Central Trust Board members)	A	R		C		I
31	Appeals Panel for Dismissal of Principal (Three Central Trust Board members not involved in original panel)	A	R		I		I
32	Report any claim (whether staff or non-staff related) received by the Academy to the Trust Director	A	R			R	R
33	Comply with all instructions issued by the CAT Board, the Trust Director and/or the Finance Director regarding the conduct of any claim received by the Academy and/or CAT	A	R	R	I		I
34	Dismissal of other Academy staff		I		A	R	R
35	Suspension of other Academy staff		I		A	R	R
36	Lead Trust wide relationships with Trade Unions	A	R	R	I		I
37	Suspension of Principal	I	I		A	R	I
38	Ending suspension of Principal	A	R		I		I
39	Ending suspension of other Academy staff		I		R	A	A
40	Approval of all dismissal payments in accordance with Finance Handbook	A	R	C	I		C
41	Approval of Early Retirement	A	R	C	I		C
41a	Approval of pension discretions within LGPS	A	R	C	I		C

HUMAN RESOURCES

	Ref	Task						
			CAT Board	Trust Director	Trust FD/HR etc.	Governing Body	GB Subcommittee	Principal
CURRICULUM AND LEARNERS	42	Prepare and agree Trust Curriculum & Qualification statement	A	R		C		C
	43	Implement Curriculum & Qualification Policy		I		A	R	R
	44	Monitoring standards of teaching		I		A	R	R
	45	Decide which subject options will be taught, including activities outside the Academy day		I		A	R	R
	46	Responsibility for individual child's education				A	I	R
	47	Set targets for Trust outcomes	A	R		I		I
	48	Deliver targets for Academy outcomes	I	I		A		R
	49	Plan and deliver Academy improvement strategies		I		A		R
	50	Determine Trust student/pupil discipline principles statement	A	R		C		C
	51	Implement Local Governing Body discipline policy based on Trust principles statement				A	R	R
	52	Review use of exclusion and decide whether or not to confirm permanent 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		I		A	R	R
	53	Direct reinstatement of excluded students				A	R	R
	54	Form student admission appeals panel and conduct admission appeals process				A	R	R
	55	Any increase in pupil numbers beyond the planned admission numbers	A			R		C
	56	Arrangements for collective worship				A	R	R
	57	Set times of Academy day and dates of Academy terms and holidays		I		A		R
	58	Ensure that Academy meets 380 sessions in a Academy year		I		A		R
	59	Prepare and publish the Academy prospectus				A		R
60	Ensure provision of free Academy meals to those students meeting the criteria				A		R	
61	Adopt and review home Academy agreements				A		R	
BUILDINGS	62	Ensure that health & safety regulations are followed including regular audits		I		A	R	R
	63	Buildings insurance and personal liability	A		R	I		I
	64	Maintain Academy buildings in accordance with approved Academy buildings strategy and approved revenue budget			I	A		R
	65	Submit full details of all proposed capital projects in excess of £50k net of grant income to the CAT Board for prior approval before any costs are incurred in relation to any project		I	R	A		R
	66	Establish Trust H&S policy including risk assessment	A	R	I	I		I
	67	Implement the health and safety policy approved by the CAT Board and undertake risk assessments in accordance with that policy		I		A		R
	68	Request an external audit of H&S practice	A	R		I		
	69	Produce Academy buildings strategy for approval by the Finance Director		I		A	R	R

	Ref	Task						
			CAT Board	Trust Director	Trust FD/HR etc.	Governing Body	GB Subcommittee	Principal
G O V E R N A N C E	70	Ensure effective partnerships with the local community and groups	C			A	R	R
	71	Procedures for reporting to parents				A		R
	72	Ensure academy website is maintained appropriately				A		R
	73	Procure appropriate governor indemnity cover	A		R	I		I
	74	Comply with procurement policy			I	A		R
	75	Appoint (and remove) to the post of the chair of Local Governing Body	A	R		I		C
	76	Appoint (and remove) to the post of vice-chair of Local Governing Body	A	I		R		I
	77	Hold a full Local Governing Body meeting at least 3 times in an Academy year		I		A		R
	78	Ratify the appointment of (and remove) governors	A	I		R		I
	79	Set up Register of Governors' Business Interests		I		A		R
	80	Set up Register of Trustees' Business Interests	A	R	I			
	81	Approve and set up Governors Expenses Scheme	A	I	R			
	82	Approve and set up Trustees' Expenses Scheme	A	I	R			
	83	Discharge duties in respect of students with special needs by appointing a "responsible person"				A	R	R
	84	Agree Trust branding in agreement with the sponsor	A	R		I		I
	85	Comply with Trust branding				A		R
	86	Consider whether or not to delegate functions to individuals or committees of Local Governing Bodies	A	R	I	R		I
	87	Provide a summary of actions and/or decisions taken by Local Governing Body for the CAT Board every quarter	I	R		A		R
88	Local Governing Body and Principal required to obtain the prior approval of the Finance Director before entering into a contract with a value in excess of £20k			A	R		I	
89	Comply with the Academies Financial Handbook including cheques/BACS processed by the Academy to be signed by two authorised signatories of the Local Governing Body	A			R		R	
90	Establish a risk register policy	A			R		I	
91	Maintain a risk register and report on it according to the Trust's policy		I	I	A	R	R	
92	Determine the indicators that trigger withdrawal of delegated responsibility	A	R	C	I	I	I	
93	Review scheme of delegation annually	A	R	I	I	I	I	