

## Scheme of Delegation

### Decision Level

**Level 1** – Trust

**Level 2** – Local Governing Body

**Level 3** – A Named Individual identified by the Directors

**Level 4** – The Principal

The information below should be read in conjunction with the Trust's Financial Regulations.

Function	No.	Tasks	Decision Level				Notes
			1	2	3	4	
Central Services	1.1	To determine the scope of central services to be delivered by the Trust to and on behalf of the Academy	✓				
	1.2	To identify additional services to be procured on behalf of the Academy	✓				
	1.3	To ensure centrally procured services provide value for money	✓				
Financial Management	2.1	Establish robust Financial Policies and Procedures	✓				
	2.2	Develop risk management strategies	✓				

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	2.3	To establish and review financial decision levels and authorisation limits – the Financial Regulations	✓				
	2.4	To implement the Trust's Financial Regulations		✓			
	2.5	To maintain proper financial records for the Academy in line with approved Financial Regulations and Procedures		✓			
	2.6	To ensure compliance with approved Financial Procedures		✓			Report issued to the Trust
	2.7	To appoint the internal monitoring and external auditors for the Academy	✓				
	2.8	To prepare accounts for the Academy	✓				
	2.9	To publish annual reports on use of funding streams such as Pupil Premium and Sports Premium				✓	
	2.10	To implement Trust financial policies and procedures		✓			LGB should use the Trust's financial regulations, policies and procedures
	2.11	To decide how to apply Pupil Premium		✓		✓	Report to the Trust
	2.12	To authorise the disposal of assets in line with Trust regulations and statutory requirements		✓			Report to the Trust
	2.13	To authorise the acquisition of assets in line with Trust regulations and statutory requirements		✓			Report to the Trust
Budgets	3.1	To determine the proportion of the overall Multi Academy Trust budget to be delegated to the Academy	✓				
	3.2	To develop and propose the individual Academy budget		✓			LGB should consult with the Trust

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	3.3	To approve the first formal budget each financial year	✓				
	3.4	Managing budgetary changes within the original budget total	✓	✓		✓	In line with Trust Financial Regulations
	3.5	To plan, manage and monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend		✓			In line with Trust Financial Regulations
	3.6	To approve areas of overspend and/or underspend (within the parameters of the original total budget set)		✓			In line with Trust Financial Regulations
	3.7	To enter into additional contracts which exceed the agreed annual budget allocation	✓				
	3.8	Determining Staff complement within agreed budget		✓			In line with Trust Financial Regulations
	3.9	To make payments within agreed financial limits		✓			
	3.10	To collect income due to the Academy		✓			If locally generated.
Staffing	4.1	Pre-recruitment checks				✓	Except for Principal (Trust to act)
	4.2	Approval of staffing structure	✓				
	4.3	Authorisation for establishment of a new post and changes to staffing structure	✓				
	4.4	To appoint a Principal (through a selection panel)	✓				Liaison with LGB
	4.5	To appoint a Deputy Principal (through a selection panel)	✓	✓			Trust is to be invited to participate in this appointment

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	4.6	To appoint other teachers		✓		✓	In line with Trust's Financial Regulations
	4.7	To appoint non-teaching staff				✓	In line with Trust's Financial Regulations
	4.8	To exercise Pay discretions: Principal Other staff	✓	✓		✓	In line with Trust Financial Regulations, and notifying the Trust accordingly.
	4.9	Dismissal of Principal/Deputy Principal	✓				
	4.10	Dismissal of other staff		✓			The Trust must always be notified of any such proposal.
	4.11	Suspension of Principal/Deputy Principal	✓				
	4.12	Suspension of other Staff		✓			Trust to be notified in all cases.
	4.13	Ending of suspension of Principal	✓				
	4.14	Ending of suspension of other Staff		✓			Trust to be notified in all cases.
	4.15	Determining dismissal payments/early retirement in line with statutory requirements	✓				
	4.16	Conduct of Staff Appraisals: Principal Other staff	✓			✓	
	4.17	Principals performance management	✓				
	4.18	Management of staff disputes		✓		✓	LGB and Principal to work together closely on these issues; report to Trust.

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Curriculum	5.1	To implement the curriculum policy		✓			LGB should use the Trust's curriculum policy
	5.2	Responsible for standards of teaching				✓	
	5.3	Accountability for standards of teaching				✓	
	5.4	Responsibility for individual child's education				✓	
	5.5.	Accountability for individual child's education.				✓	
	5.6	Provision of sex education – to keep up to date with policy		✓			In consultation with the Trust
	5.7	To prohibit political indoctrination and ensuring the balanced treatment of political issues		✓			
	5.8	Assemble data for: pupil assessment and other returns ICT Post-Inspection action plan				✓	In consultation with Trust
Performance Management	6.1	To ensure that an approved appraisal policy is in place	✓				
	6.2	To secure the statutory appraisal of : <ul style="list-style-type: none"> <li>• Principal</li> <li>• Other staff</li> </ul>	✓			✓	
	6.3	To review annually the performance management policy	✓				In partnership with the LGB
Target Setting	7.1	To propose targets for pupil achievement		✓			
	7.2	To agree targets for pupil achievement	✓				LGB proposal
	7.3	Responsibility for pupil outcomes		✓			NB Trust has overall accountability to the

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							Secretary of State
	7.4	Accountability for pupil outcomes		✓			NB Trust has overall accountability to the Secretary of State
Exclusions	8.1	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil 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)		✓			The Trust must be informed of all exclusions (temporary & permanent)
	8.2.	To direct reinstatement of excluded pupils (can be delegated to chair/vice-chair in cases of urgency)		✓			The Trust must be informed
Academy Development Plan	9	Academy development/improvement plan	✓				In partnership with the LGB
Admissions	10.1	To consult before setting/amending an admissions policy	✓				
	10.2	Admissions: application decisions		✓			
	10.3	If appropriate to appeal against LA directions to admit pupil(s)		✓			
Religious Education	11	Responsibility for ensuring provision of RE in line with statutory requirements		✓			
Collective Worship	12	To ensure that all pupils take part in a daily act of collective worship		✓			
Christian Distinctiveness	13	To ensure that the academy is compliant with the Christian Foundation requirement as per the Academy's Articles		✓			
Premises & Insurance	12.1	Buildings insurance and public liability	✓				

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	12.2	Developing Academy buildings and facilities estate long term strategy or master plan		✓			In consultation with the Trust
	12.3	Procuring and maintaining buildings, including developing properly funded maintenance plan		✓			In consultation with Trust/LDBE Property Adviser
Health & Safety	13.1	To institute a health and safety policy	✓				
	13.2	To ensure that health and safety regulations are followed		✓			
	13.2	Premises security and premises management				✓	
Academy Organisation Governance	14.1	Governance - to publish proposals to change category of the academy	✓				
	14.2	To set the times of academy sessions and the dates of the academy terms and holidays		✓			
	14.3	To ensure that the academy meets the statutory requirement for [380] sessions in an academic year		✓			
	15.1	To prepare and publish the academy prospectus		✓			If required.
	15.2	To ensure provision of free school meals to those pupils meeting the criteria		✓			
	15.3	Adoption and review of home-school agreements		✓			
	16.1	To draw up governing documents and any amendments thereafter	✓				In consultation with LGB.
	16.2	To appoint (and remove) the chair of the LGB	✓				

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	16.3	To appoint and dismiss the secretary to the LGB		✓			Report to the Trust
	16.4	To hold a full LGB meeting at least three times in an academic year or a meeting of the temporary governing body as often may require		✓			
	16.5	To appoint and remove members of the LGB	✓				
	16.6	To set up a Register of LGB members' Personal Interests		✓			
	16.7	To agree an LBG members expenses scheme (if deemed necessary)		✓			As per Articles and Trust policy
	16.8.	To approve and an LGB members' Expenses Scheme	✓				
	16.9	To discharge duties in respect of pupils with special needs by appointing a "responsible person"		✓			
	16.10	To consider whether or not to exercise delegation of functions to individuals		✓			
	16.11	To regulate the LGB procedures	✓				Normally delegated to LGB within the Scheme's framework
	16.12	To determine the development needs of governors and put in place an appropriate programme		✓			In consultation with the Trust
	16.13	To consider requests from other schools to join the Trust	✓				
	17.1	Operational To decide to offer additional activities and to decide what form these should take whilst ensuring budgetary requirements are met		✓			



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	17.2	To put into place the additional services to be provided		✓			
	17.3	To ensure delivery of services offered		✓			
	17.4	To cease providing extended school provision		✓			
	18.1	To develop a safeguarding policy in line with statutory requirements and best practice	✓				
	18.2	To implement the safeguarding policy		✓			
	18.3.	Maintain accurate and effective and secure pupil records.		✓			
	18.4	Maintain accurate and effective and secure employee records.	✓				In partnership with LGB
	18.5	Comply with all Data Protection legislation and good practice.	✓				In partnership with LGB
	19.1.	To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies	✓				
	19.2	To create and provide all Trust policies, guidance, handbooks and procedures	✓				
	19.3	To implement all Trust policies and procedures		✓			
	19.4	To provide to the Trust, on an annual basis, copies of all current policies and procedures and a schedule for their review; to review and update policies where allocated to the Academy		✓			