

Model Single Academy Trust Scheme of Delegation

The Board of Trustees has established committees to which actions can be delegated. The committees in operation are shown in the key.

Key:

- Level 1:** Members
- Level 2:** Board of Trustees
- Level 3:** A committee of the Board of Trustees
- Level 4:** Individual Trustee
- Level 5:** Senior Executive Leader

- Column blank:** Action can be undertaken at this level
- Column shaded:** Function cannot legally be carried out at this level

- X:** Function has not been delegated to this level
- A:** Provide advice and support to those accountable for decision making
- √:** Recommended level to undertake the action

Chair of Trustees: **CoT**

Committees Key:

- Admissions Committee = **ADM**
- Finance, Facilities Management, Audit & Risk Committee = **FFMAR**
- Pay (Staff) Committee = **PAY**
- Personnel Committee = **PERS**
- Pupil Discipline Committee = **PDISC**
- Staff Discipline Committee = **SDISC**
- Head Teacher's Pay & Performance Management = **HTPPM**
- Appeals Committee = **SAC**
- Complaints Committee = **CC**

Key function	No	Task (and delegated committee, where relevant)	Decision level					
			1	2	3	4	5	
Budgets & Accounts	1	To submit to members and publish an annual report on performance of the trust.		√				A
	2	Submit annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money. FFMAR		√	A			A
	3	To approve the first formal budget plan for each financial year. FFMAR		√	A			A
	4	Management of risk: establish, review and monitor. FFMAR		√	A			A
	5	Appoint Chief Financial Officer.		√				
	6	To establish and review the school's scheme of financial delegation. FFMAR		√	A			A
	7	To receive and respond to external auditors' report. FFMAR			√			
	8	To ensure robustness of benchmarking and value for money. FFMAR			√			A
	9	To appoint external auditors. FFMAR	√	A	A			
	10	To establish appropriate internal controls for the trust. FFMAR			√			
	11	To monitor monthly expenditure.			√			
Staffing	12	To appoint the Headteacher.		√	X			
	13	To appoint Deputy Headteacher.		√	X	X	X	
	14	To agree school's staffing structure. FFMAR		√	A			A
	15	To appoint teaching staff.						√
	16	To appoint non-teaching staff.						√
	17	To suspend the Headteacher. HTTPM		√				
	18	To suspend other staff. SDISC						√
	19	To dismiss the Headteacher. HTTPM		√				
	20	To dismiss other staff. SDISC						√
Performance Management	21	To undertake performance management of the Headteacher. HTTPM			√	X	X	
	22	To implement performance management policy.	X	X	X	X	X	√
	23	To agree Headteacher's pay award. PAY			√	X	X	
	24	To review and agree staff appraisal procedure and pay progression. PAY			√			A
Discipline/Exclusions	25	To determine a behaviour and discipline policy.		√	X	X		A
	26	To draft content of school behaviour policy and publicise it to staff, pupils and parents.						√
	27	To review 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. (Exclusions involving a public examination can be delegated to chair/vice chair in case of urgency.) PDISC						
	28	To direct reinstatement of excluded pupils. Independent Panel established as required			√			
Admissions	29	To determine and approve the admission criteria. ADM		√	A	X	A	
	30	To review applications and provide admission decision. ADM			√	X	A	
Curriculum	31	To ensure a broad and balanced curriculum is in place.		√			A	
	32	To imbed agreed curriculum and enrichment offer within the day to day operation of the school.	X	X	X	X	√	
Target setting	33	To set and publish targets for pupils achievements.					√	
	34	To determine school's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured.		√			A	
Collective worship	35	Ensure arrangements for collective worship are in place.					√	
Premises & Insurance	36	Set level of buildings insurance, personal liability and trustees' indemnity insurance. FFMAR			√			
	37	To develop trust building strategy. FFMAR			√	X	A	
	38	To procure and maintain buildings, including properly funded maintenance programme. FFMAR			√	X	A	
Health & Safety	39	To institute a Health & Safety Policy.		√				
	40	To ensure Health & Safety regulations are followed.					√	
People & Structure	41	To appoint and remove members.	√					
	42	To appoint and remove trustees.	√	√				
	43	To appoint and remove the clerk.		√				
	44	To review and agree the Articles of Association.	√	A	X	X	X	
	45	To establish and review annually the governance structure.		√	X	X	X	
	46	To review and agree annually the terms of reference for various committees.		√		X	X	
	47	To review and agree annually the scheme of delegation.		√	X	X	X	
	48	To complete and recruit to fill gaps following skills audit.		√				
	49	To complete annually self-review of board of trustees and its committees.		√				
	50	To plan succession.		√				
	51	To approve and set up trustees' expenses.		√				
	52	To set up a register of trustees business interests.		√				
	53	To delegate 'chair's action' to the chair of trustees.		√				

	54	To ensure that governance details are published on the website.		√		√	
	55	To consider forming or joining a multi academy trust.		√			
Inclusions & Equality	56	To establish and publish annually an equality information and objectives statement and review equality objectives every four years.		√			A
	57	To designate a 'responsible person' for Safeguarding.		√			
	58	To designate a 'responsible person' for SEND.		√			
	59	To designate a 'responsible person' for Looked After Children.		√			
	60	To determine and approve trust wide policies which reflect the school's ethos and values including: admissions, charging and remissions, complaints, premises management, data protection and FOI, staffing policies including capability, discipline, conduct and grievance, performance management and pay. [Delegated to appropriate Committee]		√	√	X	A
	61	To determine and approve school level policies which reflect school's ethos and values to include e.g. admissions, SEND, safeguarding and child protection, curriculum, behaviour. [Delegated to appropriate Committee]		√	√	X	A

Approved by Board of Trustees on 29 September 2020. Next review date: Autumn 2021