

Scheme of Delegation

Approved: [August 2016]

To be reviewed: September 2017

Governance				
Members (1)	Trustees (2)	Academy Council (3)	Executive (4)	Principal (5)
<p>To review and amend the Articles of Association.</p> <p>To change the name of the Trust.</p> <p>To wind up the Trust.</p> <p>To appoint and remove Trustees.</p> <p>Receive an annual report from the Trustees and the Executive Principal on the Trust's performance.</p>	<p>To determine, review and amend the Scheme of Governance, Scheme of Delegation and policies for the Trust.</p> <p>To review and amend the Constitution and Terms of Reference of Academy Councils.</p> <p>To determine the educational character, mission and ethos of the Trust.</p> <p>To appoint:</p> <ul style="list-style-type: none"> a) a Company Secretary and a Clerk to the Trustees b) the Chair and Vice Chair of the Board of Trustees and the Chair and Vice Chair of any subcommittee 	<p>To determine the educational character, mission and ethos of their Academy (to the extent that these are not inconsistent with that of the Trust).</p> <p>To appoint (and remove) the Chairs and Vice Chairs of their Academy Council.</p> <p>To appoint a Clerk to their Academy Council.</p> <p>To review and amend the policies of their Academy (to the extent that they are not inconsistent with that of the Trust)</p>	<p>At the invitation of the Trustees, to attend meetings of the Trustees.</p> <p>To secure professional advice on behalf of the Trustees as may be requested by the Trustees.</p> <p>To implement the Trusts policies and procedures.</p>	<p>At the invitation of their Academy Council, to attend meetings of their Academy Council</p> <p>To implement their Academy's policies and procedures.</p> <p>To secure professional advice on behalf of their Academy as may be requested by the Academy Council.</p>

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	of the Board of Trustees			
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Finance				
Members (1)	Trustees (2)	Academy Council (3)	Executive (4)	Principal (5)
To appoint external auditors	<p>To appoint internal auditors for the Trust.</p> <p>To sign off annual accounts and report.</p> <p>To approve the financial scheme of delegation.</p> <p>To approve, the annual budget for the Trust and any significant changes to the approved budget.</p> <p>To monitor income, expenditure, cash flow and the balance sheet of the Trust.</p> <p>To establish and review financial policies for the Trust</p>	<p>To approve the annual budget for their Academy.</p> <p>To monitor income, expenditure and cash flow of their Academy.</p> <p>To ensure proper financial controls are in place at their Academy.</p> <p>To maintain a register of business interests</p>	<p>To prepare the annual budget for the Trust.</p> <p>To monitor income, expenditure, cash flow and the balance sheet of the Trust.</p> <p>To prepare monitoring reports for the Trustees.</p> <p>To ensure proper financial controls are in place within the Trust.</p> <p>To open bank accounts for the Trust.</p>	<p>To prepare the annual budget for their Academy.</p> <p>To monitor income, expenditure and cash flow of their Academy.</p> <p>To prepare monitoring reports for their Academy Council.</p> <p>To ensure proper financial controls are in place at their Academy.</p>

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	<p>To ensure proper financial controls are in place.</p> <p>To maintain a register of business interests.</p>			
Contracts				
Members (1)	Trustees (2)	Academy Council (3)	Executive (4)	Principal (5)
To approve any service contracts for Trustees.	<p>To adopt a Trust-wide procurement policy.</p> <p>To set the delegated levels of authority for contracts.</p> <p>To approve contracts with a value above [TO BE ADDED].</p> <p>To approve contracts which constitute related party transactions.</p> <p>To set up and approve Trustee expenses.</p>	To enter into contracts up to the limits of delegation and within an agreed budget.	<p>To enter into contracts up to the limits of delegation and within an agreed budget.</p> <p>To make payments within agreed financial limits.</p> <p>To act as a signatory of a Trust specific bank account.</p>	<p>To make payments within the terms of financial scheme of delegation.</p> <p>To enter into contracts up to the limits of delegation and within an agreed budget.</p> <p>To act as a signatory of an Academy specific bank account.</p>

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Curriculum and standards				
Members (1)	Trustees (2)	Academy Council (3)	Executive (4)	Principal (5)
<p>Receives an annual report from the Trustees and the Executive Principal on standards.</p>	<p>Determines a Trust-wide curriculum policy to ensure provision of a balanced and broadly based curriculum and to include:</p> <ul style="list-style-type: none"> • a prohibition on political indoctrination and a balanced treatment of political issues; and • a written policy on sex and relationship education <p>Determine a Trust-wide policy on religious education and collective acts of worship.</p> <p>Receives a termly report from the Executive regarding standards.</p>	<p>Approves the curriculum proposed by the Principal of their Academy ((to the extent that it is not inconsistent with that of the Trust).</p> <p>Monitors the KPI figures reported by the Principal of their Academy relating to standards</p>	<p>Provides oversight of the implementation of the Trust-wide curriculum policy.</p> <p>Provides a termly report to the Trustees regarding standards.</p> <p>Provides oversight of the target setting for pupil achievement and progress by each Principal and monitors against targets.</p> <p>Monitors the KPI figures reported by the Principals relating to standards.</p>	<p>Is responsible for the curriculum delivered at their Academy including compliance with any funding agreement requirements.</p> <p>To make provision for a daily collective act of worship.</p> <p>To set targets for pupil achievement and progress and monitor against targets.</p> <p>Reports termly KPI figures for the Executive and the Academy Council relating to standards.</p>

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SEN				
Members (1)	Trustees (2)	Academy Council (3)	Executive (4)	Principal (5)
-	To determine a Trust-wide SEN and Disability Discrimination Act policy.	<p>To review and maintain their Academy's SEN policy.</p> <p>To provide oversight of the implementation of the policy within their Academy and compliance with the Disability Discrimination Act requirements.</p>	<p>To provide oversight of the implementation of the Trust-wide SEN policy.</p> <p>Ensures compliance with the Disability Discrimination Act requirements within the Academies.</p>	<p>To designate a teacher to be responsible for co-ordinating SEN provision.</p> <p>To liaise with the local authority in respect of students who have (or might have) SEN.</p> <p>To make provision for SEN pupils with or without a statement of EHC plan.</p> <p>To ensures compliance with the Disability Discrimination Act requirements within their Academy.</p>

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Safeguarding				
Members (1)	Trustees (2)	Academy Council (3)	Executive (4)	Principal (5)
-	<p>To adopt a Trust-wide safeguarding and Child Protection policy.</p> <p>To adopt a Trust-wide policy regarding school trips.</p>	<p>To appoint a designated governor for safeguarding.</p> <p>To review and maintain a safeguarding and child protection policy for their Academy (to the extent that it is not inconsistent with that of the Trust).</p> <p>To ensure the completion of the single central record.</p>	<p>To ensure that each Academy has appointed a designated teacher to support looked after children.</p>	<p>To appoint a designated teacher within their Academy to support looked after children and to ensure the role is compliant with statutory guidance.</p> <p>To maintain the single central record for their Academy.</p> <p>To approve off-site visits for pupils of more than 24 hours.</p>

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Behaviour				
Members (1)	Trustees (2)	Academy Council (3)	Executive (4)	Principal (5)
	<p>To adopt a Trust-wide behaviour policy.</p> <p>To review the use of exclusions across the Trust.</p>	<p>To review and maintain a behaviour policy for the Academy.</p> <p>To convene a committee to review (hear the appeal against) the exclusion of a pupil by the Principal of their Academy.</p>	<p>To prepare a Trust-wide behaviour policy for adoption by the Trustees.</p> <p>To review the overall pattern of exclusions and to report on the same to the Trustees.</p>	<p>To propose a behaviour policy for their Academy.</p> <p>To exclude a pupil for a fixed term or permanently.</p>

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Admissions				
Members (1)	Trustees (2)	Academy Council (3)	Executive (4)	Principal (5)
	To approve the terms of the Trust's Admissions Policy.	<p>To propose the terms of their Academy's Admissions Policy in accordance with the School Admissions and Appeals Codes (and to the extent that they are not inconsistent with that of the Trust).</p> <p>Makes arrangements for determining admissions and hearing admission appeals.</p>		<p>Provides direction to the Academy Council as to requirements under the School Admissions and Appeals Codes.</p> <p>Ensures compliance with the Trust-wide policy.</p> <p>Makes arrangements for determining admissions and hearing admission appeals.</p> <p>To participate in the local admissions forum.</p> <p>Ensures participation in the fair access protocol.</p>

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Pupil related matters				
Members (1)	Trustees (2)	Academy Council (3)	Executive (4)	Principal (5)
-	<p>Receives a termly report from the Executive regarding standards (to include attendance).</p> <p>To adopt Trust-wide Complaints policy and receive reports from the Executive regarding the level of complaints across the Trust.</p>	<p>To review attendance and pupil absences (as part of the KPI report) at their Academy.</p> <p>To monitor the impact of the pupil premium in their Academy.</p> <p>To adopt an Academy Complaints policy to the extent that it is not inconsistent with that of the Trust.</p> <p>To hear complaints at the relevant stage.</p>	<p>Monitors the levels of attendance in the Academies and the use of home- Academy agreements and reports termly to the Trustees.</p> <p>To monitor the impact of the pupil premium across the Trust.</p> <p>To review the level of complaints across the Trust.</p> <p>To set the times of the Academies sessions and the dates of the Academies terms and holidays.</p>	<p>To maintain a register of pupil attendance.</p> <p>To report on attendance and pupil absences (as part of the KPI report).</p> <p>To review and maintain home-Academy agreements.</p> <p>To ensure effective deployment of the Pupil Premium at their Academy and to monitor its impact.</p> <p>To prepare a complaints policy for their Academy (to the extent that it is not inconsistent with that of the Trust).</p> <p>To hear complaints at the relevant stage.</p> <p>To ensure that their Academy meets for 380 sessions in an academy year.</p>

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Information management				
Members (1)	Trustees (2)	Academy Council (3)s	Executive (4)	Principal (5)
-	<p>Adopt data protection policies and procedures to cover:</p> <ul style="list-style-type: none"> the requirement to notify individuals as to how information is to be used and on the matter of safe storage. 	<p>Ensure the effective implementation of the data protection policies and procedures in their Academy.</p>	<p>To ensure compliance with all data protection legislation and good practice across the Trust.</p> <p>To support the individual academies on the effective safe storage of data.</p> <p>To maintain accurate and secure staff records for the Executive.</p> <p>Ensure registration with the Information Commissioner's Office is up to date.</p>	<p>To ensure the publication of their Academy information, ensuring that all electronic communication, including web pages, are up to date</p> <p>To maintain accurate and secure pupil records for their Academy.</p> <p>To maintain accurate and secure staff records for their Academy.</p> <p>To ensure compliance with all data protection legislation and good practice in their Academy.</p>

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Staffing				
Members (1)	Trustees (2)	Academy Council (3)	Executive (4)	Principal (5)
-	<p>To define any overarching management structures across the Trust and budget.</p> <p>To adopt Trust- wide staff policies and procures.</p> <p>To appoint and dismiss individuals within the Trust Executive.</p> <p>To conduct the performance management review of individuals within the Trust Executive.</p> <p>To support the Executive Principal in the performance management of the Chief Financial Officer and any other Executive posts.</p>	<p>To approve the teaching staff structure for their Academy.</p> <p>To hear appeals under the disciplinary, capability and grievance procedures.</p>	<p>To determine the senior leadership and non-teaching structures for their Academy.</p> <p>To advise the Trustees on suitable Trust-wide policies and procedures and to ensure their effective implementation.</p> <p>To monitor and review staffing changes across the Trust.</p> <p>To appoint, suspend and dismiss members of the Executive (save as reserved to the Trustees).</p> <p>To appoint, suspend and dismiss the Principal (in consultation with the Academy Council).</p> <p>To conduct the performance management of Principal.</p>	<p>To determine teaching staffing requirements within each Academy and budget.</p> <p>To implement the Trust-wide policies and procedures in the Academy.</p> <p>To appoint teaching staff</p> <p>To appoint non-teaching staff</p> <p>To suspend or dismiss teaching and non-teaching staff in consultation with the Executive.</p> <p>To conduct the performance management of staff in the Academy.</p> <p>To approve applications for early retirement, secondment and leave of absence.</p>

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Health, safety and risk				
Members	Trustees	Academy Council (3)	Executive	Principal
	<p>To appoint a risk and audit committee.</p> <p>To review risk management and maintain a risk register</p> <p>To approve insurance arrangements.</p> <p>To review and maintain a buildings strategy and asset management planning arrangements</p> <p>To adopt a Trust-wide health and safety policy.</p> <p>To adopt a Trust-wide lettings policy.</p>	<p>To review the risk register of the Academy</p> <p>To adopt a health and safety policy for the Academy (in line with the Trust-wide policy).</p> <p>Review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the Academy.</p> <p>To conduct site inspections to review any health and safety issues and the security of premises and equipment.</p>	<p>Preparation of the risk register for the Academy Trust</p> <p>To procure buildings and related insurance and make proposals to the Trustees.</p> <p>To prepare a buildings strategy and asset management planning arrangements.</p> <p>To propose a Trust-wide health and safety policy for the Trustees' approval.</p> <p>To monitor and support the implementation of the Trust-wide health and safety policy.</p> <p>To draw up, agree and monitor an accessibility plan for each Academy in consultation with the Headteacher.</p>	<p>Preparation of the risk register for the Academy Council</p> <p>To prepare a health and safety policy for the Academy (in line with the Trust-wide policy) for adoption by the Academy Council</p> <p>To monitor the accident book and agree appropriate actions.</p> <p>To ensure suitable risk assessments are prepared and appropriate actions taken</p> <p>To review security of premises and equipment.</p> <p>To implement the Trust-wide lettings policy.</p> <p>To liaise with the Executive in relation to the</p>

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