



St Chad's

Academies Trust

Scheme of Delegation

St Chad's Academies Trust - Scheme of Delegation

The scheme of delegation provides a framework of delegated responsibility as defined by the Trust Board and provides for certain functions to be carried out by one or more of the following:

Acronym	Responsible Role
TB	St Chad's Trust Board
LAC	Local Academy Committee
CEO	Trust Chief Executive Officer
Pr	Principal

The delegated responsibilities are defined as the following;

Reference	Delegated responsibility
A	Accountable – body/person who is ultimately accountable and has yes/no veto
R	Responsible – body/person who performs an activity, or instructs relevant staff members to do so
C	Consulted – body/person that needs to contribute to the activity
I	Informed – body/person that needs to know of the decision or action

The Scheme of Delegation should be read in conjunction with the Trust's Financial Regulations and Local Academy Committee Members Handbook. For clarity, a guide to the acronyms used throughout the Scheme is below;

Acronym	Denotation
ACAS	Advisory, Conciliation and Arbitration Service
BM	Business Manager
ESFA	Education and Skills Funding Agency
FAO	Financial Accounting Officer of the Trust
HMRC	Her Majesty's Revenue and Customs
HOSP	Head of School Performance of the Trust
HO	Head of Operations of the Trust
HR	Human Resources Manager/Officer of the Trust
ICO	Information Commissioners Office
JNC	Joint Negotiating Council
LA	Local Authority
LDBE	Lichfield Diocesan Board of Education
NGA	National Governors Association
RAB	Raising Achievement Board
SLT	Senior Leadership Team
TLR	Teaching and Learning Responsibility
SEN	Special Educational Needs

Function	No	Tasks	Decision Level				Notes
			TB	LAC	CEO	Pr	
Central Services	1.1	To determine the scope of central services to be delivered by the Trust to and on behalf of the Academy.	A	I	R	I	
	1.2	To identify which services are to be procured on behalf of the organisation.	A	I	R	C	
	1.3	To ensure centrally procured services provide value for money.	A	I	R	I	In line with Trust's Financial Regulations.
Financial Management	2.1	Develop risk management strategies.	A	I	R	I	
	2.2	To establish and review financial policies and procedures– the Financial Regulations.	A	I	R	I	Delegated to the Head of Operations.
	2.3	To implement the Trust's Financial Regulations, policies and procedures at academy level.	A	R	I	R	Internal audit report informs the CEO reported to Trust Board.
	2.4	To maintain proper financial records for the Academy in line with approved Trust Financial Regulations and HMRC legislation.	A	R	I	R	Internal audit report informs the CEO reported to Trust Board.
	2.5	To ensure compliance with approved Trust Financial Regulations and procedures, the ESFA Academies Financial Handbook and HMRC and Charities Commission legislation.	A	R	I	R	Internal audit report informs the CEO reported to Trust Board.
	2.6	To appoint the internal monitoring and external auditors for the Academy.	A	I	R	I	In line with Trust's Financial Regulations.
	2.7	To prepare accounts for the Academy.	A	I	R	I	Delegated to HO.
	2.8	To report MAT wide use of Pupil Premium to relevant bodies.	A	C	R	C	
	2.9	To publish annual reports on academy use of funding streams such as but not limited to Pupil Premium and Sports Premium.	A	R	I	R	As per annual guidance from ESFA.
	2.10	To apply, manage and record the use of Pupil and Sports Premium funding.	A	I	I	R	Principal reports usage to RAB and LAC.
	2.11	To authorise the disposal of assets in line with Trust regulations and statutory requirements.	A	R	R	R	Responsibility in line with financial values as per Trust's Financial Regulations.
	2.12	To authorise the acquisition of assets in line with Trust regulations and statutory requirements.	A	I	I	R	In line with Trust's Financial Regulations.

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	2.13	Ensuring adherence to applicable Conflict of Interest, Fraud, Bribery and Corruption Prevention, other such policies, and to Trust, ESFA and other statutory requirements in relation to fraud prevention and reporting.	A	R	R	R	This list is not intended to be exhaustive and relates to all Anti-Fraud policies and procedures. See Financial Regulations.
	2.14	To safeguard the Trusts' assets and ensure adequate insurance is in place.	A	I	I	R	Insurance must be provided via Trust's appointed insurance broker.
	2.15	To ensure adherence to the ESFA Financial Handbook, Pensions regulatory guidance and other statutory guidance.	A	R	R	R	
	2.16	To rescind management of financial operations at academy level.	A	I	R	I	
	2.17	To ensure the appropriate use of public money as per ESFA, Trust and other regulatory guidance.	A	R	R	R	
Budgets	3.1	To determine the proportion of the overall Multi Academy Trust budget to be delegated to the Academy.	A	I	R	I	
	3.2	To develop and propose the individual Academy budget.	A	C	C	R	Pr must liaise with BM and assigned FAO when setting budget.
	3.3	To approve the formal budget each financial year.	A R	I	I	I	Trust Board to approve and Trust finance team to submit consolidated budget return to ESFA.
	3.4	Managing academy budgetary changes within the original approved budget total.	A	C	C	R	In line with Trust's Financial Regulations.
	3.5	To approve areas of cost centre overspend and/or underspend (within the parameters of the original total budget set).	A	R	I	R	In line with Trust's Financial Regulations.
	3.6	To approve changes the budget outside the parameters of the original budget set.	A R	C	C	C	In line with Trust's Financial Regulations.
	3.7	To plan, manage and monitor expenditure and ensure the production and submission of monthly management accounts, identifying actual or potential items of budget overspend/underspend.	A	R	I	R	In line with Trust's Financial Regulations. Management accounts to be submitted to Chair of TB via HO monthly and to TB via HO 6 monthly.
	3.8	To enter into additional unforeseen contracts which exceed the agreed annual budget allocation, or contracts that exceed a duration of 12 months.	A R	C	R	C	In line with Trust's Financial Regulations; usually to maintain business continuity only.

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	3.9	Determining staffing spend percentage of ESFA income against agreed budget.	A	I	R	I	In line with Trust's Financial Regulations.
	3.10	To make payments within agreed financial limits (see Trust's Financial Regulations).	A	R	R	R	In line with Trust's Financial Regulations.
	3.11	To collect income due to the Academy*.	A	R	I	R	*if locally generated.
Staffing Management	4.1	Pre-employment checks;	A	I	R	I	*Trust HR to act in relation to Principal appointments.
		1) Principal* 2) Other teaching staff.	A	I	I	R	
	4.2	Establishment of a Safer Recruitment Panel.	A R	I	C	I	Trust Board to ratify membership.
	4.3	Management of cases where trace information is apparent.	A	I	R	C	Presented to Safer Recruitment Panel for consideration. SBM to liaise with Trust HR and report all cases.
	4.4	Proposal of staffing structure or changes to the agreed staffing structure, including establishment of a new post, restructures and redundancies.	A	C	C	R	In line with Trust's Financial Regulations. Business case to be submitted to Trust HR and HO. FAO and BM to support Pr with financial impact assessment. Pr to liaise with Trust HR in all cases.
	4.5	Approval of staffing structure or changes to the agreed staffing structure.	A	I	R	I	CEO must approve in consultation with HO and HOSP.
	4.6	Proposal of changes to staff terms and conditions of employment.	A	C	C	R	Pr to consult with Trust HR.
	4.7	Approval of changes to staff terms and conditions of employment.	A	I	R	I	
	4.8	To review recruitment requests and give authorisation prior to adverts being placed.	I	I	A R	C	In line with Trust's Financial Regulations. Pr to liaise with Trust HR.
	4.9	The reporting of resignations from SLT positions.	I	I	I	A R	Pr to inform Chair of LAC, CEO and Trust HR. Resignation of the Principal must be submitted to CEO as line manager.
	4.10	To appoint a Principal.	A	C	R	I	Appointment to be made in liaison with LAC. CEO will be a member of the appointment panel. CEO to liaise with Trust HR.
	4.11	To appoint a Head of School/Deputy/Vice/Assistant Principal (through a selection panel).	A	C	C	R	CEO will nominate a Trust representative for the appointment panel. Pr to liaise with Trust HR.

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	4.12	To appoint all other teaching or none teaching staff.	A	C	I	R	In line with 4.4 if applicable (new posts) and Trust Financial Regulations. Expectation that member of LAC sits on the appointment panel.
	4.13	Conduct of appraisals/performance management: 1) Principal* 2) Other staff**	A A	C C	R I	I R	*Conducted by the RAB on behalf of the Trust Board. Ratification required by TB. **Conducted through PM procedures in the academy led by the Principal.
	4.14	To exercise pay progression of teaching staff based on performance: 1) Principal* 2) Other teaching staff.	A A	C R	R I	I R	*Conducted by the RAB on behalf of the Trust Board. RAB will make recommendations to the Remunerations Committee. Ratification required by TB. In accordance with the Trust's Financial Regulations. Any anticipated pay increments should be included in the approved budget. If the pay increments have been included in the approved budget the Principal and LAC can approve based on performance for 'other teaching staff'. If not included in the approved budget, Trust Board approval would be required.
	4.15	To exercise pay discretions relating to incremental progression for support staff.	A	R	I	R	In accordance with the Trust's Financial Regulations. Pay increments must be included in the approved annual budget. The LAC can approve based upon performance. As per local academy Pay and/or Performance Management Policies, restrictions may be applied regarding unsatisfactory performance.
	4.16	To award TLRs, SEN and any other school teacher pay and conditions approved allowances for newly established additional responsibilities see clause 4.4.	A	C	C	R	Changes to staffing structure to be authorised in line with clause 4.4. With adherence to Trust's Financial Regulations; if staffing %age of income would increase over the Trust's approved level, Trust Board approval must be sought.
	4.17	To award pay awards in line with the Trust's Pay Policy as agreed by Unions.	A	C	I	R	With adherence to Trust's Financial Regulations.

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	4.18	Suspension of: 1) Principal* 2) Head of School/Deputy /Vice/Assistant Principal Other staff.	A A A	C C C	R C I	I R R	*CEO to lead. LAC involvement is at the discretion of the CEO. Trust HR advice to be sought in all cases. Trust HR to be notified of outcome.
	4.19	Ending of suspension of: 1) Principal* 2) Head of School/Deputy /Vice/Assistant Principal 3) Other Staff.	A A A	C C C	R C C	I R R	*CEO to lead. LAC involvement is at the discretion of the CEO. Trust HR advice to be sought in all cases. Trust HR to be notified of outcome.
	4.20	Dismissal of: 1) Principal* 2) Head of School, Deputy/ Vice/Assistant Principal 3) Other staff.	A A A	C C C	R C C	I R R	*CEO to lead. LAC involvement is at the discretion of the CEO. Trust HR advice to be sought in all cases. Trust HR to be notified of outcome.
	4.21	Propose compromise/severance payments/early retirement in line with statutory requirements.	A	C	C	R	Trust HR advice to be sought in all cases. FAO and BM to be consulted in relation to budgetary impact. Proposal must be in accordance with current ESFA Handbook and Trust's Financial Regulations.
	4.22	Authorise compromise/severance payments/early retirement in line with statutory requirements.	A	I	R	I	HO and CEO must review proposal for compliance; both must approve.
	4.23	Management of employment related matters in line with applicable policies and procedures.	A	C	I	R	LAC and Principal to work together closely on these issues; advice must be sought from Trust HR. CEO to act in relation to HR matters relating to the Principal.
	4.24	To ensure that the academy meets the statutory requirements of the School Teachers Pay & Conditions Document (teachers) and Conditions of Service for School Teachers in England and Wales (Burgundy Book - teachers), National Joint Council for Local Government Services National agreement on Pay and Conditions of Service (Green Book - support staff).	A	R	I	R	All Staffing Management tasks (4.1 to 4.26) must follow Union agreed Policies and Procedures as per 4.23 4.24 and 4.25.
	4.25	To ensure that the academy complies with Employment Law and all relevant Union agreed policies and procedures.	A	R	R	R	All Staffing Management tasks (4.1 to 4.26) must follow Union agreed Policies and Procedures as per 4.23 and 4.24 and 4.25.
	4.26	To approve staff holiday in term time.	I	A	C	R	Not recommended practice; continuity to pupil's learning and business needs of the academy to be prioritized in all cases.

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Curriculum	5.1	To ensure that high standards are met by pupils so that Age Related Expectations (ARE) or above Age Related Expectations are achieved in line/above National Averages.	A	R	R	R	
	5.2	To deliver a broad and balanced curriculum so that each learner makes good progress from their individual starting points.	A	C	C	R	
	5.3	To ensure that standards of teaching are at least good.	A	R	R	R	
	5.4	To ensure that delivery and reporting of the curriculum is in line with statutory requirements.	A	R	R	R	Includes but not limited to Sex Education, RE, Safeguarding, English, Maths, Science etc Reporting to parents and carers.
	5.5	To ensure the delivery of the curriculum is accessible to all groups of pupils.	A	R	R	R	
	5.6	To ensure that accurate pupil assessment data is used by staff to inform teaching and, is recorded and reported to relevant bodies.	I	R	A	R	Reporting requirements to LAC, RAB, Progress Board (if applicable), Trust Board and Committees and DFE.
	5.7	To ensure effective provision for Spiritual, Moral, Social, Cultural Development (SMSC) in order to embed British Values.	I	R	A	R	
Performance Management Policy	6.1	To ensure that an approved Appraisal/Performance Management policy is in place and reviewed annually.	A	R	R	R	Review of policy to be led by Trust HR.
Target Setting	7.1	To propose targets for pupil achievement.	I	C	A	R	In partnership with DIA and Chair of LAC; review and scrutiny at RAB.
	7.2	To approve targets for Pupil outcomes.	A	C	R	R	In partnership with DIA, HOSP and Chair of LAC; review and scrutiny at RAB.
Academy Development Plan	8.1	Creation and implementation of academy improvement plan.	I	A	C	R	In partnership with the DIA. Approved by HOSP.
	8.2	Monitoring and evaluation of the academy improvement plan.	I	A	C	R	In partnership with the DIA. Supported by HOSP.
Admissions	9.1	To consult, set and amend an admissions policy.	A	C	R	C	Relevant Local Authority Policies and Processes to be followed.
	9.2	Admissions: application decisions.	I	A	I	R	
	9.3	If appropriate to appeal against LA directions to admit pupil(s).	I	A	I	R	

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Exclusions	10.1	To manage exclusions of pupil(s).	A	R	I	R	Follow academy policy and statutory guidance.
	10.2	To manage exclusion appeals processes.	I	A	I	R	
	10.3	To direct reinstatement of excluded pupils* (supplementary appeals).	A	R	I	R	*If supplementary appeal is deemed appropriate.
Religious Education	11.1	Ensure the provision of RE in line with statutory requirements.	A	R	R	R	
Collective Worship	12.1	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.	A	R	R	R	
Christian Distinctiveness	13.1	To ensure that the academy is compliant with the Christian Foundation requirement as per the Academy's Articles.	A	R	R	R	
Premises & Insurance	14.1	Ensure buildings insurance and public liability is in place.	A	R	I	R	Trust's appointed insurance provider must be used.
	14.2	Ensure Employers Liability is in place.	A	I	R	I	Trust's appointed insurance provider must be used.
	14.3	Developing Academy buildings and facilities estate long term strategy or master plan, and procuring land and buildings.	A	C	R	C	Led by the Trust. All Trust estates plans need to be centrally approved. LDBE landowner and LA (where applicable) consent required. In line with Trust's Financial Regulations and statutory guidance.
	14.4	Maintaining buildings, including developing properly funded maintenance plan.	A	R	C	R	Consultation with LDBE Property Adviser. In line with Trust's Financial Regulations and statutory guidance.
Health & Safety	15.1	To provide a Health and Safety policy statement.	A	I	R	I	
	15.2	To provide and adhere to academy specific Health and Safety Policy.	A	R	I	R	
	15.3	To ensure that Health and Safety regulations are followed.	A	R	R	R	
	15.4	To ensure premises security and premises management processes are in place.	A	R	I	R	
Academy Organisation Governance	16.1	To set the times of school sessions and the dates of school terms and holidays.	A	C	C	R	Trust Board approval must be sought.
	16.2	To ensure that the academy meets the statutory requirement teaching sessions in a school year.	A	R	C	R	In consultation with the CEO.
Information to parents/carers	17.1	To ensure provision of free school meals to those pupils meeting the criteria.	A	R	I	R	

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	17.2	Adoption and review of home-school agreements.	A	R	I	R	
	17.3	Ensure all parental policies are accessible to parents/carers.	I	A	I	R	Academy will provide written report to parents/carers as per DfE guidance.
Before and after school provision	18.1	To decide to offer additional activities and to decide what form these should take whilst ensuring budgetary requirements are met and balanced with quality provision to ensure effective delivery.	I	A	C	R	
	18.2	To cease providing before and after school provision.	C	A	C	R	
Governance	19.1	To draw up governing documents and any amendments thereafter.	A	C	R	I	
	19.2	To consider requests from other schools to join the Trust.	R	I	A	I	
	19.3	Delegation of decision making powers in line with the St Chad's Articles of Association to the Trust Board Chair* in case of emergency and/or to ensure that timings of Board meetings do not preclude business continuity.	A R	I	I	I	The Board delegates powers to the Chair* to carry out functions of the Trust Board if a delay in exercising a function is likely to have detrimental impact to the operations of the Trust. The Chair* must inform MAT Board of any Chairs Action at the subsequent meeting of the Board. * Vice Chair if Chair unavailable.
	19.4	Delegation of decision making powers in line with delegated authority set out in this Scheme of Delegation to Chairs of Trust Board Committees in case of emergency and/or to ensure that timings of Board meetings do not preclude business continuity.	A R	I	I	I	The Board delegates powers to the Chair to carry out functions of the Trust Board if a delay in exercising a function is likely to have detrimental impact to the operations of the Trust. The Chair* must inform the committee of any Chairs Action at the subsequent meeting of the Committee.
	19.5	Delegation of decision making in line with delegated authority set out in this Scheme of Delegation to the Chair* of the Local Academy Committee in case of emergency and/or to ensure that timings of LAC meetings do not preclude business continuity.	A R	I	I	I	The Board delegates powers to the LAC Chair* to carry out functions of the LAC if a delay in exercising a function is likely to have detrimental impact to the academy. The Chair* to inform the LAC of any Chairs Action at the subsequent LAC meeting * Vice Chair if Chair unavailable.
	19.6	To appoint (and remove) the Chair of the LAC.	A	C	R	C	Trust process to be followed.
	19.7	To ensure academy websites are compliant.	I	R	I	A	

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	19.8	To appoint and dismiss the clerk to the LAC.	I	A	C	R	Report to the CEO and Trust Board.
	19.9	To hold a full LAC meeting at least three times in an academic year or a meeting of the temporary academy committee as often may require.	I	A R	I	R	As per the Trust's Local Academy Committee Handbook.
	19.10	To appoint and remove members of the LAC.	A	I	R	I	In consultation with LAC. Trust Board approval required. Trust processes to be followed.
	19.11	To set up and maintain a Register of LAC members' Pecuniary Interests.	I	A R	C	I	To be held on academy site. Copies to be sent to Trust Governance Officer for review annually.
	19.12	To agree and approve a LAC members expenses scheme (if deemed necessary).	A	C	R	I	As per Articles and Trust policy.
	19.13	To discharge duties in respect of pupils with special needs by appointing a link Governor.	I	A	C	R	
	19.14	To regulate the Local Academy Committee procedures.	A R	I	R	I	As per the Trust's LAC Handbook.
	19.15	LAC member training provision.	A	R	C	R	In consultation with the Trust's Governance Officer.
	19.16	To conduct governance roles in accordance with statutory guidance, Trust policies, Trust's Financial Regulations, Trust's LAC Handbook and applicable Codes of Conduct.	A	R	R	R	
	19.17	To hold the Principal and SLT to account, ensuring their responsibilities as described in the Code of Conduct, Employee Handbook, Trust's LAC Handbook, Trust's Scheme of Delegation and Trust's Financial Regulations have been properly met.	I	A R	R	I	Trust process will be followed.
	19.18	To hold the Local Academy Committee and academy SLT to account.	R	I	A	I	
	19.19	To ensure data maintenance and retention of LAC records meets statutory, NGA and ICO requirements.	A	R	I	R	LAC Clerk to maintain up to date and accurate records and to provide copies to. Copies of minutes to be sent to Trust's Governance Officer.
	19.20	Monitor and evaluate the progress the academy is making towards achievement of its aims and objectives.	I	R	A	R	

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Safeguarding	20.1	To develop a safeguarding policy statement in line with statutory requirements and best practice.	A	I	R	I	Policy Statement outlines the requirement for the safeguarding policy at local level.
	20.2	To implement the academy safeguarding policy and review in line with published guidance.	A	R	I	R	Relevant Local Authority policy to be adopted.
	20.3	Maintain accurate and secure pupil records, ensuring secure transfer of pupil records when applicable paying due regard to GDPR and confidentiality.	I	A	I	R	LA procedures to be followed.
	20.4	Ensure that names of all key safeguarding personnel are displayed clearly throughout the academy and accessible to all relevant stakeholders.	I	A	I	R	
	20.5	Comply with and implement relevant safeguarding legislation e.g. Keeping Children Safe in Education and any other such subsequent documents.	I	A	I	R	Pr is responsible for ensuring up to date guidance/legislation is adhered to.
	20.6	Ensure that safeguarding training is up to date, safeguarding matrix is maintained and published all relevant safeguarding policies and procedures.	I	A	I	R	
Policies	21.1	To determine, create and provide in line with statutory guidance those policies which will be developed by the Trust.	A	I	R	I	In partnership with the JNC. Mandatory for all Trust Academies.
	21.2	To implement all Trust and local academy policies and procedures.	A	R	I	R	
	21.3	To lead complaints procedure in relation to; 1) Principal* 2) All other staff	I I	A R R	I I	I A R	*Chair of LAC to investigate Pr unless deemed otherwise by CEO. Principal to investigate all other staff. To maintain proper segregation, Trust officers will act to support complaints procedures when necessary. Pr to seek advice from Trust HR.
Data	22.1	To ensure that data retention of employee records meets statutory regulations as per ACAS and ICO requirements.	A	R	I	R	
	22.2	To ensure that data retention of pupils records meets statutory Government requirements.	A	R	I	R	
	22.3	Comply with all Data Protection legislation and good practice.	A	R	R	R	ICO registration held and updated by Trust.

Ratified by the Trust Board December 2018

Any breach of the Trust's Scheme of Delegation will be thoroughly investigated and may be subject to disciplinary action in line with the Trust's Disciplinary Policy.