

Bourne Education Trust Scheme of Delegation

PURPOSE

To control decision making and create clarity about where decision making lies.

INFORMATION

This scheme outlines the delegated powers and responsibilities each decision level receives to act on behalf of the Bourne Education Trust. The ultimate responsibility is indicated with an 'X' in the appropriate columns. It is assumed that necessary consultation will take place at all levels but a '*' stresses where consultation must take place.

Although decisions may be delegated, it is the Trust that remains responsible for any decisions made under delegation and therefore all decision levels must be mindful of the need to consult if there is any risk to the Trust.

This scheme of delegation must be read in conjunction with the relevant terms of reference and policies.

KEY

Decision Level 1: Bourne Education Trust (this may be the trustees or Chair under Chair's Action - refer to Terms of Reference)

Decision Level 2: A committee of the Bourne Education Trust Board

Decision Level 3: Bourne Education Trust executives

Decision Level 4: Local Governance Committee (this may be the Chair under Chair's Action)

Decision Level 5: A committee of the Local Governance Committee

Decision Level 6: Headteacher and/or delegate.

Note – please refer to appropriate policy for decision level*

Note+ - Where a head of school is supported by an executive leader, this should be undertaken in conjunction with that person

Version: 24th September 2021

Key Function	No	Tasks	Decision Level					
			1.BET	2.BET COMM	3.CORE	4.LGC	5.LGC COMM	6.HT
Strategic Direction	S1	Produce Trust strategic plan (TSP) and monitor implementation	X					
	S2	Produce school development plan (SDP)						X ⁺
	S3	Review the school development plan (SDP) and monitor implementation				X		
	S3	Ensure SDP reflects TSP and support HT/HOS in its implementation			X			

Key Function	No	Tasks	Decision Level					
			1.BET	2.BET COMM	3.CORE	4.LGC	5.LGC COMM	6.HT
Risk	R1	Produce Trust Board Assurance Framework (BAF) and monitor implementation	X					
	R2	Produce school Risk Register and produce action plan						
	R3	Review all matters considered novel, contentious or repercussive	X	*				

Key Function	No	Tasks	Decision Level					
			1.BET	2.BET COMM	3.CORE	4.LGC	5.LGC COMM	6.HT
Safeguarding & GDPR	SG1	Approve the safeguarding policy & data protection policy		X				
	SG2	Implement the safeguarding policy & data protection policy and associated procedures						X
	SG3	Monitor implementation of the safeguarding policy & data protection policy			X			
	SG4	Appoint link trustee/governor	X			X		
	SG5	Ensure safeguarding a standing item on meeting agendas	X			X		
	SG6	Carry out an annual review of safeguarding					X	
	SG7	Ensure all significant items reported to the Trust executive						X ⁺

Key Function	No	Tasks	Decision Level						
			1.BET	2.BET COMM	3.CORE	4.LGC	5.LGC COMM	6.HT	
Governance	G1	Appoint (and remove) Trust executives/trustees/clerk of the MAT subject to the requirements of the Articles	X						
	G2	Appoint and remove the local governance committee or interim academy board	X						
	G3	Appoint (and remove) the governors/governance professional of a local governing body				X			
	G4	Hold trust meetings at least six times a year	X						
	G5	Hold a full governing body meeting at least three times a year				X			
	G6	Set up a register of members/trustees/governors' business interests	X						
	G7	Ensure information is provided for the register of governors' business interests and hold a local copy				X			
	G8	Approve a trustees'/governors' expenses scheme (see BET FMM)	X						
	G9	Discharge duties in respect of pupils with special needs by appointing a "responsible person"				X			
	G10	Consider whether or not to exercise delegation of local functions to individuals or committees (subject to this scheme of delegation)	X						
	G11	Regulate the governance committee procedures (where not set out in law)	X						
	G12	Consider applications to join the Trust	X						
	G13	Agree the due diligence requirements for such	X						
	G14	Review the Trust KPIs		X					

Key Function	No	Tasks	Decision Level						
			1.BET	2.BET COMM	3.CORE	4.LGC	5.LGC COMM	6.HT	
Finance & Budgets	F1	Appoint an audit committee	X						
	F2	Prepare the central budget for corporate services			X				
	F3	Approve for submission to the board the central budget for corporate services		X					
	F4	Approve the central budget for corporate services	X						
	F5	Prepare the constituent schools and consolidated Trust budget plans			X				
	F6	Approve for submission to the board the constituent schools and consolidated Trust budget plans		X					
	F7	Approve the constituent schools and consolidated Trust budget plans	X						
	F8	Headteacher and business manager to review FMR monthly and submit to LGC/finance committee at least termly using BET standard template & significant variances table							X
	F9	Review school FMRs and prepare consolidated Trust FMRs			X				
	F10	Ensure appropriate action being taken to address variances			X				
	F11	Monitor action being taken to address variances	X	*					
	F12	Monitor academy expenditure and raise any significant concerns with Trust executives (in absence of finance committee LGC to monitor)					X		
	F13	Approve the financial policies & procedures (BET FMM)	X						
	F14	Carry out financial processes in line with the finance policies							X
	F15	Approve the annual report & financial statements	X						

Key Function	No	Tasks	Decision Level					
			1.BET	2.BET COMM	3.CORE	4.LGC	5.LGC COMM	6.HT
Human Resources	H1	Appointment of headteacher			X	*		
	H2	Appointment of a deputy headteacher (note HT with LGC or BET Exec)			*	*		X ⁺
	H3	Senior leader appointments (selection panel)			*			X ⁺
	H4	Appoint other teachers						X
	H5	Appoint non-teaching staff						X
	H6	Approve the relevant HR policies (see BET policy timetable)		X	*			
	H7	Establish disciplinary/capability procedures		X	*			
	H8	Dismissal of headteacher	*		X	*		
	H9	Dismissal of other staff			*	*		X ⁺
	H10	Suspending head	*		X			
	H11	Suspending staff (except head)			*	*		X ⁺
	H12	Ending suspension (head)	*		X			
	H13	Ending suspension (except head)			*	*		X ⁺
	H14	Determine staff complement				X		**
	H15	Approve non-statutory/contractual severance/compensation payments		X	*			**
	H16	Formulate a performance management policy		X				
	H17	Implement the performance management policy					X	
	H18	Review annually the performance management policy		X				
	H19	Performance management and approval of CEO/COO pay	X	*				

Key Function	No	Tasks	Decision Level					
			1.BET	2.BET COMM	3.CORE	4.LGC	5.LGC COMM	6.HT
Pupils	P1	Ensure admissions policies comply with the funding agreement and DfE guidance	X		*			
	P2	To review at least annually the admissions policy				X		
	P3	Establish an admissions policy			*	X		*
	P4	Admissions application decisions (panel)					X	*
	P5	Appeal against LA directions to admit pupil(s)						X
	P6	Establish a pupil discipline policy				*		X
	P7	Exclusion of pupils (both permanent exclusions and fixed term)				*		X
	P8	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 public examination (can be delegated to chair/vicechair in cases of urgency)				X		*
	P9	Direct reinstatement of excluded pupils (can be delegated to chair/vicechair in cases of urgency)				X		*
	P10	Discharge duties in respect of pupils with special needs by appointing a "responsible person"				X		
	P11	Decide to offer/cease to offer additional activities and to what form these should take			*	*		X

Key Function	No	Tasks	Decision Level					
			1.BET	2.BET COMM	3.CORE	4.LGC	5.LGC COMM	6.HT
Curriculum & Target Setting	C1	Approval of curriculum and target setting at MAT level		X	*			
	C2	Establish and implement local curriculum policies						X
	C3	Establish a curriculum to deliver the local curriculum policies						X
	C4	Monitoring of standards of teaching at MAT level		X				
	C5	Responsibility for standards of teaching at MAT level			X			
	C6	Responsibility for standards of education at school level				X	*	
	C7	Responsibility for individual child's education						X
	C8	Provision of sex education and policy						X
	C9	Prohibition of indoctrination and ensuring the balanced treatment of political issues						X
	C10	Approve targets for pupil achievement			X			
	C11	Set and publish targets for pupil achievement				X		*
	C12	Responsibility for ensuring provision of RE				X		*
	C13	Adopt and review of home-school agreements						X

Key Function	No	Tasks	Decision Level					
			1.BET	2.BET COMM	3.CORE	4.LGC	5.LGC COMM	6.HT
Estates	E1	Develop a school buildings strategy in respect of central funds			X			
	E2	Develop a school estates strategy in respect of local funds			X			
	E3	Approve Trust estates and buildings strategy		X			*	*
	E4	Develop and manage a buildings maintenance and compliance strategy			X		*	*
	E5	Ensure health & safety a standing item on meeting agendas	X	X			X	
	E6	Approve the health and safety policy		X				
	E6	Ensure the health and safety policy is implemented & regulations followed					X	*

Key Function	No	Tasks	Decision Level					
			1.BET	2.BET COMM	3.CORE	4.LGC	5.LGC COMM	6.HT
Organisation	O1	Alteration of the character of the academy day			*	*		X
	O2	Set the dates of Trust-wide school terms and holidays			X			
	O2	Set the times of school sessions			*	*		X
	O3	Publish statutory information on the school's website				X		*
	O4	Prepare and publish information for parents or school prospectus				X		

Amendments from previous version:

Key Function	No	Amendment
Strategic direction		n/a
Safeguarding & GDPR		Section relocated, reflection of importance
Governance		Section relocated, reflection of importance
	G16	Subtraction of G16, moved to P11
	G15	Removed, considered operational
Finance & Budgets	F15	Addition of F15
Finance & Budgets	n/a	Correction to numbering
Finance & Budgets	F11	Addition of Trust committee to process
HR		n/a
Pupils	P11	Addition of P11, moved from G16
Curriculum & target setting	C1	Wording amended
Estates	E5	Reordered & addition of E5
Organisation		n/a