The Family of Learning Trust Scheme of Delegated Authority

Shirley Manor Primary Academy

Appendix 4

KEY

Level 0: Members
Level 1: Trust Board
Level 2: Executive Team (CFO and HR Director)
Level 3: Local Governing Board (LGB)
Level 4: Chief Executive Officer
Level 5: Head of School

Note: Although decisions may be delegated, the members as a whole remain responsible for any decision made under delegation. Although the term 'academy' is used, it should be noted that it is interchangeable with free school, school or any other educational organisation.

The Scheme of Delegated Authority (SoDA) is bespoke to each institution and is based on the assumption that an institution is currently rated a 'outstanding' or 'Good' in their most recent Ofsted inspection. If an institution is a 'Requires Improvement' or 'Inadequate' the (SoD) will be different and then members or Trustees have the right to remove this level of autonomy for

			Decision Level					
Key Function	**No**	**Tasks**	**0**	**1**	**2**	**3**	**4**	**5**
Admissions	**1**	Agree Admissions Policy		✓				
	2	Propose Admissions Policy					✓	
	3	Agree PAN annually		✓				
	4	Propose changes to PAN			✓			
Central Services	**5**	Determine the scope of central services delivered by the MAT			✓			
	6	To ensure centrally provided services provide value for money			✓			
	7	To identify those additional services to be procured on behalf of individual academies					✓	
Commercial Ventures	**8**	To approve any proposed commercial venture (of educational of non-educational character) within the trust		✓				
	9	To cease any commercial venture (of educational or non-educational character) within the trust		✓				
	10	To monitor the impact (educational and financial) of any commercial venture within the trust e.g. teaching school			✓			
Curriculum	**11**	Approval of curriculum policy		✓				
	12	Propose and implement curriculum policy			✓			
	13	Responsibility for standards in Teaching and Learning					✓	✓

	14	Approve a Sex Education Policy				✓		
	15	Propose a Sex Education Policy						✓
	16	Arrangements for daily collective workshop						✓
	17	Approve and monitor individual student targets					✓	
	18	Accountability for individual student education and achievement				✓		
	19	Responsibility for individual student education and achievement					✓	✓
Discipline/Exclusions	**20**	Approve Behaviour Policy				✓		
	21	Propose and implement Behaviour Policy						✓
	22	Exclude a student for more than 15 days or permanently (Head teacher can delegate to SLT if out of building)						✓
	23	Review exclusion upon appeal (Independent panel)				✓		
	24	Direct reinstatement of excluded students				✓		
Extended Schools	**25**	To decide to offer additional activities (and what form these should take)						✓
	26	To cease providing extended school provision				✓		
	27	To implement the additional services provided						✓
Finance	**28**	Approve trust budget plans for financial year		✓				
	29	Prepare academy budget plan for financial year			✓			
	30	Approve academy budget for financial year		✓				
	31	Prepare the academy budget plan for the financial year			✓			
	32	Monitor trust budget monthly/ termly			✓			
	33	Monitor academy budget monthly/termly			✓			
	34	Monitor monthly expenditure of budget spend			✓			
	35	To agree signatories for budget holders in each institution						✓
	36	To approve academy virements and budget adjustments above £50,000		✓				
	37	To approve academy virements and budget adjustments from £5,001 to £25,000			✓			
	38	To approve academy virements and budget adjustments from £25,001 to £49,999			✓			
	39	To approve academy virements and budget adjustments under £5,000			✓			
	40	Approval to order goods/services above the value of £50,000 (with 3 written quotes). ESFA approval may be needed for £100k and above; OJEU rules may also apply		✓				
	41	Approval to order goods/services between £10,001 and £49,999 (with 3 written quotes and approval from the Finance Director), OJEU rules may apply		✓				
	42	Approval to order goods/services up to the value of £10,000			✓			
	43	Approve changes to governance structures, Terms of Reference, Articles of Association or Funding Agreement	✓					

Governance	**44**	Recommend changes to the trust's governance structure, Terms of Reference, Articles of Association and/or Funding Agreement		✓				
	45	Approve changes to the Scheme of Delegation		✓				
	46	Recommend changes to the Scheme of Delegation				✓		
	47	Approve requests from other schools to join the trust	✓					
	48	Recommend requests from other schools to join the trust		✓				
	49	Appoint the chair of the Trust Board		✓				
	50	Appoint the chair of the LGBs – this will follow an election, where an LGB member will put forward a chair (see Terms of Reference document, point 8.1)				✓		
	51	Appoint the Clerk to LGB			✓			
	52	Recruitment of Governors			✓			
	53	Designate link governors as appropriate e.g. Pupil Premium, SEND etc.				✓		
	54	Review performance of LGBs		✓				
	55	Suspend and/or dismiss members of LGB		✓				
	56	Set up Register of Business Interests for members	✓					
	57	Set up Register of Business Interests for Trustees		✓				
	58	Set up Register of Business Interests for governors		✓				
	59	Approve and set up Trustees' Expenses Scheme		✓				
	60	Approve and set up LGB Expenses Scheme				✓		
	61	Appoint a Chief Executive Officer (CEO/Accounting Officer)		✓				
	62	Appoint Company Secretary		✓				
	63	Appoint external auditors for the trust	✓					
	64	Appoint internal auditors or Responsible Person via Audit Committee		✓				
	65	To hold a full Board meeting at least three times in a school year (or more often if required)		✓				
	66	Approve applications for significant changes to an open academy	✓					
	67	Approve changes impacting the ethos and vison of the trust	✓					
Health & Safety	**68**	Approve academy Business Continuity Policy including cyber security plans		✓				
	69	Monitor implementation of academy Business Continuity Plans including cyber security and data protection.			✓			
	70	Approve Health and Safety Policy (including Fire Evacuation Procedures)				✓		
	71	Propose and implement Health and Safety Policy (including Fire Evacuation Procedures)				✓		
	72	Approve a Risk Management Plan		✓				
	73	Propose and implement Risk Management Plan			✓			

Policies and Practices	**74**	Approve all trust policies*		✓				
	75	Propose policies to the Trust Board			✓			
	76	Monitor operation of policies				✓		
	77	Propose Academy policies to LGB						✓
	78	Provision of appropriate buildings and other insurance (including all liability cover)			✓			
	79	Develop and approve trust capital strategy			✓			
	80	Develop and approve academy maintenance strategy				✓		
Safeguarding	**81**	To approve a Safeguarding Policy				✓		
	82	To implement and monitor a Safeguarding Policy						✓
	83	Complete and maintain a Single Central Record						✓
	84	Appoint a Safeguarding Governor				✓		
Organisation	**85**	Approve academy day, term dates and holidays				✓		
	86	Recommend academy day, term dates and holidays					✓	
	87	Approve academy prospectus				✓		
	88	To prepare and publish the academy prospectus						✓
	89	Ensure each academy meets the minimum requirement of school days in a year				✓		
Staffing/Recruitment	**90**	Academy Head teacher appointments- CEO will chair the appointment panel		✓				
	91	Attendance on panel for Head teacher appointment				✓		
	92	Appointment of trust staff who directly support the Trust Board			✓			
	93	Appoint senior leaders in academies					✓	
	94	Attendance on panel for appointment of academy senior leaders				✓		
	95	Appointment of any other staff in academies						✓
	96	Propose changes to Academy staffing structures					✓	
	97	Approve changes to Academy staffing structure			✓			
	98	Propose changes to Central staffing structure (not including redundancies)			✓			
	99	Approve changes to Central staffing structure including redundancies		✓				
	100	Appointment of external consultant				✓		
	101	Head teacher Appraisal			✓			
	102	Performance review of the CEO		✓				
	103	Suspend/dismiss the CEO		✓				
	104	Approve pay scale of the CEO		✓				

	105	Suspend/dismiss a trust staff member who directly supports the MAT Board (CEO to lead process)		✓				
	106	Suspend/dismiss an academy Head Teacher/Principal		✓				
	107	Suspension/dismissal of all academy staff (not including the Head teacher)				✓		
	108	Approve any dismissal, severance or compensation payments			✓			
	109	Performance review of all academy staff (not including the Head teacher/Principal)						✓
Strategy	**110**	Approve and review progress of trust improvement plan		✓				
	111	Approve and review progress of each academy improvement plan (SIP)				✓		
	112	Review progress across trust of all SIPs			✓			
	113	Approve and monitor trust Strategic Risk Register		✓				
	114	Approve and monitor each academy Operational Risk Register				✓		

**A list of all current Family of Learning Trust and Academy policies is provided in Annex A (and copies of these policies are available from the relevant website). Where and academy is being incorporated into the trust the existing policies will remain in place until harmonisation with the trust and these will be available locally.*

For clarity and ease of communication, certain key policies are still included in the SoDA e.g. Admissions, Charging and Remissions, Health and Safety and Sex Education.

Further notes:

Conflict of Interests Procedures

All members of staff or Governors that join the trust are asked to sign a declaration of business and pecuniary interests form prior to starting their employment. Senior Leaders, Governors, Trustees and Members are asked to complete a form annually and to inform the Chief Financial Officer if their business interests change within the year. The Chief Financial Officer will collate new registers as required upon new guidance from the ESFA or any other changes that may affect this process.

DfE consent

The academy should seek confirmation from the ESFA if it is ever unsure whether consent is required. Certain projects like capital investments, legislative consents and any planning permissions will be sought by the ESFA if required.

Three Quote Policy

The Finance Director and the Accounting Officer of the Academy Trust have the authority to overrule the three quote rule if three quotes can't be identified due to the nature of the requirement (for example using the Times Educational Supplement to advertise teacher posts) or already committed services.