

Cleves Cross Learning Trust Scheme of Delegation

This decision planner has been adapted by Avec for Multi Academy Trusts from the NGA Decision Planner for Governing Bodies. The Board of Directors are accountable in law for all major decisions about the Academy Trust and its future. However, this does not mean that they are required to carry out all the work themselves. Very many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full Board of Directors and recorded – without such a formula, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for Multi Academy Trusts and who they can delegate each task to; it also records where the NGA/Avec does not think that, even if a task/responsibility can be delegated, this would be good practice.

This planner shows to which level the Board of Directors may legally delegate functions. Please note that the decision planner does not apply to academy governing bodies.

Key

Level 1: Full Board of Directors

Level 2: A committee of the Board of Directors

Level 3: Committee or Local Governing Body

Level 4: CEO or Executive Principal

Level 5: Head Teacher

Level 6: School Business Manager

Blue box Function **cannot** be legally carried out at this level.

✓ Action could be undertaken by this level.

x Although legally possible to delegate to this level, the NGA/Avec would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is in line with the regulations governing bodies are free to decide for themselves.

There is also space for notes relevant to your Board of Directors – for example, you should specify which committee or individual a particular task will be delegated to.

- The Board of Directors is responsible for the strategic direction of the Academy Trust.
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the Board of Directors for discussion prior to adoption by the Board of Directors
- The [CEO/head teacher] is responsible for internal organisation, management and control of the school and is accountable to the Board of Directors
- Although decisions may be delegated, the Board of Directors as a whole remains responsible for any decision made under delegation.

Area	Function	Level						In our MAT, this responsibility is delegated to:
		1	2	3	4	5	6	
Budgets	To approve the first formal budget plan each financial year (and depends on your local scheme of financial delegation)	✓	✓					
	To monitor monthly expenditure.	✓		✓		✓		
	To establish a charging and remissions policy	✓	✓					One trust policy with local variations
	To enter into contracts (Board of Directors should agree financial limits)	✓	✓			✓		
Staffing	Appoint selection panel for headteacher	✓						
	Appoint selection panel for deputy head	✓	✓					
	Appoint selection panel for other members of the senior leadership team	✓	✓					
	Appoint other teachers				✓	✓		
	Appoint non-teaching staff					✓		
	To put in place a pay policy	✓						
	To make pay decisions in line with the pay policy and legal requirements		✓			✓		Recommendations from Head
	Dismissal of headteacher & Executive Principal	✓						
	Suspending head/Executive Principal	✓						
	Suspending staff (except head)				✓			
	Ending suspension (head)	✓						
	Ending suspension (except head)	✓			✓			
	Setting the overall staffing structure	✓		✓				Recommendations from HT/CEO
	Determining dismissal payments/ early retirement	✓	✓					Finance Committee Recommend to Board
To produce and maintain a central record of recruitment and vetting checks						✓		
Establish and review procedures for addressing staff discipline, conduct and grievance.	✓	✓						

Area	Function	Level						In our MAT, this responsibility is delegated to:
		1	2	3	4	5	6	
Curriculum	Ensure National Curriculum (NC) taught to all pupils. If the Board requires this	✓	✓			✓		Produced by HT Approved by LGB Ratified Board
	To consider any disapplication for pupil(s)					✓		
	Establish and review a sex education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children.	✓		✓		✓		
Religious Education	Responsibility for ensuring that provision of RE meets statutory requirements and/or the requirements of any trust deed.			✓		✓		
Collective Worship	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.					✓		
Extra-curricular provision	To decide whether to offer additional activities and what form these should take					✓		
	To put into place the additional services provided					✓		
	To decide whether to stop providing additional activities.					✓		
Performance management	To formulate and review teacher appraisal policy		✓					
	To appoint the panel to carry out the appraisal of the CEO/Executive Principal	✓						
	To appoint the panel to carry out the appraisal of the head teacher.		✓		✓			
	To carry out appraisal of other teachers.					✓		
Discipline/exclusions	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)			✓				
Area	Function	Level						In our MAT, this

		1	2	3	4	5	6	responsibility is delegated to:
Discipline/ exclusions	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation.				✓	✓		
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.					✓		
Admissions	To consult annually before setting an admissions policy	✓						
	Admissions: application decisions					✓		
	To appeal against LA directions to admit pupil(s)			✓				
Premises & insurance	All insurances		✓				✓	
Health & safety	To ensure a health and safety policy and procedures are in place.	✓					✓	
	To ensure that health and safety regulations are followed			✓		✓		
School organisation	To publish proposals to change category of school	✓						
	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	✓						
	To ensure that school lunch nutritional standards/School Food Regulations are met (if in your Funding Agreement)					✓		
	To establish a data protection policy and review it at least every two years.	✓				✓		
	Maintain a register of pupil attendance					✓		
Area	Function	Level						In our school, this responsibility is delegated to:
		1	2	3	4	5	6	

School organisation	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable).						✓		
Information for parents	To adopt and review the home-school agreement			✓					
	To establish, publish and review a complaints procedure.		✓						
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓							
GB procedures	To draw up an instrument of government and any amendments thereafter	✓							
	To appoint (and remove) the chair and vice-chair			✓					
	To appoint and dismiss the clerk to governors	✓							
	To set up a register of governors' business interests						✓		
	To approve and set up a governors expenses scheme	✓							
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓							
	To regulate the GB procedures (where not set out in law)	✓							
MAT	To consider the sponsorship of any schools who are identified by the DfE to join the Trust	✓							
	To consider requests from other schools to join the Trust	✓							
	For a school to leave the Trust	✓							
Area	Function	Level						In our school, this responsibility is delegated to:	
		1	2	3	4	5	6		
Inclusion and equality	To establish and review a special educational needs (SEN) policy.	✓		✓				LGB recommend to Board for ratification	

	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years.	✓		✓				LGB recommend to Board for ratification
	To designate a 'responsible person' for children with SEN			✓				
	To designate a 'responsible person' for looked after children			✓				
	To establish an accessibility plan and review it every three years.			✓				
	To establish and review annually a child protection policy and relevant procedures.	✓		✓				LGB recommend to Board for ratification