



Akaal Academy Trust Derby

SCHEME OF DELEGATION

Effective date: 10th November 2022



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Delegated powers

1. The Governors may delegate to a committee, to a Governor holding executive office, to the Headteacher or the Finance Manager 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 Governance Professional
 - the suspension of Governors
 - the delegation of functions
 - the establishment of committees.
4. Any committee to whom a decision has been delegated must report to the FGB 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 FGB or one of its committees in respect of any action taken or decision made. The FGB can still perform functions it has delegated; this enables the FGB 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 Governor or to the Headteacher, are taken on behalf of the FGB. The FGB remains accountable.
6. The FGB must determine the membership and proceedings of any committee. The FGB must also review the establishment, terms of reference, constitution and membership of any committee periodically (in this case, annually). The FGB may remove the chair of a committee from office at any time.
7. The membership of any Committee may include associate members, provided that a majority of members of the committee are Governors. The chair of each committee must be appointed by the FGB.
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:

FGB	Decisions made by the full Governing Board, usually taking advice from its committees and the Headteacher. The symbol * indicates that decisions are made without advice from the Headteacher
M	M indicates this is the responsibility of the Trust Members, not the Governing Board.
C	Decisions made by a Committee established by the FGB. 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, HR, Audit & Risk (FHRAR) • Safeguarding, Health & Safety, Estate Management (SHSEM)
H	Decisions made by the Headteacher
F	Decisions made by the Finance Manager
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	FGB	C	H	F	S	Notes
TR1	Appoint/remove chair and vice-chair	✓					
TR2	Appoint/remove Governance Professional to Governing Board	✓					
TR3	Establish and review annually the work of committees	✓					
TR4	Appoint the chair of a Committee	✓					
TR5	To set up a Register of Members, Governors' & senior employees' Business Interests	✓					
TR6	To hold a full governing board 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 Governors' Allowances Policy	M	✓				FHRAR, with approval by Trust Members
TR9	Determine the development needs of governors and put in place an appropriate programme of training	✓					
TR10	Ensuring the school has a special needs coordinator and a named link governor.		✓				SHSEM

Finance

Ref	Task/decision	FGB	C	H	F	S	Notes
FN1	Development of the school budget				✓		
FN2	Scrutiny of budget for Trust approval		✓				FHRAR
FN3	Approve a balanced budget and an accurate Budget Forecast Return (BFR) each year & submit it to the ESFA	✓					Headteacher submits the BFR, Governors evidence the submission has been made on time.
FN4	Monitor monthly expenditure	✓	✓				Chair of Governors, FGB & FHRAR
FN5	Review budget position termly	✓	✓				FGB & FHRAR
FN6	Establish financial delegation decision-making limits – in separate document		✓				FHRAR
FN7	Establish a charging and remissions policy		✓				FHRAR
FN8	Appoint an internal scrutineer to ensure financial procedures are secure		✓				On recommendation of FHRAR
FN9	Appoint external auditors to prepare accounts	M					Members of the Trust
FN10	Report to Trust on actions taken in response to any audits undertaken			✓	✓		Via reports to FHRAR
FN11	Maintain up to date accurate and reconciled financial records				✓		To be monitored by the Headteacher
FN12	Ensure the school has an up to date of asset register for all items over the threshold				✓		To be monitored by the Headteacher
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 FGB		✓				FHRAR
FN14	Approve/sign off the company accounts	✓					
FN15	Hold the Finance Manager to account through a range of monitoring activities		✓	✓			Headteacher holds FM to account for work, FHRAR Cttee holds HT to account for the outcomes.

Admissions							
Ref	Task/decision	FGB	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			✓			

Policies							
Ref	Task/decision	FGB	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 the FGB
PO2	Approval of academic & pupil welfare policies		✓				ES&PW
PO3	Approval of staff / financial policies		✓				FHRAR
PO4	Approval of pupil safeguarding and health & safety policies		✓				SHSEM
PO5	Ratifying all policies and proposals once agreed by committees	✓					
PO6	Establish and review the use of a complaints policy	✓					
PO7	Policies to be approved by Trust Members, not Governors:	M					Six policies: Health & Safety, Anti-fraud & Corruption, Investment, Competitive Tendering, Business Recovery, Governor Allowances & Expenses.

Staffing							
Ref	Task/decision	FGB	C	H	F	S	Notes
HR1	Establish selection committee for appointments made by the FGB	✓					
HR2	Appointment of Headteacher	*					With selection committee appointed by the FGB
HR2.1	Appointment of Chief Finance Officer / Finance Manager	✓					With selection committee appointed by the FGB
HR3	Appointment of deputy or assistant Headteacher	✓	✓				With selection committee appointed by the FGB
HR4	Appointments to posts of responsibility (defined as a leadership role within the school)			✓			
HR5	Appointments of other staff			✓			
HR6	Agree pay policy	✓					
HR7	Pay discretions		✓				FHRAR
HR8	Actioning disciplinary/capability procedures (other than senior leadership posts)			✓			
HR8.1	Actioning disciplinary / capability procedures (senior leadership posts)	✓	✓	✓			
HR9	Suspension, dismissal and reinstatement of headteacher	✓					
HR10	Suspension, dismissal and reinstatement of other staff		✓				FHRAR
HR11	Determining staff complement within agreed budget (links with HR15)		✓	✓			FHRAR
HR12	Determining dismissal payments/ early retirement		✓				FHRAR
HR13	Make minor amendments to the staff structure			✓			
HR14	Propose significant changes to the staff structure			✓			
HR15	Approve changes to the staff structure		✓				FHRAR
HR16	Establish and keep under annual review a performance management policy for all Trust staff		✓				FHRAR
HR17	Implement the performance management policy for the Headteacher	✓	✓				Small committee to do this to include Chair of Governors
HR17.1	Implement the performance management policy for the senior leadership staff	✓		✓			
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	✓						
Safeguarding, pupil welfare and behaviour								
Ref	Task/decision	FGB	C	H	F	S	Notes	
PW1	Ensure the school complies with statutory guidance on safeguarding	✓						
PW2	Ensure a Governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓					
PW3	Ensure Governors receive safeguarding training	✓	✓	✓				
PW4	Appoint a member of staff to be the designated safeguarding lead			✓				
PW5	Ensure that effective support is provided for any employee facing an allegation	✓	✓	✓				
PW6	Establish a safeguarding / child protection policy and associated procedures		✓					SHSEM
PW7	Ensure the safeguarding / child protection procedures are implemented consistently			✓				
PW8	Establish a behaviour policy		✓					Ratified by FGB
PW9	Exclude a pupil for one or more fixed periods or permanently			✓				
PW10	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 days	✓		✓				
PW11	Convene a meeting to consider reinstating an excluded pupil & consider parents' representations about a suspension or permanent exclusion in some circumstances.	✓						Governors convene a panel of 3 people unrelated to the suspension, with 1 panel member who is independent of the school
PW12	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓						
PW13	Establish an attendance policy		✓					SHSEM
PW14	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
PW15	Designate a governor, or a Committee, to have oversight of the school's arrangements for SEND	✓						
PW16	Ensure that the necessary education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓				

PW17	Ensure that parents are notified by the school when special educational provision is being made for their child			✓			
PW18	Ensure the school produces and publishes online, its school SEN information report	✓	✓	✓			
PW19	Co-operate with the local authority in developing the local offer		✓	✓			
PW20	Ensure the school follows the statutory SEND Code of Practice	✓		✓			
PW21	Ensure that there is a qualified teacher as the special needs co-ordinator (SENCO) for the school & that they have sufficient time & resources to carry out their role effectively	✓	✓	✓			
PW22	Ensure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching			✓			

Premises and insurance

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

Health and safety

Ref	Task/decision	FGB	C	H	F	S	Notes
HS1	Review H&S policy and incidents regularly	✓					Via SHSEM
HS2	Establish a H&S policy and ensure it reflects national legislation		✓				SHSEM
HS3	Ensure that health and safety regulations are followed			✓			Site manager reporting to SHSEM
HS4	Ensure that safeguarding practice meets national expectations	✓					
HS5	Ensure there is an appointed person overseeing the school's statutory Health & Safety requirements	✓	✓	✓			

Academy organisation

Ref	Task/decision	FGB	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	FGB	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		✓				SHSEM - 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			✓			
IN6	Ensure the school complies with the Freedom of Information Act 2000	✓	✓				FHRAR
IN7	Ensure the school complies with the UK General Data Protections Regulations (UK GDPR)	✓	✓				

Targets, self-evaluation and action planning

Ref	Task/decision	FGB	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 FGB

SE7	Review the use of the Pupil Premium and other national grants to evaluate their impact.		✓				Via Headteacher reports and linked to website entry
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Curriculum							
Ref	Task/decision	FGB	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 FGB
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