NEWBURY ACADEMY TRUST

Scheme of Delegation

DATE APPROVED: May 2017

DATE FOR REVIEW: May 2018

SIGNED: ....
On behalf of the Board of Directors

Purpose

The purpose of the Scheme of Delegation is to set out the framework under which the Newbury Academy Trust is governed and managed to ensure it meets its statutory obligations. It details the working relationship between the Members, Trustees, Local Governing Bodies (LGB's) and the Senior Leadership Team.

The Scheme of Delegation should be read in conjunction with the Board, LGB and Committee Terms of Reference.

The levels of delegation are defined as:

- o **A**pprove (final accountability)
- o **R**ecommend (having considered the proposal make a recommendation of action)
- o **C**onsult (invited to comment on emerging proposals/plans/actions)
- o **I**mplement (those responsible for implementing the listed item)

Decision Key

- M Members
- BoD Board of Trustees/Directors (FGB)
- LGB Local Governing Body
- EHT Executive Headteacher/Chief Executive Officer
- AHT Associate/School Headteacher
- FSP Finance, Staffing and Premises Committee

Newbury Academy Trust Scheme of Delegation

		M	EHT	BoD	LGB	AHT
1.Governance Framework						
1.1	Articles: agree, review and amend	A				
1.2	Approval of Trust Scheme of Delegation		R/I	A		
1.3	Members: Appoint and remove	A				
1.4	Trustees: Appoint and remove	A				
1.5	Election of Chair and Vice Chair of Board			A		
1.6	New schools joining Trust		R	A		
1.7	Trust's Vision and Strategy, agreeing key priorities and key performance indicators against which achieving the vision can be measured: determine		R/I	A		
1.8	Appointment and Removal of Chair of LGB's			A		
1.9	Appointment and Removal of Chair of FSP			A		
1.10	Appointment of Sub Committees and Panels			A		
1.11	Appointment and removal of Trust Clerk		R	A		
1.12	Procedures for the appointment and election of LGB Community, Staff and Parent Governors					
1.13	Annual schedule of meetings		R	A		C
1.14	Governance Structure –establish and review annually					
1.15	Terms of Reference for Committees and Panels- agree annually		R	A		
1.16	LGB Terms of Reference for - agree and review annually		R	A	I	
1.17	Skills Audit: complete and recruit to gaps			A	C	
1.18	Governor Training Plan			A	C	
1.19	Annual self- review of Board			A		
1.20	Annual self- review of LGB				A	

		M	EHT	BoD	LGB	AHT
1.21	Annual Monitoring and Evaluation timetables/schedule of business for FGB and LGBS and Finance Committee		R	A	C	C
1.22	Agree top slice/central spend		R	A		C
1.23	Ensure Trust governance details on Trust and School Websites		R/I	A		
1.24	Establish and Publish Register of pecuniary interests		R/I	A		
1.25	Determine Trust wide policies which reflects the trust's ethos and values including admissions, charging and remissions, SEND, safeguarding, Child Protection, Curriculum, behaviour complaints, expenses, health and safety, premises management, data protection and FOI, staffing policies including capability, discipline, conduct and grievance. Approve		R/I	A		I
1.26	Determine school policies which reflect the Trust's ethos and values to include admissions, SEND, Safeguarding and child protection, curriculum and behaviour.		R	A		C/I
1.27	Maintain Policy Review Cycle to ensure policy review dates are adhered to		I	A		
1.28	Management of Risk –establish Risk Register, review and Monitor		I	A		

		M	EHT	BoD	LGB	AHT
2. School Performance						
2.1	School Development Plan		C	A	R	I
2.2	School Performance Targets		C	A	R	I
2.3	Curriculum		C	A	R	
2.4	Teaching and Learning Policy		C	A	R	I
2.5	Sex Education Policy		C	A	R	I
2.6	Religious Education Policy		C	A	R	I
2.7	To regularly review the Assessment Policy and monitor effectiveness.				R	

		M	EHT	BoD	LGB	AHT
3. Staff Management, Appointments and Dismissals						
3.1	Trust Staffing/Organisation Structure		R	A		C/I
3.2	School Staffing Structure		A			R/C I
3.3	Staff Recruitment – within approved structure and budget, including temporary and agency cover.		A			R/I
3.4	Staff Recruitment – not in approved structure and budget		R	A		R/I
3.5	Appointment of Associate Headteachers		R	A	C	
3.6	Appointment of Deputy Headteacher		A		C	R
3.7	SLT Appointments		A		C	R
3.8.	Appointment of Teaching and Support Staff					A
3.9	Suspension procedures for the CEO/EHT		C	R/A/I		
3.10	Dismissal of CEO/EHT		C	R/A/I		
3.11	Appeal of CEO/EHT against dismissal		C	R/A/I		
3.12	Dismissal of AHT		C/I	A		C
3.13	AHT Appeal against dismissal			A/I		C
3.14	Suspension of teaching and support staff		A			R/I
3.15	Dismissal of teaching and support staff		A			R/I
3.16	Teaching and support staff appeal against dismissal			A/I		

		M	EHT	BoD	LGB	AHT
4. HR/Staff Policies and Pay						
4.1	Performance Management Policy		R	A		C/I
4.2	Pay Policy		R	A		C/I
4.3	Job role salary and grading		R	A		C
4.4	Changes to Employee Terms and Conditions		R	A		C
4.5	EHT Performance Management and Annual Pay Award			A		
4.6	AHT Performance Management and Annual Pay Award		A			
4.7	Teachers and Support Staff Pay Progression				A	R
4.8	Statutory Teacher and Support Staff Pay Award			A		
4.9	Disciplinary Policy, Grievance Policy, Capability Policy, Whistle Blowing Policy, Redundancy Policy		R	A		C/I

		M	EHT	BoD	LGB	AHT
5. School Procedures						
5.1	School Day		R	A	C	R/I
5.2	Term time and holidays		A			C/I
5.3	Inset Days		A			C
5.4	School Pupil Admission Number (PAN)		C	A		R
5.5	Change of age range		R	A		C/I
5.6	Admissions Policy		C	A		R/I
5.7	Attendance Policy		C	A		R/I
5.8	Student Behaviour and Exclusions Policy		C	A		R/I
5.9	Fixed Term Exclusion					A
5.10	Permanent Exclusion		C		A	R
5.11	Complaints Procedure		C	A		R
5.12	School Trips Policy		C	A		R/I
5.13	Pupil Premium Report/Strategy Statement		C		A	R/I
5.14	Sports Funding Report		C		A	R/I
5.15	School Accessibility Plan		C		A	R/I
5.16	School Travel Plan		C		A	R/I
5.17	School Logo and branding		C	A	R	R/I
5.18	School Uniform		C	A	R	R/I
5.19	School Prospectus		C	A	R	R/I
5.20	School Website		C	A	R	R/I
5.21	School Trips Schedule - to oversee arrangements for educational visits.		C	A	R	R/I
		M	EHT	BoD	LGB	AHT
6. Premises						
6.1	Health and Safety Policy		R	A		I
		M	EHT	BoD	FSP	AHT
7. Financial						
7.1	Appointment of Auditors to the Trust	A	R	R	R	
7.2	Trust and School Financial Procedures and Policies		C/I	A	R	
7.3	Procurement Policy		C/I	A	R	
7.4	Trust Budget Plans (3 year and 1 year)		C/I	A	R	
7.5	School Budget Plans (3 year and 1 year)		R	A	R	C
7.6	Trust Consolidated Financial Statements		C/I	A	R	
7.7	Trustees Annual Report and Financial Statements		R/I	A	R	
7.8	Receive and Respond to External Auditors Report		I	A	R	
	Financial Returns to EFA		A			
7.9	Benchmarking and trust wide value for money: ensure robustness		R/I		A	
7.10	Establish Trust Scheme of Financial Delegation		R/I	A		
7.11	Budgeted expenditure (excluding contracts) up to £10,000		A			R
7.12	Budgeted Expenditure (excluding contracts) between £10,000 and £30,000		A		R	R
7.13	Budgeted Expenditure (excluding contracts) over £30,000		R	A		I
7.14	All Contracts		R	A	R	R
7.15	Disposals or Write off of stock, assets or debts up to £1000		A			R
7.16	Disposals or write off of stock, assets or debts over £1000		C	A		R
7.17	Settlements/Compensation up to £50,000		R	A		C
7.18	Capital Projects		R	A	R	C