

## SCHEME OF DELEGATION

The purpose of the Scheme of Delegation is to control decision making and create clarity about where decision making lies which is reflective of the stage of development of the schools in the Trust. 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.

A '\*' 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 where appropriate

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

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

Key Function	No	Tasks	Decision Level		
			1	2	3
	21	Ending suspension (except head)		*	X
	22	Determine staff complement		X	
	23	Approve severance/compensation payments	X		
<b>Curriculum</b>	24	Ensure a broad and balanced curriculum is taught to all students and to consider any disapplication for student(s)			X
	25	Establish and implement a curriculum policy		X	*
	26	Agree or reject and monitor curriculum policy		X	
	27	Responsibility for standards of teaching	*	*	X
	28	Responsibility for standards of education at school level		*	X
	29	Responsibility for individual child's education			X
	30	Provision of sex education – to establish and keep up to date a written policy		X	*
	31	Prohibit political indoctrination and ensuring the balanced treatment of political issues	*	*	X
<b>Performance Management</b>	32	Approve an overarching performance management policy	X	*	*
	33	Ensure implementation of the individual school performance management policy		X	
	34	Review annually the performance management policy	*	X	
<b>Target Setting</b>	35	Set targets for student achievement	*	*	X
	36	Approve and publish targets for student achievement		X	
<b>Discipline/Exclusions</b>	37	Establish a discipline policy	*	X	
	38	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	
	39	Direct reinstatement of excluded students (Can be delegated to chair/vice-chair)		X	
<b>Admissions</b>	40	To review at least annually the admissions policy		X	
	41	Establish an admissions policy	*	X	
	42	Admissions application decisions		X	
	43	Appeal against LA directions to admit student(s)		X	
<b>Religious Education</b>	44	Responsibility for ensuring provision of RE		X	*
<b>Premises and Insurance</b>	45	Ensure buildings and liability insurances in place	X	*	
	46	Develop a school buildings strategy or master plan	X	*	
	47	Refurbish and maintain buildings, including developing properly funded maintenance plan	*	X	
<b>Health &amp; Safety</b>	48	Institute a health and safety policy	X	*	
	49	Ensure that health and safety regulations are followed		X	
<b>School Organisation</b>	50	Publish proposals to change category of school	X	*	
	51	Proposal to alter the character of the Academy day	*	X	
	52	Set the times of school sessions and the dates of school terms and holidays	*	X	
	53	Ensure that the school meets for 380 sessions in a school year			X

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	54	Ensure that school lunch nutritional standards are met where provided by the governing body.			X
	55	Ensure provision of free school meals to those students meeting the criteria			x
<b>Information for Parents</b>	56	Prepare and publish information for parents or school prospectus		*	X
	57	Adopt and review home-school agreements		X	
<b>Governance Procedures</b>	58	Prepare instrument of government and any amendments thereafter	X		
	59	Appoint (and remove) Executive Headteacher/Directors/Clerk of the MAT subject to the requirements of the Articles	X		
	60	Appoint (and remove) the governors/clerk of a local governing body	X	*	
	61	Hold a full governing body meeting at least three times a year		X	
	62	Set up a Register of Directors' Business Interests	X		
	63	Set up a Register of Governors' Business Interests	*	X	
	64	Approve and set up a Governors Expenses Scheme	X		
	65	Discharge duties in respect of students with special educational needs by appointing a "responsible person"		X	
	66	Consider whether to exercise delegation of local functions to individuals or committees (subject to this scheme of delegation)		X	
	67	Regulate the GB procedures (where not set out in law)	X	*	
	68	Establish a risk management strategy and maintain an accurate risk register	X		
	69	Monitor the effect of actions taken to control risk	*	X	
<b>Trust</b>	70	Consider applications to join the Trust	X		
	71	Agree the due diligence requirements for such	X		
	72	Review the Trust KPIs	X		
<b>Federations</b>	73	Consider forming a federation/joining a federation of local schools	X	*	
<b>Extended Schools</b>	74	Decide to offer/cease to offer additional activities and to what form these should take		X	
	75	Put into place the additional services to be provided			X
	76	Ensure delivery of services provided			X