

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 Members 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

Key Function	No	Tasks	Decision Level					
			1	2	3	4	5	6
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	2	3	4	5	6
Finance & Budgets	F1	Appoint an audit committee	X					
	F2	Prepare the central budget for corporate services			X			
		Approve for submission to the board the central budget for corporate services		X				
	F3	Approve the central budget for corporate services	X					
	F4	Prepare the constituent schools and consolidated Trust budget plans			X			
	F5	Approve for submission to the board the constituent schools and consolidated Trust budget plans		X				
	F6	Approve the constituent schools and consolidated Trust budget plans	X					
	F7	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
	F8	Review school FMRs and prepare consolidated Trust FMRs			X			
	F9	Ensure appropriate action being taken to address variances			X			
	F10	Monitor action being taken to address variances	X					
	F11	Monitor academy expenditure and raise any significant concerns with Trust executives (in absence of finance committee LGC to monitor)					X	
	F12	Approve the financial policies & procedures	X					
F13	Carry out financial processes in line with the finance policies						X	

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

Key Function	No	Tasks	Decision Level					
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Safeguarding & GDPR	S1	Approve the safeguarding policy & data protection policy		X				
	S2	Implement the safeguarding policy & data protection policy and associated procedures						X
	S3	Monitor implementation of the safeguarding policy & data protection policy			X			

	S4	Appoint link trustee/governor	X			X		
	S5	Ensure safeguarding a standing item on meeting agendas	X			X		
	S6	Carry out an annual review of safeguarding					X	
	S7	Ensure all significant items reported to the Trust executive						X ⁺

Key Function	No	Tasks	Decision Level					
			1	2	3	4	5	6
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					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/vice-chair in cases of urgency)				X		*
	P9	Direct reinstatement of excluded pupils (can be delegated to chair/vice-chair in cases of urgency)				X		*
	P10	Discharge duties in respect of pupils with special needs by appointing a “responsible person”				X		

Key Function	No	Tasks	Decision Level					
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Curriculum & Target Setting	C1	Accountability for 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					
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Estates	E1	Approve Trust estates and buildings strategy		X				
	E2	Develop a school buildings strategy in respect of central funds			X			
	E3	Develop a school estates strategy in respect of local funds			X		*	*
	E4	Develop and manage a buildings maintenance and compliance strategy			X		*	*
	E5	Institute a health and safety policy		X				
	E6	Ensure the health and safety policy is implemented & regulations are followed					X	*

Key Function	No	Tasks	Decision Level					
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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		

Key Function	No	Tasks	Decision Level						
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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/clerk 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						
G11	Consider applications to join the Trust	X							

	G12	Agree the due diligence requirements for such	X					
	G13	Review the Trust KPIs		X				
	G14	Consider forming a federation/joining a federation of local schools			*	X		
	G15	Decide to offer/cease to offer additional activities and to what form these should take			*	*		X

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