

Exceptional Scheme of Delegation April 2018



Trust Board
Trust Board in consultation with LGC, where appropriate
Executive Business Director
Local Governing Committee
Head of School

Key function	Tasks	1	2		4	8
Budget	To approve the first formal budget plan in each financial year		X			
	To monitor monthly expenditure		X			X
	To establish a charging and remissions policy		X			
	To enter into contracts		X			
	To approve expenditure		X			
	Miscellaneous financial decisions		X			
Staffing	Head of School appointments (selection panel)	X				
	Lead on all aspects of staff professional learning and development		X			
	Vice Principal appointments (selection panel)		X			
	Appointment of school based teaching and all support staff					X
	Appointment of central Trust staff (shared services)	X				
	Agree a pay policy	X				
	Monitor Implementation of pay policy				X	
	Receive annual recommendations on salary from CEO (Central Staff)	x				

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	Receive annual recommendations on salary (School Staff) Principal/Headteacher/Head of School					x	x
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	Appeals arising out of pay and performance management policies (School Staff)	x					
	Undertake Head of School performance review	x				x	
	Undertake Headteacher/Principal performance review	x				x	
	Undertake EP performance review	x				x	
	Undertake CEO performance review	X					
	Establish staff disciplinary and capability procedure	X					
	Disciplinary Panel Hearing						X
	Dismissal of Head of School	X				X	
	Dismissal of Principal/Headteacher	X				X	
	Dismissal of Executive Principal	X					
	Suspension of Head of School	X					
	Suspension of Principal/Headteacher	X					
	Suspension of Executive Principal	X					
	Suspension of school based staff					X	X
	Suspension of central Trust staff	X					
	Determining staff complement in each school	X					X

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	Determining staff complement - central Trust services	X				
	Determining dismissal payments/early retirement (school based staff)	X				
	Determining dismissal payments/early retirement (Trust central staff)	X				



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	Lead Academy case where Head of school / Headteacher/Principal has a grievance	x				
	Lead Academy case where Executive Principal has a grievance	x				
	Formal meetings for school based staff re discipline, sickness absence and capability, grievance, special leave of absence, staffing adjustment					X
	Formal meetings for central shared service staff re discipline, sickness absence, capability, grievance adjustment			X		
	Formal warnings and dismissal decisions					X
	Determine pay policy for unqualified teachers and support staff	X				
	Staffing structure changes - school staff				X	
	Staffing structure changes - central staff	X				

Trust board will nominate most appropriate person depending on case

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Curriculum	Ensuring national curriculum taught to all students and to consider any disapplication.		X			
	Establish curriculum policy	X				
	Implement curriculum policy					X
	Monitor implementation of curriculum policy				X	X
	Implement action to maintain teaching standards					X
	Monitor action to maintain teaching standards				X	X
	Determination of which subject options are to be taught, given the available resources				X	X
	Responsibility for each child's education					X
	Determine sex education policy for each school				X	



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	Monitor implementation of sex education policy				X	
	To monitor for any political indoctrination					X
Performance Management	Determine a performance management policy	X				
	Implement performance management policy					X
	Annual review of performance management policy	X				
Target setting	To approve and publish targets		X			X
	To review the level of exclusions in each school				X	

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		To review any permanent exclusions 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				X	
		To direct reinstatement of excluded students				X	
Admissions		To consult annually before setting an admissions policy		X			
		To establish an admissions policy		X		X	



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		Admissions: appeals (mid year 7-11)				X	X
		Admissions: application decisions (mid year 7-11)					X
Religious Education		Responsibility for ensuring provision of RE in line with school's basic curriculum				X	
Collective Worship		Arrangements for collective worship (schools without religious character)				X	
Premises and insurance		Buildings insurance and personal liability	X				
		Developing school buildings strategy or master plan and contributing as required to Trust Asset Management Planning arrangements	X				
		Procuring and maintaining buildings including developing a properly funded maintenance plan	X				
		Determine health and safety policy		X			

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		Monitor implementation of H & S policy				X	
		Ensure H & S regulations are followed				X	X
School organisation		Setting times of school sessions, term dates and holidays		X			
		To ensure school meets for 380 sessions in the school year					X



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Information for parents		Prepare and publish the school profile					X
		prepare and publish the school prospectus					X
		To ensure the school meals where provided are nutritious and value for money				X	X
		To ensure the provision of FSM to qualifying students					X
		Adopt home-school agreements					X
Gov Body Procedures		Determine terms of reference and any amendments	X				
		Appoint/remove local Gov Body Chair and Vice Chair	X				
		Appoint local governors	X				
		Appoint/dismiss local clerk to Governors					X
		Convene at least three Trust Board meetings in any year	X				
		Establish and maintain Trust register of business interests	X				

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	To approve and set up a Governors Expenses Policy	X				
	To monitor SEN provision				X	
	To consider whether or not to exercise delegation of functions to individuals or committees				X	
	To regulate the LGC procedures (where not set out in law)	X				



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	Ensure each school has an effective Complaints Policy	X				
	Establish LGC Code of Conduct	X				
	Monitor implementation of complaints policy		X			
	Establish FOI request policy	X				
	Monitor implementation of FOI request policy	X				
Equalities Act	Establish single Equality Act policy	X				
	Implement single Equality Act policy (and objectives) at Trust level via equality action plan	X				
	Implement single Equality Act policy at school level via academy Equality Action Plan				X	

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	Monitor implementation equality act policy at Trust and local level	X			X	
Data Protection	Establish data protection policy	X				
	Implement data protection policy in each school	X				X
	Monitor implementation of data protection policy in each school	X				
Safeguarding	Establish a safeguarding policy				X	
	Implement safeguarding policy and procedures					X



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	Refer allegations of abuse against staff to LADO				X	X
	Monitor implementatino of safeguarding policy				X	
IT	Establish acceptable use policy	X				
	Implement acceptable use policy				X	
	Monitor implementation of acceptable use policy	X				
Social media usage	Establish social media policy	X				
	Implement social media policy				X	
	Monitor implementation of social media policy	X				

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