

**Scheme of Delegation – September 2019**

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 (and Approver) - A**

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 – R**

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

**Consulted – C**

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 – I**

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.



Appendix A – Scheme of Delegated Authority						
Activity	Board	DoT	COO	Gov Body	GB Sub-com	Principal
<b>1. Finance</b>						
1.1 Approve Trust three year business plan	A	R	R	I		I
1.2 Approve Trust budget plan for the financial year	A	R	R	I		I
1.3 Approve Academy three year business plan (subject to Board approval 1.1 & 1.2)			I	A	C	R
1.4 Approve Academy budget plan for the financial year ((subject to Board approval 1.1 & 1.2)			I	A	C	R
1.5 Monitor monthly expenditure including all additional school funds			I	I	R	A
1.6 Report monthly expenditure including all additional school funds		I	A			R
1.7 Monitor quarterly expenditure including all additional school funds and debts	R	I	A	R		
1.8 Report and review quarterly expenditure including all non-general academy grant funding and any debt collection	R	A	I			
1.9 Approve Fund Revenue expenditure – budgeted		I	I	A		R
1.10 Fund revenue expenditure – unbudgeted, funded by virement up to £10k per Qtr.	A		I	R		C
1.11 Fund revenue expenditure – unbudgeted, funded by virement over £10k per Qtr.	A		R	C		C
1.12 Approval of capital expenditure – unbudgeted	A		R	R		
1.13 Establish charging and remissions policy	A	R	I	C		I



1.14 Bad debt write-off in accordance with Academies Financial Handbook	A	I	R			I
1.15 Issuance of guarantees, indemnities and letters of comfort	A	R	C	I		I
1.16 Appoint auditors	A	I	R	I		I
1.17 Approve financial policy, procedures and controls across Trust	A	C	R	C		C
<b>2. Human Resources (HR)</b>						
2.1 SLT appointments in accordance with budget decisions/ approvals	A	R	R			
2.2 Principal/ Headteacher appointments	A	R		R		
2.3 Vice Principal/ deputy Headteacher appointments in accordance with budget decisions / approvals		C	I	A		R
2.4 All other Academy based appointments		I		A		R
2.5 Pay policy (including discretions)	A	C	R	C	C	C
2.6 Trust Terms and Conditions of employment	A	C	R	C	C	C
2.7 Determine performance management policy	A	C	R	C		C
2.8 Undertake performance management of all other staff		I		A	R	R
2.9 Implement performance management policy		C	C	A	R	R
2.10 Determine and review disciplinary/ capability procedures	A	R	R	C		C
2.11 Establish appeal panels when required and report to the DoT		I		A	R	R



2.12 Determine staffing structures in accordance with approved budgets				A	R	R
2.13 Approve process to change staffing structure outside of approved budgets		A	R			R
2.14 Dismissal of Principal (DoT to recommend to a panel of 3 Trust Board members)	A	R		C		I
2.15 Appeals Panel for dismissal of Principal (3 Trust Board members not involved in original panel)	A	R		I		I
2.16 Report any claim (whether staff or non-staff related) received by the Academy to the DoT	A	R		R		R
2.17 Comply with all instructions issued by the Trust Board, DoT or DoF&R regarding the conduct of any claim received by the Academy and / or the Trust	A	R	R	I		I
2.18 Dismissal of any other Academy staff		I		A	R	R
2.19 Suspension of other Academy staff		I		A	R	R
2.20 Lead Trust wide relations with Trade Unions	A	R	R	I		I
2.21 Suspension of Principal	I	I		A	R	I
2.22 Ending suspension of Principal	A	R		I		I
2.23 Ending suspension of other Academy staff		I		R	A	A
2.24 Approval of all dismissal payments in accordance with the Academies Financial Handbook	A	R	C	I		C
2.25 Approval of Early Retirement	A	R	C	I		C
2.26 Approval of pension discretions within the LGPS requirements	A	R	C	I		C
2.27 Approval of appointments falling outside of the academy approved budget	A	R	R	C		C



<b>3. Curriculum and Learning</b>						
3.1 Prepare and agree Trust Curriculum and Qualification Statement	<b>A</b>	<b>R</b>		<b>C</b>		<b>C</b>
3.2 Implement Curriculum and Qualification Policy		<b>I</b>		<b>A</b>	<b>R</b>	<b>R</b>
3.3 Monitoring standards of teaching		<b>I</b>		<b>A</b>	<b>R</b>	<b>R</b>
3.4 Decide which subject options will be taught, including activities outside the Academy day		<b>I</b>		<b>A</b>	<b>R</b>	<b>R</b>
3.5 Responsibility for individual child's education				<b>A</b>	<b>I</b>	<b>R</b>
3.6 Set targets for Trust outcomes	<b>A</b>	<b>R</b>		<b>I</b>		<b>I</b>
3.7 Deliver targets for Academy outcomes	<b>I</b>	<b>I</b>		<b>A</b>		<b>R</b>
3.8 Plan and deliver Academy improvement strategies		<b>I</b>		<b>A</b>		<b>R</b>
3.9 Determine Trust student/ pupil discipline principles statement	<b>A</b>	<b>R</b>		<b>C</b>		<b>C</b>
3.10 Implement local Governing Body discipline policy based on Trust principles statement				<b>A</b>	<b>R</b>	<b>R</b>
3.11 Review use of exclusion and decide whether or not to confirm permanent and Fix 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		<b>I</b>		<b>A</b>	<b>R</b>	<b>R</b>
3.12 Direct reinstatement of excluded students				<b>A</b>	<b>R</b>	<b>R</b>
3.13 Form student admission appeals panel and conduct admission appeals process				<b>A</b>	<b>R</b>	<b>R</b>
3.14 Any increase in pupil numbers beyond the planned admission numbers	<b>A</b>			<b>R</b>		<b>C</b>
3.15 Arrange for collective worship				<b>A</b>	<b>R</b>	<b>R</b>



3.16 Set times of Academy day and dates of Academy terms and holidays		I		A		R
3.17 Ensure that Academy meets 380 sessions in an Academy year		I		A		R
3.18 Prepare and publish the Academy prospectus				A		R
3.19 Ensure provision of free Academy meals to those students meeting the criteria				A		R
3.20 Adopt and review home Academy agreements				A		R
<b>4. Buildings</b>						
4.1 Ensure that health and safety regulations are followed including regular audits		I		A	R	R
4.2 Building insurance and personal liability	A		R	I		I
4.3 Maintain Academy buildings in accordance with approved Academy buildings strategy and approved revenue budget			I	A		R
4.4 Submit full details of all proposed capital projects in excess of £50k, net of grant Income to the Trust Board for prior approval, before any contract commitments. Note that costs associated with the tender preparations are acceptable as long as the project has been approved as part of the annual budget process.		I	R	A		R
4.5 Establish a Trust Health and Safety Policy (including risk assessment)	A	R	I	I		I
4.6 Implement the Health and Safety Policy approved by the Trust Board and Undertake risk assessments in accordance with that Policy		I		A		R
4.7 Request an external audit of Health and Safety practice	A	R		I		
4.8 Produce Academy buildings strategy for approval the DoF&R		I	A	R	R	R



<b>5. Governance</b>						
5.1 Ensure effective partnership with local community and groups	<b>C</b>			<b>A</b>	<b>R</b>	<b>R</b>
5.2 Procedures for reporting to parents				<b>A</b>		<b>R</b>
5.3 Ensure Academy website is maintained appropriately				<b>A</b>		<b>R</b>
5.4 Procure appropriate governor indemnity insurance	<b>A</b>		<b>R</b>	<b>I</b>		<b>I</b>
5.5 Comply with Procurement Policy			<b>I</b>	<b>A</b>		<b>R</b>
5.6 Appoint (and remove) to the post of the Chair of local Governing Body	<b>A</b>	<b>R</b>		<b>I</b>		<b>C</b>
5.7 Appoint (and remove) to the post of Vice-Chair of the local Governing Body	<b>A</b>	<b>I</b>		<b>R</b>		<b>I</b>
5.8 Hold a full local Governing Body meeting at least 3 times in an Academy Year		<b>I</b>		<b>A</b>		<b>R</b>
5.9 Approve/ Ratify the appointment of (and remove) Governors	<b>A</b>	<b>I</b>		<b>R</b>		<b>I</b>
5.10 Set up Register of Governors' business interests		<b>I</b>		<b>A</b>		<b>R</b>
5.11 Set up Register of Trustees' business interests	<b>A</b>	<b>R</b>	<b>I</b>			
5.12 Approve and set up Governors expenses scheme	<b>A</b>	<b>R</b>	<b>I</b>			
5.13 Approve and set up Trustees' expenses scheme	<b>A</b>	<b>R</b>	<b>I</b>			
5.14 Discharge duties in respect of students with special needs by appointing a "responsible officer"				<b>A</b>	<b>R</b>	<b>R</b>
5.15 Agree Trust branding in agreement with the sponsor	<b>A</b>	<b>R</b>		<b>I</b>		<b>I</b>
5.16 Comply with Trust branding				<b>A</b>		<b>R</b>



5.17	Consider whether or not to delegate functions to individuals or committees of local Governing Bodies	A	R	I	R		I
5.18	Provide a summary of actions and/ or decisions taken by local Governing Bodies for the Trust Board	I	R		A		R
5.19	Local Governing Body and Principal required to obtain the prior approval of the DoF&R before entering into a contract with a value in excess of £20k.			A	R		I
5.20	Comply with the Academies Financial Handbook including cheques/ BACS Processed by the Academy to be signed in accordance with the scheme of delegation/ bank mandate	A			R		R
5.21	Establish a Risk Management Policy (including Risk Registers)	A			R		I
5.22	Maintain, monitor and report in respect of risk registers in accordance with the Risk Management Policy		I	I	A	R	R
5.23	Determine the indicators that trigger the withdrawal of delegated responsibility	A	R	C	I	I	I
5.24	Review scheme of delegation annually	A	I	R	I	I	I
5.25	Maintain a register of Governor training			A	R		



