



SCHOLARS ACADEMY TRUST

Strategic Delegated Decision Making 2020

Strategic Delegated Decision Making

✓ = Action to be taken at this level A = provide advice and support < > = Direction of advice and support

Area	Decision	Delegation			
		Members	Trust Board	Exec Head	LGB
Governance framework					
People	Members: Appoint/Remove	✓			
	Trustees: Appoint/Remove	✓	✓		
	Role descriptions for members	✓			
	Role descriptions for trustees/chair/specific roles/ committee members: agree		✓	<A	
	Parent trustee/committee member: elected		✓		✓
	Committee chairs: appoint and remove		✓	<A	
	LGB chairs: appoint and remove		✓	<A	✓
	Clerk to board: appoint and remove		✓		
	Appoint Headteacher		✓	✓	✓
Systems and Structures	Articles of association: agree and review	✓	<A	<A	
	Governance structure (committees) for the trust: establish and review annually		✓	<A	
	Terms of reference for trust committees (including audit if required, and scheme for school committees): agree annually		✓	<A	
	Terms of reference for LGB/local committees: agree and review annually		✓	<A	✓
	Skills audit: complete and recruit to fill gaps		✓	<A>	✓
	Annual self review of trust board and committee performance: complete annually		✓		
	Annual self-review of LGB performance: complete annually				✓
	Chair's performance: carry out 360 review periodically		✓		✓
	Trustee / committee member contribution: review annually		✓		✓
	Succession: plan		✓	<A>	✓
	Annual schedule of business for trust board: agree		✓	<A	
	Annual schedule of business for LGB: agree			A>	✓
	Teaching School accountability		✓	<A	

Area	Decision	Delegation			
		Members	Trust Board	Exec Head	LGB
Being Strategic					
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety; premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	<A	
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve				✓
	Central spend / top slice: agree		✓	<A	
	Management of risk: establish register, review and monitor		✓	<A>	✓
	Engagement with stakeholders	✓	✓	✓✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A	
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			A>	✓
	Chief executive officer: Appoint and dismiss		✓		
	Academy Headteacher: Appoint and dismiss		✓	A	✓ (A)
	Budget plan to support delivery of trust key priorities: agree		✓	<A	
	Budget plan to support delivery of school key priorities: agree				✓
	Trust's staffing structure: agree		✓	<A	
School staffing structure: agree		✓	<A>	✓	

Area	Decision	Delegation			
		Members	Trust Board	Exec Head	LGB
Holding to account					
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	<A>	✓
	Reporting arrangements for progress on key priorities: agree		✓	<A>	✓
	Performance management of the Chief Executive Officer: undertake		✓		
	Performance management of Headteacher:			✓	
	Trustee monitoring: agree arrangements		✓	<A	
	LGB member monitoring: agree arrangements				✓
Ensuring financial probity					
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓	<A	
	Trust's scheme of financial delegation: establish and review		✓	<A	
	School's scheme of financial delegation: establish and review		✓	<A	
	External auditors' report: receive and respond		✓	<A	
	Internal auditors' report: receive and respond			A>	✓
	Expectative Headteacher pay award: agree		✓		
	Headteacher pay award: agree		✓	A>	
	Staff appraisal procedure and pay progression: monitor and agree		✓	A>	✓
	Benchmarking and trust wide value for money: ensure robustness		✓	<A	
	Benchmarking and academy value for money: ensure robustness				✓
Develop trust wide procurement strategies and efficiency savings			✓		

Area	Decision	Delegation			
		Members	Trust Board	Exec Head	LGB
Reporting					
Reporting	Trust governance details on trust and academies' websites: ensure		✓	<A	
	Academy governance details on academy website: ensure		✓	<A	✓
	Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: establish and publish		✓	<A	✓
	Annual report on performance of the trust: submit to members and publish		✓	<A	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A	
	Annual report work of LGB: submit to trust and publish				✓

Appendix for Governing Bodies

Local Governing Body Day to Day Decision Making Scheme

This planner identifies as to which level the governing body can delegate to on a day to day decision making

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

A = Advisory role to the Trust

Although decisions may be delegated to an individual, the governing body as a whole remains responsible for any decision made under delegation

Key Function	Tasks	Local Governing Body	Executive Head	Headteacher / Head of school
Budgets				
	To approve the overall draft budget for the school for consideration by the Trust Board	✓		
	To monitor monthly expenditure.	✓	✓	✓
	Miscellaneous financial decisions (each group within the delegated amounts)	✓	✓	✓
	To enter into contracts (Trust to agree financial limits) As above,		✓	✓

Key Function	Tasks	Local Governing Body	Executive Head	Headteacher / Head of school
Staffing				
	Headteacher appointments (selection panel)	✓ (A)	✓ (A)	
	Deputy appointments (selection panel)	✓	✓ (A)	✓
	Appoint other teachers		✓	✓
	Appoint non teaching staff			✓
	Agree a pay policy			
	Pay discretions	✓		
	Establishing disciplinary/capability procedures	✓		
	Establish a disciplinary / capability committee	✓		
	Dismissal of headteacher	✓		
	Establish an appeals committee			
	Dismissal of other staff	✓		
	Suspending head	✓ (A)	✓	
	Suspending staff (except head)	✓	✓	✓
	Ending suspension (head)	✓ (A)	✓ (A)	
	Ending suspension (except head)	✓		✓
	Determining staff structure	✓		

Key Function	Tasks	Local Governing Body	Executive Head	Headteacher / Head of school
Curriculum				
	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	✓		✓
	To establish a curriculum policy	✓		✓
	To implement curriculum policy	✓		✓
	To monitor curriculum policy	✓		✓
	Responsible for standards of teaching	✓	✓	✓
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓		✓
	Responsibility for individual child's education			✓
	Provision of sex education – to establish and keep up to date a written policy	✓		✓
Performance Management				
	To establish a performance management policy			
	To implement the performance management policy	✓	✓	✓
	To review annually the performance management policy			
	To performance manage the headteacher		✓	
	To manage the performance management of school staff			✓
Target Setting				
	To set and publish targets for pupil achievement	✓	✓	✓

The performance management of the headteacher is delegated to the executive headteacher. The outcomes of staff performance management are moderated amongst the heads to ensure consistency across the MAT

This will be reviewed annually by the Trust Board

Key Function	Tasks	Local Governing Body	Executive Head	Headteacher/ Head of school
Discipline/ Exclusions				✓
	To establish a behaviour policy	✓		✓
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a national test. (Can be delegated to chair/vice-chair in cases of urgency)	✓		
	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	✓		
Admissions				
	To consult annually before setting an admissions policy	✓		
	Admissions: application decisions	Delgated to LA		
Religious Education				
	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus	✓		✓
Collective Worship				
	To ensure that all pupils take part in a daily act of collective worship	✓		✓
	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)			✓
	Arrangements for collective worship (schools without religious character (after consulting GB)			✓

Key Function	Tasks	Local Governing Body	Executive Head	Headteacher/ Head of school
Premises & Insurance				
	Buildings insurance and personal liability	✓	(A)	(A)
	Developing school buildings strategy or master plan and contributing as required to conditions survey	✓	(A)	(A)
	Procuring and maintaining buildings, including developing properly funded maintenance plan	✓		
Health & Safety				
	To institute a health and safety policy	✓		
	To ensure that health and safety regulations are followed	✓		✓
	To develop actions plans for health and safety	✓		✓
	To monitor the health and safety action plans and activity within school	✓		
School Organisation				
	To set the times of school sessions and the dates of school terms and holidays	✓		✓
	To ensure that the school meets for 380 sessions in a school year i.e. 190 school days per annum	✓		✓
	To ensure that school lunch nutritional standards are met where provided by the governing body.	✓		

Key Function	Tasks	Local Governing Body	Executive Head	Headteacher/ Head of school
Information For Parents				
	To prepare and publish the school prospectus	✓		✓
	To ensure provision of free school meals to those pupils meeting the criteria	✓		✓
	Governors to agree term dates and publish on website	✓		✓
GB Procedures				
	To appoint and dismiss the clerk to the governors	✓		
	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	✓		
	To appoint and remove trust appointed governors			
	To set up a Register of Governors' Business Interests	✓		
	To discharge duties in respect of pupils with special needs by appointing a "responsible person" i.e. SENCO	✓		✓
	To consider whether or not to exercise delegation of functions to individuals or committees e.g. finance committee	✓		
Extended Schools				
	To decide to offer additional activities and to what form these should take	✓		
	To put into place the additional services provided			✓
	To ensure delivery of services provided	✓		✓
	To cease providing extended school provision	✓		