

Academy Board of Governors/Trustees Scheme of Delegation (Single Academy Trust)

Key:

Level 1: Academy Trust (Members)

Level 2: Governors/Trustees (Directors)

Level 3: A committee of the Board of Governors/Trustees (Directors)

Level 4: The Accounting Officer (Headteacher)

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Finance & Resources

Key function	No	Task	Decision level			
			1	2	3	4
Budgets & Accounts	1	Approve budget plan for financial year		√		
	2	Monitor monthly expenditure				√
	3	Establish charges & remissions policy			√	
	4	To enter into contracts (refer to Financial Scheme of Delegation)		√	√	√
	5	Ensure academy annual accounts are prepared within the appointed time frame			√	
	6	To approve and submit the annual accounts		√		
	7	To receive the Annual Report and Accounts	√			
	8	Review annually and appoint the External Auditors	√	√		
	9	Review annually and appoint the Internal Auditors		√	√	
Premises & Insurance	10	Buildings insurance, personal liability & Governors' Indemnity Insurance			√	
	11	Develop academy building strategy			√	
	12	Procure & maintain buildings, including properly funded maintenance programme			√	
Health & Safety	13	Institute a Health & Safety policy		√		
	14	Ensure Health & Safety regulations are followed			√	

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Personnel

Key function	No	Task	Decision level			
			1	2	3	4
Staffing	15	Headteacher appointments		√		
	16	Deputy Headteacher appointments		√		
	17	Teaching staff appointments				√
	18	Non-teaching staff appointments				√
	19	Pay policy		√		
	20	Establish and review procedure for addressing staff disciplinary, conduct and grievance			√	
	21	Dismissal of the Headteacher		√		
	22	Dismissal of other staff			√	√
	23	Suspension of the Headteacher		√		
	24	Suspension of other staff				√
	25	Ending suspension of the Headteacher		√		
	26	Ending the suspension of all other staff			√	√
	27	Determining staffing requirements			√	√
	28	Dismissal payments/early retirement			√	√
Performance Management	29	Establish performance management policy and review annually		√	√	
	30	Implement the performance management policy				√

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Standards and Achievements

Key function	No	Task	Decision level			
			1	2	3	4
Curriculum	31	Establish and implement Curriculum Policy				√
	32	Approval of Curriculum Policy			√	
	33	Responsibility for standards of teaching				√
	34	Decide which subject options will be taught including activities outside the school day			√	√
	35	Responsibility for individual child's education				√
	36	Provision of sex education – includes establishing and maintaining an up to date policy				√
	37	To prohibit political indoctrination and ensuring a balanced treatment of political issues				√
Target setting	38	Set and publish targets for student achievement				√
Collective worship	39	Arrangements for collective worship				√
School organisation	40	Set times of academy day and dates of academy terms and holidays				√
	41	Ensure academy meets 380 sessions in a school year				√
	42	Ensure academy lunch nutritional standards are met				√
Information for parents	43	Prepare and publish the academy prospectus				√
	44	Ensure provision for free school meals to those students meeting the criteria				√
	45	Adopt and review home school agreements				√
Inclusion and equality	46	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years				√

		To review and approve the 'Equality information and objectives statement' and equality objectives		√	√	
	47	To establish and review a special educational needs (SEN) and disability policy				√
		To review and approve the special educational needs (SEN) and disability policy		√	√	
	48	To designate a 'responsible person' for Safeguarding		√		
	49	To designate a 'responsible person' for looked after children		√		
	50	To establish an accessibility plan and review it every three years				√
		To review and approve the accessibility plan			√	
	51	To establish and review annually a child protection policy and relevant procedure				√
		To review and approve the safeguarding and child protection policy and relevant procedure		√	√	

Governors Discipline Committee

Key function	No	Task	Decision level			
			1	2	3	4
Discipline/Exclusions	53	Establish a discipline policy			√	√
	54	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student 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 case of emergency)			√	
	55	Direct reinstatement of excluded students			√	

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Admissions

Key function	No	Task	Decision level			
			1	2	3	4
Admissions	56	Consult annually before setting an Admissions Policy		√		
	57	Admissions: applications decisions (main round)		√	√	

Other

Key function	No	Task	Decision level			
			1	2	3	4
GB procedures	58	Appoint (and remove) the chair and vice chair		√		
	59	Appoint (And dismiss) the clerk to the governors/trustees		√		
	60	Hold a full GB/BoT meeting at least 3 times in the academy year		√		
	61	Appoint (and remove) governors/trustees	√	√		
	62	Set up register of Governor/Trustees business interests		√		
	63	Approve and set up governor expenses scheme		√		
	64	Discharge duties in respect of students with special needs by appointing a 'responsible person'		√		
	65	Consider whether or not to delegate functions to individuals or committees		√		
	66	To delegate 'Chair's Action' to the Chair of Governors/Trustees		√		
	67	Regulate the GB/BoT procedures		√		

Multi-academy Trusts	68	To consider forming a MAT or joining an existing MAT	√	√		
	69	To consider requests from other schools to join the MAT	√	√		
	70	To leave a MAT	√	√		
Extended schools	71	Decide to offer additional activities & what form these should take				√
	72	Put in place and ensure delivery of services to be provided				√
	65	Cease providing extended school provision				√