



Akaal Academy Trust Derby

SCHEME OF DELEGATION

Effective date: 27th August 2020



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Delegated powers

1. The Trustees may delegate to a committee, to a Trustee holding executive office, to the Headteacher or the Finance Director such of their powers or functions as they consider being desirable to be exercised by them where such delegation is possible.
2. Functions that can be delegated to a committee but cannot be delegated to an individual include those that relate to:
 - academy discipline policies
 - the exclusion of pupils (except in an emergency when the chair has the power to exercise these functions)
 - admissions
3. The Trust cannot delegate any functions relating to:
 - the constitution of the Trust (unless otherwise provided by the Articles of Association)
 - the appointment or removal of the chair and vice-chair
 - the appointment of the clerk
 - the suspension of Trustees
 - the delegation of functions
 - the establishment of committees.
4. Any committee to whom a decision has been delegated must report to the Trust in respect of any action taken or decision made. Any individual, such as the Headteacher, to whom a decision has been delegated must report to either the Trust or a Trust Committee in respect of any action taken or decision made. The Trust can still perform functions it has delegated; this enables the Trust to take decisions on matters that are discussed at its meetings on functions that have been delegated.
5. Actions taken by a properly constituted committee or delegated to an individual Trustee or to the Headteacher are taken on behalf of The Trust. The Trust remains accountable.
6. The Trust must determine the membership and proceedings of any committee. The Trust must also review the establishment, terms of reference, constitution and membership of any committee periodically (in this case, annually). The Trust may remove the chair of a committee from office at any time.
7. The membership of any Trust committee may include associate members, provided that a majority of members of the committee are Trustees. The chair of each committee must be appointed by the Trust.
8. The membership of each Academy Committee is set out in the Trust's Articles of Association and governance plan.

Scheme of delegation

The following table sets out all the main school functions. For each function, the table suggests where the decision lies. These are:

T	Decisions made by the full Trust, usually taking advice from its committees and the Headteacher. The symbol * indicates that decisions are made without advice from the Headteacher
C	Decisions made by a Committee established by the Trust. The names of the main committees and abbreviations used in the table are: <ul style="list-style-type: none"> • Education, Standards and Pupil Welfare (ES&PW) • Finance and Human Resources (F&HR) • Safeguarding, Premises and Health & Safety (SP&HS)
H	Decisions made by the Headteacher
F	Decisions made by the Finance Officer
S	Decisions made by other staff (who should be specified)

Where the law means that a particular function cannot be carried out at a particular level, or it is not considered good practice to do so, the relevant column is crossed. The table indicates where the decision should be made with a tick.

Trust procedures							
Ref	Task/decision	T	C	H	F	S	Notes
TR1	Appoint/remove chair and vice-chair	✓	X	X	X	X	
TR2	Appoint/remove clerk to Trustees	✓	X	X	X	X	
TR3	Establish and review annually the work of committees	✓					
TR4	Appoint the chair of a Trust committee	✓	X	X	X	X	
TR5	To set up a Register of Directors' Business Interests	✓					
TR6	To hold a full trust meeting at least three times in any year	✓					
TR7	Approve a scheme of delegation to committees and staff	✓					
TR8	Review the number, purpose, terms of reference and membership of all committees annually	✓					
TR8	Approve and set up a Trustees Expenses Scheme		✓				F&HR
TR9	Determine the development needs of trustees and put in place an appropriate programme of training	✓					Via Headteacher
TR10	Ensuring the school has a special needs coordinator and a named link trustee.		✓				SP&HS

Finance							
Ref	Task/decision	T	C	H	F	S	Notes
FN1	Development of the school budget				✓		
FN2	Scrutiny of budget for Trust approval		✓				F&HR
FN3	Approve the first formal budget plan each year	✓		X	X	X	
FN4	Monitor monthly expenditure			✓	✓		
FN5	Review budget position termly		✓				F&HR
FN6	Establish financial delegation decision-making limits – in separate document		✓				F&HR
FN7	Establish a charging and remissions policy		✓				F&HR
FN8	Appoint an internal scrutineer to ensure financial procedures are secure		✓				On recommendation of F&HR
FN9	Appoint external auditors to prepare accounts	✓					On recommendation of F&HR
FN10	Report to Trust on actions taken in response to any audits undertaken			✓	✓		Via reports to F&HR
FN11	Maintain up to date accurate and reconciled financial records				✓		
FN12	Ensure the school has an up to date of asset register for all items over the threshold				✓		
FN13	Scrutinise the company accounts to ensure they present an accurate picture of the school and its finances, agreeing any alterations with the auditors so they can be recommended for approval by the Trust		✓				F&HR
FN14	Approve/sign off the company accounts	✓					

Policies							
Ref	Task/decision	T	C	H	F	S	Notes
PO1	Ensure all statutory policies are in place & are evaluated and reviewed on a regular basis	✓					Approved by relevant committee and ratified by Trust
PO2	Approval of academic & pupil welfare policies		✓				ES&PW
PO3	Approval of staff/financial policies		✓				F&HR
PO4	Approval of pupil safeguarding and health & safety policies		✓				SP&HS
PO5	Ratifying all policies and proposals once agreed by committees	✓					

PO6	Establish and review the use of a complaints policy	✓					
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Staffing							
Ref	Task/decision	T	C	H	F	S	Notes
HR1	Establish selection committee for appointments made by Trust	✓					
HR2	Appointment of headteacher	*					With selection committee
HR2.1	Appointment of Chief Finance Officer	✓					With selection committee
HR3	Appointment of deputy or assistant headteacher		✓				Selection committee
HR4	Appointments to posts of responsibility			✓			
HR5	Appointments of other staff			✓			
HR6	Agree pay policy	✓					
HR7	Pay discretions		✓				F&HR
HR8	Establishing disciplinary/capability procedures			✓			
HR9	Suspension, dismissal and reinstatement of headteacher	✓		X	X	X	
HR10	Suspension, dismissal and reinstatement of other staff	X	✓		X	X	F&HR
HR11	Determining staff complement within agreed budget			✓			
HR12	Determining dismissal payments/ early retirement		✓				F&HR
HR13	Make minor amendments to the staff structure			✓			
HR14	Propose significant changes to the staff structure			✓			
HR15	Approve changes to the staff structure		✓				F&HR
HR16	Establish and keep under annual review a performance management policy for all Trust staff		✓				F&HR
HR17	Implement the performance management policy for the headteacher		✓	X	X	X	Small committee to do this to include Chair of Trust
HR18	Implement the performance management policy for all other staff			✓			Delegation to line managers by Headteacher
HR19	Establish and keep under review staff disciplinary, capability and grievance procedures	✓					

Admissions							
Ref	Task/decision	T	C	H	F	S	Notes
AD1	Develop admissions arrangements annually, with consultation if needed		✓				ES&PW
AD2	Determine admission arrangements	✓					
AD3	Decisions on admission applications		✓				Small annual admissions committee set up
AD4	In-year admissions			✓			
AD5	Liaise with LA as Admissions Authority and other admissions organisations			✓			

Safeguarding, pupil welfare and behaviour							
Ref	Task/decision	T	C	H	F	S	Notes
PW1	Establish a safeguarding / child protection policy and associated procedures		✓				SP&HS
PW2	Ensure the safeguarding / child protection procedure are implemented consistently			✓			
PW3	Establish a behaviour policy		✓				Ratified by Trust
PW4	Exclude a pupil for one or more fixed periods or permanently	X	X	✓	X	X	
PW5	Review exclusions and decide whether or not to confirm permanent exclusions and relevant fixed period exclusions		✓				Committee set up to include Chair of SP&HS
PW6	Establish an attendance policy		✓				SP&HS
PW7	Oversight of the school's promotion of British values and the four tenets of the Sikh faith, and its work in combating extremism		✓				ES&PW

Premises and insurance							
Ref	Task/decision	T	C	H	F	S	Notes
PR1	Employer, building and public liability insurance		✓				F&HR
PR2	Developing academy buildings strategy or master plan and programme of planned preventative maintenance		✓				SP&HS
PR3	Building maintenance oversight		✓			✓	Site manager reporting to SP&HS

Health and safety

Ref	Task/decision	T	C	H	F	S	Notes
HS1	Review H&S policy and incidents regularly	✓					Via SP&HS
HS2	Establish a H&S policy and ensure it reflects national legislation		✓				SP&HS
HS3	Ensure that health and safety regulations are followed			✓			Site manager reporting to SP&HS
HS4	Ensure that safeguarding practice meets national expectations	✓					

Academy organisation

Ref	Task/decision	T	C	H	F	S	Notes
AC1	Set times of academy sessions	✓					
AC2	Set term and holiday dates			✓			
AC3	Ensure that national nutritional standards are met for school meals		✓				ES&PW
AC4	Ensure website is maintained and up to date			✓			

Information requirements

Ref	Task/decision	T	C	H	F	S	Notes
IN1	Ensure the academy website contains the relevant information and is up to date			✓			
IN2	Provision of free school meals to those pupils meeting the criteria			✓			
IN3	Adoption and review of home-school agreement		✓				SP&HS - Headteacher implements
IN4	Regular information on pupils progress to parents			✓			
IN5	Controlling all systems related to the collection, security, privacy and release of information/data			✓			

Targets, self-evaluation and action planning

Ref	Task/decision	T	C	H	F	S	Notes
SE1	Propose targets for pupils' attainment and progress			✓			
SE2	Scrutiny of proposed pupil targets		✓				ES&PW
SE3	Final approval of pupil targets	✓					Headteacher implements
SE4	Regular evaluation of the school's performance			✓			Headteacher held accountable by ES&PW
SE5	Regular review of the school's performance and self-evaluation		✓				ES&PW
SE5	Propose Self-evaluation record and School Improvement Plan			✓			
SE6	Scrutiny and recommendation of Self-evaluation and School Improvement Plan	✓	✓				Final ratification by Trust
SE7	Review the use of the Pupil Premium and other national grants to evaluate their impact.		✓				Via Headteacher reports and linked to website entry

Curriculum

Ref	Task/decision	T	C	H	F	S	Notes
CU1	Ensure curriculum is broad and balanced, and matches the funding agreement		✓				ES&PW
CU2	Joint development of curriculum policy			✓			
CU3	Scrutiny and approval of curriculum policies		✓				Ratified by Trust
CU4	Ensure consistent application of curriculum policy			✓			Headteacher held accountable by ES&PW
CU5	Oversight of the quality of teaching		✓				Supported by Headteacher input
CU6	Implementation of curriculum plan within the school's resources			✓			
CU7	Ensuring provision of RE in line with the school's status as a designated Sikh school and its syllabus		✓				ES&PW
CU8	Ensure the school provides collective worship daily for all pupils		✓				ES&PW
CU9	Determine the school's policy on the provision of sex education and ensure a written policy is kept up to date		✓				ES&PW
CU10	Ensure balanced treatment of political issues, including preventing the promotion of extremist views		✓				ES&PW