



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		A					
0.	Approve Trust Scheme of Delegation		A					
0.	Approve new convertor or sponsored academies joining MAT		A				R	
0.	Establish Trust Committees		A				R	
0.	Approve Trust Committee Terms of Reference		A				R	
0.	Approve Local Governing Body (LGB) Terms of Reference		A			R		
0.	Establish LGB sub-committees					A		
0.	Appoint Chair of Trust Board		A					
0.	Appoint Chair and Vice Chair of LGB					A		
0.	Remove Chair or Vice Chair of LGB	In exceptional circumstances	A			A		

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	Appoint LGB members					A		
0.	Remove LGB members	In exceptional circumstances	A			A		
0.	Appoint (and remove) Chair(s) of Trust Committees		A					
0.	Appoint (and remove) Trust Committee members		A					
0.	Appoint (and remove) Clerk to Trust Board		A					
0.	Appoint (and remove) Clerk to LGB		A					
0.	Appoint Accounting Officer		A					
0.	Trust Governance Calendar		A				R	
0.	Approve Trust policy matrix		A				R	
0.	Directors Expenses Policy		A					
0. Trust & Academy Performance, Curriculum and Teaching								
1.	Trust Strategic Plan		A				R	
0.	Trust 1 Year Plan		A				R	
0.	Academic Performance Targets		A			R	P	D
0.	Academy Performance Review <i>e.g. SEF</i>		A			R	P	D
0.	Academy Strategic Plan		A			R	P	D
0.	Academy 1 Year Plan					A	R	P
0.	Teaching & Learning Policy	Trust Policy	A			R	P	
0.	Curriculum Policy	Trust Policy	A			R	P	
0.	Sex Education policy	Trust Policy	A			R	P	

[illegible]

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1.	CEO appointment		A					
0.	Trust staff structure & complement		A		C		R	
0.	Trust staff appointments	Recruitment policy	A		C		C	
0.	Academy staff structure & complement					A	C	R
0.	Headteacher/Deput y appointment	Recruitment policy	A			R	C	
0.	Teaching and support staff appointments	Recruitment policy				C	C	A
0.	Suspension of Headteacher	As per relevant policy	A			A		
0.	Return of Headteacher after suspension					A		
0.	Dismissal of Headteacher		A			R		
0.	Suspension of teaching and support staff	As per relevant policy						A
0.	Return of teaching and support staff after suspension					A		R
0.	Redundancy of staff	As per relevant policy	A		C	R	C	P
0.	Restructuring of staff	As per relevant policy	A		C	R	C	P
0. Financial Governance & Management								
1.	Trust & Academy Financial Regulations		A	R				
0.	Trust & Academy Financial Procedures		A	R				
0.	Appoint Trust auditors		A	R				
0.	Trust 3 year Budget Plan		A	R				
0.	Trust 1 year Budget		AM	RM			PM	
0.	Trust Interim Year End Accounts		A	R				

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0.	Trust Annual Accounts		A	R				
0.	Trustees Report		A	R				
0.	Trust Academies Accounts Return to EFA			A				
0.	Response to Auditor's Management Ltr		A	R				
0.	Academy 3 year Budget Plan		A	R		P		
0.	Academy 1 year Budget		A	R		P	C	D
0.	Academy Budget reports		AM	RM		PM	M	D
0.	Academy Interim Year End Accounts		AM	RM		PM		D
0. Financial Authorisation								
1.	Expenditure or contracts up to Lower Limit							A
0.	Expenditure or contracts from Lower Limit to Upper Limit					A		R
0.	Expenditure or contracts from Upper Limit to OJEU limit			A		R	C	P
0.	Expenditure over OJEU limit		A	R				
0.	Compensation payments up to £50,000		A	C	C	R	C	P
0. Academy Policies & Procedures								
1.	Academy times, terms and holidays		A			R	P	
0.	Change of Academy Age Range		A			R	C	P
0.	Expansion of Academy PAN		A			R	C	P
0.	Extension of Academy provision		A			R	C	P

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0.	Extended services on-site		A			R	C	P
0.	Child Welfare & Safeguarding Policy	Trust policy	A				R	
0.	Attendance Policy	Trust policy	A				R	
0.	Attendance Plan					A		R
0.	Pupil Premium Policy	Trust policy	A				R	
0.	Pupil Premium Plan					A		R
0.	Academy Education Visits Policy	Trust policy	A				R	
0.	Pupil Behaviour & Exclusions Policy	Trust policy	A				R	
0.	Pupil Behaviour & Exclusions Plan					A		R
0.	Short-term Exclusion	As per policy						A
0.	Return after short-term exclusion					A		R
0.	Permanent Exclusions					A		R
0.	Appeals against Permanent Exclusion		I					
0.	Complaints Policy	Trust policy	A					
0.	Complaints Appeals	Ind. Panel	I					
0.	Admissions Policy		A			R	C	P
0.	Admissions allocation of places					I		
0.	Admissions Appeals	Ind. Panel						
0.	Academy prospectus					A		R
0.	Academy website					A		R
0.	Academy logo & branding					A		R
0.	Academy uniform					A		R
0. Premises & Assets								
1.	Asset Management Policy	Trust policy	A	R			P	

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0.	Asset Management Plan					A	C	R
0.	Health & Safety Policy	Trust policy	A				R	