

SCHEME OF DELEGATION

taken from (<http://www.demat.org.uk/wp-content/uploads/2016/04/DEMAT-New-Scheme-of-Delegation-24-September-2014-V2-Updated-November-2014-copy.docx>)

KEY

Level 1: The Company

Level 2: LGB

Level 3: An individual member or sub committee

Level 4: Principal

It should be remembered that although decisions may be delegated, the LGB together with the Company as a whole remains responsible for any decision made under delegation

Function	No	Tasks	Decision Level				
			1	2	3	4	
Central Services	1	To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies	X				
	2	To identify those additional services to be procured on behalf of individual academies	X				
	3	To ensure centrally procured services provide value for money	X				
Budgets	4	To determine to proportion of the overall Academy budget to be delegated to individual Academies	X				
	5.a.5.b.	To develop and propose the individual Academy budget To approve the individual Academy budget	X	X			
	6	To approve the first formal budget plan each financial year		X			
	7	To monitor monthly expenditure			X		
	8	To approve any between budget headings and/or likely budget overspends. NB The overall school budget must not be in deficit at year end.			X		
	9	To establish financial decision levels and limits	X				
	10	To establish a school / academy charging and remissions policy		X			
	11	To appoint the 'Responsible Officer', a trustee assigned to check the trust's internal controls	X				
	12	Miscellaneous financial expenditure outside of the agreed budget			X		
	13	To enter into contracts (Directors will set the financial limits) up to the limits of delegation and within an agreed budget			X		
	14	To make payments within agreed financial limits			X		
	Staffing	15	Principal appointments (selection panel)	X			
		16	Deputy appointments (selection panel)		X		
		17	Appoint other teachers		X		
18		Appoint non teaching staff		X			
19		Agree a pay policy	X				
20		Pay discretions	X				
21		Establishing disciplinary/capability procedures	X				
22		Dismissal of Headteacher/Deputy	X				
23		Dismissal of other staff				X	
24		Suspending Principal	X				
25		Suspending other Staff				X	
26		Ending suspension (Principal)	X				
27		Ending Suspension (other Staff)				X	
28		Determining Staff complement within agreed budget		X			
29	Determining dismissal payments/early retirement	X					
Curriculum	30	To develop a curriculum policy		X			
	31	To implement curriculum policy			X		
	32	Responsible for standards of teaching				X	
	33	Accountability for standards of teaching		X			
	34	Responsibility for individual child's education				X	
	35	Accountability for individual child's education.		X			
	36	Provision of sex education – to establish and keep up to date a written policy		X			
	37	To prohibit political indoctrination and ensuring the balanced treatment of political issues		X			
38	To establish a charging and remissions policy for activities			X			
Performance Mana	39	To develop a performance management policy	X				
	40	To implement the performance management policy		X			
	41	To review annually the performance management policy	X				
Target Setting	42	To propose targets for pupil achievement				X	
	43	To agree targets for pupil achievement		X			
	44	Responsibility for pupil outcomes				X	
	45	Accountability for pupil outcomes		X			
	46	To establish a discipline policy		X			
	47	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)		X			
	48	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		X			
Admissions	49a49b	To consult before setting an admissions policy To review proposed changes to admissions policy	X	X			
	50	Admissions: application decisions		X			
	51	To appeal against LA directions to admit pupil(s)		X			
Religious Education	52	Responsibility for ensuring provision of RE in line with school's basic curriculum		X			
Collective Worship	53	To ensure that all pupils take part in a daily act of collective worship		X			
Premises & Insuranc	54	Buildings insurance and personal liability	X				

55a55b	Develop the Trust's property strategy. Developing school buildings strategy or master plan	X	X		
56	<i>Procuring and maintaining buildings, including developing properly-funded maintenance plan</i>	X			
57	To institute a health and safety policy		X		
58	To ensure that health and safety regulations are followed			X	
59	<i>To publish proposals to change category of school</i>	X			
60	To set the times of school sessions and the dates of school terms and holidays		X		
61	To ensure that the school meets for 380 sessions in a school year		X		
62	To prepare and publish the school prospectus			X	
63	To ensure provision of free school meals to those pupils meeting the criteria			X	
64	Adoption and review of home-school agreements		X		
65	<i>To draw up governing documents and any amendments thereafter</i>	X			
66a66b.	To recommend appointment (and removal) the chair of the LGB To approve appointment and removal of the Chair of the LBB	X	X		
67	To appoint and dismiss the secretary to the LGB		X		
68	To hold a full LGB meeting at least three times in a school year or a meeting of the temporary governing body as often may require		X		
69a.69b.	To recommend appointments (and removal) of members to the LGB To appoint and remove members of the LGB	X	X		
70a.70b.	To set up a Register of Directors' Business Interests To set up a Register of LGB members' Business Interests	X	X		
71	To approve and set up a LGB members' Expenses Scheme		X		
72	To discharge duties in respect of pupils with special needs by appointing a "responsible person"		X		
73	To consider whether or not to exercise delegation of functions to individuals		X		
74	<i>To regulate the LGB procedures (where not set out in law)</i>	X			
75a.75b.	To put in place Governor's support arrangements. To determine the development needs of governors and put in place an appropriate program	X	X		
76a.76b.	<i>To consider requests from other schools to join the Company To approve such requests</i>	XX			
77	To decide to offer additional activities and to what form these should take			X	
78	To put into place the additional services provided			X	
79	To ensure delivery of services provided			X	
80	To cease providing extended school provision		X		
81	<i>To institute a safeguarding policy</i>	X			
82	To ensure that the safeguarding policy is implemented		X		
83	<i>To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies</i>	X			
84	To provide to the Company, on an annual basis, copies of all policies and procedures and a schedule for their review		X		
85	<i>To review and or amend the ethos aims and values of the Trust</i>	X			
86a. 86b.	To develop the ethos and mission statement for individual academies, within the context of the Trust's ethos, aims and values To confirm the Ethos and mission statement for individual academies	X	X		