

This Scheme of Delegation is currently under review in order to take into account The National School's Commissioner's recommended format. Autumn 2016

Academy Transformation Trust Allocation of Responsibilities

The trust is ultimately responsible for all its academies; however certain responsibilities have been delegated by The Trust to the Local Governing Body and Principal. The Local Governing Body has the delegated authority to determine how they fulfil their role, e.g. as a Full Local Governing Body, as a Sub-Committee or delegation down to the individual Governor level. There are certain responsibilities in law which have restrictions on who can fulfil them, where a restriction applies the box has been greyed out.

| Key Function | No | Tasks | The Trust | LGB | Principal |
|--------------|----|---|-----------|-----|-----------|
| Budgets | 1 | To approve the first formal budget plan each financial year | ✓ | | |
| | 2 | To monitor monthly expenditure | | ✓ | |
| | 3 | To establish a charging and remissions policy | ✓ | | |
| | 4 | Miscellaneous financial decisions | | | ✓ |
| | 5 | To enter into contracts in accordance with agreed financial limits set by the Trust | | | ✓ |
| | 6 | To make payments | | | ✓ |
| Staffing | 7 | Principal appointments (selection panel) | ✓ | | |
| | 8 | Vice Principal appointments (selection panel) | | ✓ | |
| | 9 | Appoint other teachers | | | ✓ |
| | 10 | Appoint non teaching staff | | | ✓ |
| | 11 | Agree a Pay Policy | ✓ | | |
| | 12 | Pay discretions in accordance with the Pay Policy | | ✓ | |
| | 13 | Establishing disciplinary /capability procedures | ✓ | | |
| | 14 | Dismissal of Principal | ✓ | | |
| | 15 | Dismissal of other staff | | ✓ | |
| | 16 | Suspending principal | ✓ | | |
| | 17 | Suspending staff (except Principal) | | | ✓ |

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| | 18 | Ending suspension (Principal) | ✓ | | |
| | 19 | Ending suspension (except Principal) | | | ✓ |
| | 20 | Determining staff complement | | ✓ | |
| | 21 | Staff restructure | ✓ | | |
| | 22 | Determining dismissal payments/early retirement | | ✓ | |
| Curriculum | 23 | Ensure National Curriculum taught to all pupils and to consider any disapplication for pupil(s) | | | ✓ |
| | 24 | To establish a Curriculum Policy | | | ✓ |
| | 25 | To implement Curriculum Policy | | | ✓ |
| | 26 | To agree or reject and monitor Curriculum policy | | ✓ | |
| | 27 | Responsible for standards of teaching | | | ✓ |
| | 28 | To decide which subject options should be taught having regard to resources and implement provision for flexibility in the curriculum (including activities outside school day) | | | ✓ |
| | 29 | Responsibility for individual child's education | | | ✓ |
| | 30 | Provision of sex education – to establish and keep up to date a written policy | | | ✓ |
| | 31 | To prohibit political indoctrination and ensuring the balanced treatment of political issues | | | ✓ |
| | 32 | To establish a Charging and Remissions Policy for activities (non Natl Curric based) | ✓ | | |
| Performance Management | 33 | To formulate a Performance Management Policy (PMP) | ✓ | | |
| | 34 | To establish a PMP | ✓ | | |
| | 35 | To implement the PMP | | | ✓ |

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| | 36 | To review annually the PMP | ✓ | | |
| Target Setting | 37 | To set and publish targets for achievement | ✓ | | |
| Discipline/Exclusions | 38 | To establish a Discipline Policy | ✓ | | |
| | 39 | 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) | | ✓ ¹ | |
| | 40 | To direct reinstatement of excluded pupils (Can be delegated to chair/vice chair in cases of urgency) | | ✓ ² | |
| Admissions | 41 | To consult annually before setting an Admissions Policy | | ✓ | |
| | 42 | To establish an Admissions Policy | ✓ | | |
| | 43 | Admissions application decisions | | | ✓ |
| | 44 | To appeal against LA directions to admit pupil(s) | | ✓ | |
| Religious Education | 45 | Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools). NB this must fall into line with locally agreed syllabus | | ✓ | |
| Collective Worship | 46 | In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting LGB) | | | ✓ |
| | 47 | Arrangements for collective worship (schools without religious character (after consulting LGB) | | | ✓ |

¹ Delegated to a committee made up of at least 3 Governors

² Delegated to a committee made up of at least 3 Governors

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| Premises & Insurance | 48 | Buildings insurance and personal liability | ✓ | | |
| | 49 | Developing school buildings strategy or master plan and contributing as required | | ✓ | |
| | 50 | Procuring and maintaining buildings, including developing properly funded maintenance plan | | ✓ | |
| | 51 | Disposal and procurement of assets | ✓ | | |
| Health & Safety | 52 | To institute a Health and Safety Policy | ✓ | | |
| | 53 | To ensure that health and safety regulations are followed | | | ✓ |
| School Organisation | 54 | To publish proposals to change category of school | ✓ | | |
| | 55 | To set the times of school sessions and the dates of school terms and holidays | ✓ | | |
| | 56 | To ensure that the school meets for 380 sessions in a school years | | | ✓ |
| | 57 | To ensure that school lunch nutritional standards are met where provided by the Governing Body | | | ✓ |
| Information for Parents | 58 | To prepare and publish the academy prospectus | | | ✓ |
| | 59 | To prepare and publish the academy profile | | | ✓ |
| | 60 | To ensure the provision of free school means to those pupils meeting the criteria | | | ✓ |
| | 61 | Adoption and review of home-school arrangements | | ✓ | |
| GB procedures | 62 | To appoint (and remove) the chair and vice chair of the LGB | ✓ | | |
| | 63 | To appoint and dismiss the clerk to the Governors | | ✓ | |
| | 64 | To hold a Local Governing Body meeting at least three times in a school year | | ✓ | |
| | 65 | To appoint and remove community governors | ✓ | | |

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| | 66 | To set up a register of Governor's Business Interests | | ✓ | |
| | 67 | To approve and set up a Governors Expenses Scheme | ✓ | | |
| | 68 | To consider whether or not to exercise delegation of functions to individuals or committees | | ✓ | |
| | 69 | To regulate the LGB procedures (where not set out in law) | ✓ | | |
| | 70 | To provide training for Governors | ✓ | | |
| | 71 | CRB check of all Governors (not barred Check List) | | ✓ | |