



Lanesend Primary School

Scheme of Management Delegation 2018

The Scheme of Delegation sets out the different levels of decision making within the Trust.

Level 1: Members

Level 2: Academy Trust Board of Trustees (also known as Board of Governors)

Level 3: Board Committees (also known as Groups)

Level 4: An individual Trustee (a Governor)

Level 5: Senior executive leader (accounting officer, known as the Headteacher or Principal)

Actions can be delegated up a level, but never down a level.

Advice and support may be provided by other levels to those accountable for decision making.

The Academy Trust Board delegates responsibility for the day to day running of the Academy to the Headteacher. The Board holds the Head teacher to account for the performance of the Academy. The Headteacher in turn holds other members of the Senior Leadership Team to account by line managing them. While the Board cannot ever delegate its accountability, it does delegate some of the detailed scrutiny, oversight and decision making. The Headteacher reports to the Board on the performance of the Academy; this is supplemented by monitoring by Trust Board Committees and individual Trustees. The Headteacher is performance managed by the Board.

The Trust Board has the following Committees:

- Finance – Money and Commissioning Group,
- Child Centred Group,
- Teaching and Learning Group.

Area	Decision	Delegation				
		Level 1 Members	Level 2 Trust Board	Level 3 Committee	Level 4 Individual Trustee	Level 5 Senior Executive Leader
PEOPLE	Members: appoint/remove	X				
	Trustees: appoint/remove	X	X			
	Role descriptors for Members	X				
	Role descriptors for trustees/chair/specific roles/committee members: to agree		X	To advise		
	Parent Trustee: elected		X			
	Committee Chairs: appoint/remove		X	To advise		
	Clerk to the Board: appoint/remove		X			
SYSTEMS AND STRUCTURES	Articles of association: agree/review	X	To advise	To advise		
	Governance structure (committees) for the Trust: establish/review annually		X	To advise		
	Terms of reference for Trust Committees (including audit if required, and scheme of delegation): agree annually		X	To advise		
	Skills audit: complete and recruit to fill gaps		X			
	Annual self-review of Trust Board and Committee performance: complete annually		X			
	Chair's performance: carry out 360 review periodically		X			
	Trustee contribution: review annually		X			
	Succession: plan		X	To advise		To advise
	Annual schedule of business for Trust Board: agree		X	To advise		To advise
REPORTING	Trust governance details on Trust website: ensure		X	To advise	To advise	To advise
	Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish		X	To advise		
	Annual report on performance of the Trust: submit to members and publish		X	To advise		

	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		X	To advise		To advise
	To determine whether to publish a home school agreement (non-statutory)			X		X
	Overall responsibility for ensuring that statutory requirements for information are published on the school website, including required details of governance arrangements, performance, financial information and equality data		X	To advise	To advise	To advise
	To publish and update at least annually a SEN information report (meeting the requirements set out in the SEN and Disability Regulations 2014)		X	X		X
BEING STRATEGIC	Determine Trust policies which reflect the Trust's ethos and values including: Admissions, Expenses, Data Protection and Freedom of Information, SEN, Safeguarding and Child Protection and Curriculum: approve		X	To advise		To advise
	Determine Trust staffing policies which reflect the Trust's ethos and values including Appraisal, Capability, Discipline, Conduct and Grievance: approve		X	To advise		To advise
	Determine Trust policy for Complaints, Health and Safety, Accessibility Plan, Premises Management, Data Protection and Freedom of Information: approve		X	X		To advise
	Establish Trust policy for Sex Education, Careers Assistance			X		X
	Determine a Behaviour and Discipline Policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave		X	To advise		To advise
	To draft content of school Behaviour Policy and publicise it to staff, pupils and parents			X		X
	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last seven years.		X	To advise		

	Ensure a broad and balanced curriculum is in place		X	To advise		To advise
	To set the times of school sessions and the dates of the school terms and holidays		X			
	Agree enrichment/extra-curricular offer including any additional services required		X	X		To advise
	Imbed agreed curriculum and enrichment offer within the day to day operation of the Academy Trust					X
	To establish and agree a Pay Policy		X	X		
	Management of risk: establish a register, review and monitor		X	To advise	X	To advise
	Engagement with stakeholders	X	X	X	X	X
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		X	To advise		To advise
	Principal: appoint/dismiss		X			
	To decide whether to join or form a multi-academy trust		X			
	Budget plan to support delivery of Trust key priorities: agree		X	To advise		
	Academy staffing structure: agree		X	To advise		To advise
	Appoint teaching staff			To advise		X
	Appoint non-teaching staff					X
HOLDING TO ACCOUNT	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H and S, employment): agree		X	To advise	To advise	To advise
	To produce and maintain a central record of recruitment and vetting checks			X	X	X
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the Child Protection Policy		X	To advise	To advise	To advise
	Reporting arrangements for progress on key priorities: agree		X	X		To advise
	Performance management of the Principal: undertake		X			
	Performance management of staff: undertake					X
	Establish and review procedures for addressing staff discipline, conduct and grievance		X	X		To advise
	Trustee monitoring: agree arrangements		X	To advise		

	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination			X		
	To ensure that health and safety regulations are followed			X	X	X
	Ensure that school lunch nutritional standards are met					X
	Maintain a register of pupil attendance					X
	To ensure provision of free meals to those pupils meeting the criteria, including universal infant free school meals					X
ENSURING FINANCIAL PROBITY	Chief finance officer for delivery of Trust's detailed accounting processes: appoint		X	To advise		
	Trust's scheme of financial delegation: establish and review		X	To advise		
	External auditor's report: receive and respond		X	To advise		To advise
	Principal pay award: agree		X			
	Staff appraisal procedure and pay progression: monitor and agree		X	To advise		To advise
	Benchmarking and academy trust value for money: ensure robustness		X	To advise		To advise
	Develop Trust procurement strategies and efficiency savings programme			X		To advise
	To approve the first formal budget plan each financial year		X	To advise		
	To agree annual action plans and monitor how school premiums are spent (ie PE and Sports Premium, Pupil Premium)		X	X		To advise
	To establish and agree charging and remissions policy		X	X		To advise
	Buildings insurance and personal liability		X	To advise		