



BERLESDUNA
ACADEMY TRUST

Berlesduna Academy Trust

Scheme of Delegation

Last Approved: 22nd May 2018 Next Review: 2020

Meaning of Phrases for Scheme

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the [CEO/Executive Head (EH)] this will be at Trust level. In the case of the Headteacher/Head of School (HoS) this will be at Academy level.

Determine: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of (i) the [CEO/EH] they will be making recommendations to the Board and/or LGB (as appropriate), (ii) the LGB they will be making recommendations in relation to their Academy to the Board, [CEO/EH] and/or Headteacher/HoS (as appropriate) and (iii) the Headteacher/HoS they will be making recommendations in relation to their Academy to the [CEO/EH] and/or LGB (as appropriate).

Report: the individual/group that has responsibility for reporting on the delivery of tasks. In the case of (i) the [CEO/EH] they will be making reports to the Board, (ii) the LGB they will be making reports in relation to their Academy to the Board and/or [CEO/EH] (as appropriate) and (iii) the Headteacher/HoS they will be making reports in relation to their Academy to the [CEO/EH] and/or LGB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of (i) the Board they will be reviewing the [CEO/EH] and/or LGB (as appropriate), (ii) the [CEO/EH] they will be reviewing the Headteacher/HoS and (iii) the LGB they will be reviewing the Headteacher/HoS and his leadership team.

Comply: the individual/group will follow agreed policies and procedures.

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
Strategy and Leadership					
Set strategic objectives of the Trust & Academies	Determine - for the Trust & Academies	Develop - in the case of the Academies in consultation with LGB & Headteacher/HoS	Recommend for the Trust Determine for the Academy and report to the Trust		Consult - in the case of their Academy Deliver Report to LGB
Deliver strategic objectives of the Trust & Academies	Review	Deliver with respect to the Trust Review with respect to the Academies	Review and report		Deliver
Scrutiny - review & challenge progress of the Trust against its strategic objectives and KPIs	Review - progress of the Trust & Academies	Report Review - reports from the LGBs / Headteacher/HoS	Review - progress of the Academy Report - progress to the [CEO/EH] & Board		Report - progress of the Academy to the LGB
Compliance: Funding Agreement - comply with all obligations including the Academies Financial Handbook	Review	Deliver and report	Comply	Report	Comply

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
Compliance: Regulatory - with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	Review	Deliver Report - to Board	Review		Deliver Report - to LGB & [CEO/EH]
Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Determine - policies to ensure compliance Review	Deliver Report - to Board	Review	Report	Deliver Report - to LGB & CEO
Compliance - completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	Determine - policies to ensure compliance Deliver		Deliver	Comply	
Appointments of Directors and Governors - ensuring processes in place for appointment of directors (including ensuring that the Directors and Governors have the skills to run the Trust and the Academies)	Determine - policies and criteria for the selection of Directors and Governors Review - the Board's own performance Review - performance of the LGBs	Report - to the Board on the performance of the LGBs Recommend - if appropriate changes to the size and composition of the LGBs	Review - procedures for the election of staff and parent governors of the LGB; own performance; - annually the size, structure and composition and skill Determines of LGBs Report to the Board on own performance		

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
Appointment of the Responsible Officer and Audit Committee	Deliver - appoint Responsible Officer and (if necessary) the Audit Committee	Deliver - the Responsible Officer role		Comply	
Appointment of Clerk - Board and LGBs	Deliver - appoint the clerk to the Board & LGBs		Deliver the appointment of the LGB clerk		
Policies - review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)	Determine	Deliver - presenting policies to the Board for approval Report - material non-compliance to the Board	Review - all policies approved by the Committee and Board and Academy specific policies	Review Financial Regulations and Charging and Remissions Policy	Deliver - presenting Academy specific policies for approval by the LGB Report - non-compliance to the LGB and the [CEO/EH]
Prepare terms of reference for LGB's and Committees	Deliver Review - annually		Deliver for committees Review - annually		
Training programme for directors and governors	Deliver for Trustees		Deliver for LGBs		
Education and Curriculum					
Trust Development Plan	Review	Determine, develop and	Recommend	Recommend	Consult

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
		deliver			
Academy Development Plan - for each Academy in line with strategic aims of the Trust	Review	Consult and recommend	Review and Recommend - Academy Development Plan to the Board	Recommend	Determine and deliver Work with the CEO/ EP in producing the Academy Development Plan Review - the Academy Development Plan
Key Performance Indicators - setting and reviewing performance of the Trust & the Academies	Determine - Trust wide and Academy KPIs Review - performance against KPIs and National KPIs	Consult - with the LGBs and propose KPIs to the Board Receive reports - from the LGBs and report performance of the LGBs against KPIs	Recommend with the Headteacher/HoS targets for performance of the Academy to the CEO/EH Review - performance of the Academy and report to the CEO/EH Deliver - holding leadership to account for delivery against KPIs		Consult Recommend and Deliver - performance of the Academy against KPIs Report - performance of the Academy to LGB
Quality of Teaching - ensuring appropriate levels of support,	Consult & Review - effectiveness of teaching across Trust	Deliver	Consult		Determine

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
challenge and intervention to support delivery of education outcomes		Recommend	Review Academy teaching profile		Recommend Deliver Review
Curriculum - setting the curriculum for the Academies and reviewing its effectiveness	Consult & Review - effectiveness of the curriculum across Trust	Deliver Recommend	Consult Review Academy curriculum		Determine Recommend Deliver Review
Ensuring the appropriate checks, risk assessments, site surveys have been undertaken when conducting a residential or 'risky' educational visit	Deliver	Consult and determine policy	Review and deliver		Comply and consult
Pupil Premium - reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	Review	Report - to Board effectiveness of use of the Pupil Premium across Trust	Determine & Review - how Pupil Premium is spent at the Academy	Review and Recommend	Deliver Report - on effectiveness of use of the Pupil Premium

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
School Organisation					
Set admissions policy	Review	Recommend	Determine & develop		Comply
Admission decisions			Deliver		Consult
Collective worship arrangements for school, without religious character			Review		Deliver
Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)	Review	Review delivery	Receiving reports from the Headteacher/HoS Report any material issues to the Board and the [CEO/EH]		Deliver - ensuring student issues are dealt with in accordance with Trust and Academy Policies Report - to the LGB on any material issues
Academy Hours - setting the opening and closing times for the Academies	Determine - in consultation with LGBs		Consult - with the Board		Recommend Comply
Term Dates and length of school day	Determine - in consultation with LGBs		Consult - with the Board		Recommend Comply
School lunch - ensure provided to appropriate nutritional standards			Review		Deliver

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
Provision of free school meals to those meeting criteria			Review		Deliver
Financial					
Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to secure the Trust's financial health in the short term and the long term	Determine - in consultation with the LGBs	Recommend a funding model to the Board for approval Review	Consult - with the Board Review - compliance with the overall financial plan for the Academy	Review and recommend - compliance with the overall financial plan for the Academy	Consult Comply
Trust Annual Budget - formulating and setting the Trust wide budget	Determine	Deliver - on preparation of Trust budget and present to the Board for approval Review - submission of Trust budget to the EFA		Review and recommend.	
Academy Annual Budgets - formulating and determining the proportion of the overall budget to be delegated to each	Determine	Review - submission of Academy budgets to the	Consult - with CEO/EH in respect of the Academy's requirements	Deliver - on preparation of Academy budgets in	Consult Deliver Develop

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
Academy (including uses of contingency funds/ balances)		EFA	Comply	consultation with the LGBs and present to the Board for approval	Comply
Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to secure the Trust's financial health in the short term and the long term	Determine - in consultation with the LGBs	Recommend a funding model to the Board for approval Review	Consult - with the Board Review - compliance with the overall financial plan for the Academy	Review and recommend - compliance with the overall financial plan for the Academy	Consult Comply
Trust Annual Budget - formulating and setting the Trust wide budget	Determine	Deliver - on preparation of Trust budget and present to the Board for approval Review - submission of Trust budget to the EFA		Review and recommend.	
Academy Annual Budgets - formulating and determining the proportion of the overall budget	Determine	Review - submission of Academy	Consult - with CEO/EH in respect of the Academy's	Deliver - on preparation of Academy	Consult Deliver

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
to be delegated to each Academy (including uses of contingency funds/ balances)		budgets to the EFA	requirements Comply	budgets in consultation with the LGBs and present to the Board for approval	Develop Comply
Expenditure and ensuring delivery of Annual Budgets	Review	Report - to the board any material issues with delivery against the Annual Budget by the Academies	Review Report - to the CEO/EH any issues with expenditure or compliance with the Annual Budgets by the Academy	Receive reports - on matters of concern in connection with compliance with the Annual Budgets	Report - to the LGB any need for any matters of concern in respect of the Academy's annual budget
Reporting: financial reporting and KPIs	Determine	Deliver	Review Report	Review	Deliver
Delegated Budgets and Finances - in the form of a scheme of delegation of financial authority to the Academies	Determine	Deliver - on recommending financial limits to the Board Review - effectiveness of limits	Comply - adherence to limits	Review Delivery-Academy Comply - adherence to limits	Comply - adherence to limits
Financial Policies -establishing of policies and procedures to	Determine	Review - compliance with	Review delivery - compliance with	Review and recommend	Deliver - compliance with finance policies

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
ensure compliance with the Trust's financial and reporting requirements		policies Report - any issues or non-compliance to the Board	policies Report - any issues or non-compliance to the CEO/EH		
Approving annual accounts	Approve	Deliver - arrange for auditing and filing of annual report and accounts		Review and report	Comply - by keeping proper records in respect of the Academy and providing such information to assist the Trust in preparation of the Annual Accounts
Corporate Risk Register	Review delivery	Deliver - management of corporate risk register	Review - Academy risk register	Review and report	Deliver - management of Academy risk register
Investments - agreeing the investment policy in line with the Academies Financial Handbook and any internal policies and controls	Determine and review delivery	Deliver		Review	
HR and Operations					
Appointing the [CEO/EH]	Appoint				
Appointing the Headteacher/HoS, Deputy and Assistant Heads at each Academy	Approve -in consultation with the CEO/EH and LGBs	Recommend - sit on appointment panel along with representatives of	Recommend -to sit on the appointment panel with the CEO/EH		Sit on appointment panel as appropriate

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
		the relevant LGB			
Appointing of -Trust Staff (in line with recruitment policy)	Review	Appoint and report to the Board		Recommend	
Appointing Academy Staff			Appoint (in consultation with the Headteacher/HoS)	Recommend	Appoint Recommend
Establishing Trust wide HR Policies (including recruitment , discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Determine Review	Recommend Comply	Review		Comply
Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust's pay policy and all statutory regulations)	Review - in respect of [CEO/EH] Receive reports - in respect of appraisal arrangements and outcomes Review - any appeals in respect of the Headteacher/HoS and cross academy staff	Review - in respect of Headteacher/HoS and cross Trust staff (and any appeals from Academy staff) Review - and Report - (annually) to the Board on appraisal arrangements and outcomes	Assure - in respect of performance management of Headteacher/HoS in consultation with the CEO/EH Review - any appeals respect of all other staff		Review - in respect of all other staff Report - annually to the [CEO/EH] on appraisal arrangements and outcomes
Setting Terms and Conditions of Employment and Staff Handbook	Determine - and consider any proposals by LGBs to make amendments	Recommend	Consult - report to Board on any suggested changes to the Academy's terms and conditions		Comply
Staff Handbook	Determine - with respect to the	Develop and deliver - with	Consult - with		Develop and deliver - with

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
	Trust	respect to the Trust	respect to the Trust Determine - with respect to the Academies		respect to the Academies
Dismissing CEO/EP, Headteacher/HoSs, senior Trust staff (in accordance with the Trust disciplinary and capability policies)	Review - in respect of [CEO/EH]	Consult & recommend with respect to Head Teachers Review and deliver for Trust staff Report – any dismissals to the Board	Review - in respect of the Headteacher/HoS of the Academy		
Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)		Review Report - to the Board	Review Report - to the [CEO/EH]		Deliver
Reviewing discipline and grievance policy	Review delivery	Recommend	Review - in line with Trust policy		Comply
Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial	Determine	Deliver	Comply	Review and recommend	Comply

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
Handbook and the Trust's procurement policy					
Setting academy specific procurement policies - in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	Determine	Review	Deliver - in accordance with Trust policy	Review and recommend	Recommend
Determining and allocating central services provided to the Academies by the Trust	Determine (in consultation with the LGBs)	Deliver- on recommending the allocation of services to the Board	Consult	Review and recommend	Consult
Overseeing the effectiveness of services provided centrally by the Trust	Review	Deliver and report to Board	Report - to the Board	Review and report	Report to LGBs
Asset and Premises Maintenance Strategy - determining use of Academies' premises and ensuring premises are adequately maintained	Determine - Trust wide policy	Recommend	Determine - academy plan in accordance with Trust policy Review delivery of academy plan	Review and report	Deliver - in accordance with Academy policy
Acquiring and disposing of Trust land	Deliver	Recommend	Consult	Review	
Changing use of Assets	Deliver	Recommend to the Board in consultation with the CEO of any changes to fixed assets used by the		Review	Consult

Areas of Delegation	Directors/Trustees	[CEO/ Executive Headteacher]	LGB	Finance and Audit Committee	Headteacher/HoS
		Academy			
Arranging insurance for the Trust	Review	Deliver		Review and recommend	
Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community	Review	Deliver - Trust wide activities	Comply		Comply
Academy Prospectus		Review	Deliver		Recommend
Trust website	Review	Deliver			
Academy Website		Deliver	Review		Comply