

Lady Jane Grey Primary School Scheme of Delegation

Approved by FGB February 24

Next review FGB September 24



Lady Jane Grey Primary School Scheme of Delegation

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Single Academy Trust.

The bodies may include:

- 1. Trust Members
- 2. Board of Directors
- 3. Finance Committee
- 4. HR & Pay Committee
- 5. Governing Body

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education & Skills Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)

• Implement (I)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

Trust & Academy policies

A key task for the Trust Board is to develop a policy matrix identifying the range of statutory, regulatory and necessary policies and whether they are Trust or Academy policies. The Scheme of Delegation will set out the responsibility for approval and monitoring of these policies. The *Notes* column is used to identify whether they are Trust or Academy policies.

#	Task Key: Approve (A), Recommend (R) Propose (P), Develop (D), Monitor & Report (M), Consulted (C), Implement (I)	Notes	Boar d	F&A Ctte e	HR Ctte e	LG B	Ldshi p Grp	Hea d
1.	Governance							
1.	Approve Trust Articles of Association	Members only	R					
0.	Approve Trust Board Terms of Reference		Α					
0.	Approve Trust Scheme of Delegation		А					
0.	Approve new convertor or sponsored academies joining MAT		Α				R	
0.	Establish Trust Committees		Α				R	
0.	Approve Trust Committee Terms of Reference		Α				R	
0.	Approve Local Governing Body (LGB) Terms of Reference		A			R		
0.	Establish LGB sub- committees					А		
0.	Appoint Chair of Trust Board		А					
0.	Appoint Chair and Vice Chair of LGB					А		
0.	Remove Chair or Vice Chair of LGB	In exceptional circumstance s	Α			А		

#	Task	Notes		F&A	HR	LG	Ldshi	Hea
"	Key: Approve (A),	110103	Boar	Ctte	Ctte	В	p Grp	d
	Recommend (R) Propose		d	е	е			
	(P), Develop (D), Monitor & Report (M), Consulted							
	(C), Implement (I)							
	Appoint LGB					Α		
	members							
0.	Remove LGB	In exceptional circumstance	Α			Α		
_	members	S						
0.	Appoint (and		Α					
	remove) Chair(s) of Trust Committees							
0.	Appoint (and		Α					
0.	remove) Trust		,					
	Committee							
	members							
0.	Appoint (and		Α					
	remove) Clerk to							
	Trust Board		Λ					
0.	Appoint (and remove) Clerk to		Α					
	LGB							
0.	Appoint Accounting		Α					
	Officer							
0.	Trust Governance		Α				R	
_	Calendar						_	
0.	Approve Trust policy		Α				R	
0.	matrix Directors Expenses		Α					
0.	Policy		A					
0.	Trust & Academy Per	formance, Cu	ırriculum a	nd Teachi	ng			
1.	Trust Strategic Plan		Α			1	R	
0.	Trust 1 Year Plan		Α				R	
0.	Academic		Α			R	Р	D
	Performance							
	Targets							
0.	Academy		Α			R	Р	D
	Performance Review							
0.	e.g. SEF Academy Strategic		Α			R	Р	D
0.	Plan					'`	'	
0.	Academy 1 Year					Α	R	Р
	Plan							
0.	Teaching & Learning	Trust Policy	Α			R	Р	
	Policy							
0.	Curriculum Policy	Trust Policy	Α			R	Р	
0.	Sex Education policy	Trust Policy	Α			R	Р	

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"	Key: Approve (A),	Notes	Boar	Ctte	Ctte	В	p Grp	d
	Recommend (R) Propose		d	e	е		P 0.P	
	(P), Develop (D), Monitor							
	& Report (M), Consulted (C), Implement (I)							
0.	Religious Education	Trust Policy	Α			R	Р	
0.	policy		, ,			``		
0.	SEN & Inclusion	Trust Policy	Α			R	Р	
	policy							
0.	Trust Staff		Α		R		Р	
	Development Plan							
0.	Academy Staff						С	Α
	Development Plan							
0.	Trust Inset Days						Α	
0.	Staff Policies and Pay							
1	Day & Damey a sertion	Trust Policy	Ι Δ			T N 4		
1.	Pay & Remuneration Policy	Trust i olicy	Α		R	М	Р	
0.	Job Role Salary &	Trust Policy	Α		R	М	Р	
0.	Grading Policy	,	^		'	101	r	
0.	Performance	Trust Policy	Α		R	М	Р	
0.	Management Policy		, ,		'`			
0.	Disciplinary Policy	Trust Policy	Α		R	М	Р	
		T . D !!						
0.	Grievance Policy	Trust Policy	Α		R	M	Р	
0.	Capability Policy	Trust Policy	А		R	М	Р	
0.	Whistleblowing	Trust Policy	Α		R	М	Р	
	Policy							
0.	Re-structuring &	Trust Policy	Α		R	М	Р	
	Redundancy Policy							
0.	Recruitment Policy	Trust Policy	Α		R	М	Р	
0.	Employee Health &	Trust Policy	Α		R	М	Р	
0.	Safety Policy	,	^			101	r	
0.	Employee Terms &		Α		R		Р	
0.	Condition changes		, ,		``			
0.	Terms &Conditions		Α		R		Р	
	for new academies							
0.	Teachers Annual Pay		Α		R		Р	
	Award							
0.	Support Staff Annual		Α		R		Р	
	Pay Award							
0.	Headteacher	Trust policy	Α			С		
	Performance Review							
	& Pay	Assessed				ļ <u>. </u>		
0.	Individual	As per policy				Α	С	R
	Performance Pay							
0	Awards Staff Management							
0.	Staff Management							

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	Key: Approve (A),		Boar	Ctte	Ctte	В	p Grp	d
	Recommend (R) Propose (P), Develop (D), Monitor		d	е	е			
	& Report (M), Consulted							
	(C), Implement (I)	ı			1			
1.	CEO appointment		А					
0.	Trust staff structure		Α		С		R	
	& complement		_		_		_	
0.	Trust staff	Recruitment policy	Α		С		С	
0.	appointments Academy staff					Α	С	R
0.	structure &							IX.
	complement							
0.	Headteacher/Deput	Recruitment	Α			R	С	
	y appointment	policy						
0.	Teaching and	Recruitment policy				С	С	Α
	support staff	policy						
	appointments	As nor						
0.	Suspension of Headteacher	As per relevant	Α			Α		
_		policy						
0.	Return of Headteacher after					Α		
	suspension							
0.	Dismissal of		Α			R		
	Headteacher							
0.	Suspension of	As per						Α
	teaching and	relevant policy						
	support staff							
0.	Return of teaching					Α		R
	and support staff							
0	after suspension Redundancy of staff	As per	Λ		C	D	C	D
		relevant policy	A		С	R	С	Р
0.	Restructuring of staff	As per relevant policy	Α		С	R	С	Р
0.	Financial Governance		nent					
1.	Trust & Academy		Α	R				
	Financial							
	Regulations							
0.	Trust & Academy		Α	R				
	Financial Procedures			<u> </u>				
0.	Appoint Trust auditors		Α	R				
0.	Trust 3 year Budget Plan		Α	R				
0.	Trust 1 year Budget		AM	RM			PM	
0.	Trust Interim Year		Α	R				
	End Accounts							

#	Task	Notes		F&A	HR	LG	Ldshi	Hea
	Key: Approve (A),		Boar	Ctte	Ctte	В	p Grp	d
	Recommend (R) Propose		d	е	е			
	(P), Develop (D), Monitor & Report (M), Consulted							
	(C), Implement (I)							
0.	Trust Annual		Α	R				
	Accounts							
0.	Trustees Report		Α	R				
0.	Trust Academies			Α				
	Accounts Return to							
	EFA							
0.	Response to		Α	R				
	Auditor's							
	Management Ltr							
0.	Academy 3 year		Α	R		Р		
	Budget Plan			_		_		
0.	Academy 1 year Budget		Α	R		Р	С	D
0.	Academy Budget		AM	RM		PM	М	D
	reports							
0.	Academy Interim		AM	RM		PM		D
	Year End Accounts							
0.	Financial Authorisation	n						
1.	Expenditure or							Α
	contracts up to							
	Lower Limit							
0.	Expenditure or					Α		R
	contracts from							
	Lower Limit to							
	Upper Limit							
0.	Expenditure or			Α		R	С	Р
	contracts from							
	Upper Limit to OJEU							
	limit			_				
0.	Expenditure over		Α	R				
0.	OJEU limit Compensation		Α	С	С	R	С	P
0.	payments up to		Α			13		[
	£50,000							
0.	Academy Policies & P	rocedures						
	-		Α	I	I	ь	Ь	
1.	Academy times, terms and holidays		Α			R	Р	
0.	Change of Academy		Α			R	С	P
0.	Age Range		A			, n		「
0.	Expansion of		Α			R	С	P
0.	Academy PAN		, · ·			'`		
0.	Extension of		Α			R	С	Р
.	Academy provision							
Ь			l .	l .	l .	1	l	1

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	Key: Approve (A),		Boar	Ctte	Ctte	В	p Grp	d
	Recommend (R) Propose (P), Develop (D), Monitor		d	е	е			
	& Report (M), Consulted							
	(C), Implement (I)	ı						
0.	Extended services		Α			R	С	Р
0	on-site Child Welfare &	Trust policy	Α				R	
0.	Safeguarding Policy	Trust policy	A				K	
0.	Attendance Policy	Trust policy	Α				R	
			, ,					
0.	Attendance Plan					Α		R
0.	Pupil Premium	Trust policy	Α				R	
	Policy							
0.	Pupil Premium Plan					Α		R
0.	Academy Education	Trust policy	Α				R	
	Visits Policy							
0.	Pupil Behaviour &	Trust policy	Α				R	
	Exclusions Policy							
0.	Pupil Behaviour &					Α		R
_	Exclusions Plan	Assassalias						
0.	Short-term	As per policy						Α
0.	Exclusion Return after short-					Α		R
U.	term exclusion					A		N
0.	Permanent					Α		R
	Exclusions							
0.	Appeals against		1					
	Permanent							
	Exclusion							
0.	Complaints Policy	Trust policy	А					
0.	Complaints Appeals	Ind. Panel	1					
0.	Admissions Policy		А			R	С	Р
0.	Admissions					1		
	allocation of places							
0.	Admissions Appeals	Ind. Panel						
0.	Academy					Α		R
	prospectus							
0.	Academy website					Α		R
0.	Academy logo &					Α		R
	branding							
0.	Academy uniform					Α		R
0.	Premises & Assets							
1.	Asset Management	Trust policy	Α	R			Р	
	Policy							

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0.	Asset Management Plan					Α	С	R
0.		Trust policy	Α				R	
	Policy							