



Scheme of Delegation

Draft for Discussion

February 2017

Adopted on [insert date] and last reviewed on [insert date]

Signed

Position

This scheme

- sets out the Inspirational Learning Academy Trust's approach to delegation between the different layers of governance within the Trust and is a delegation scheme (under **Article xxx** of the Articles of Association) of certain powers and/or functions as detailed in the matrix below;
- confirms which powers and functions are reserved to the Trustees
- may only be altered or revoked by the Trustees

Vision

The vision for the Trust is **Ensuring Everyone Reaches Their Full Potential.**

The key aims of the Trust are:

- To provide a safe, secure and stimulating environment,
- To help all pupils acquire skills, concepts, knowledge and attitudes enabling them to develop as individuals and prepare them for life in modern Britain,
- To develop a respect for themselves and for others,
- To promote positive attitudes to developing a healthy life style,

- To make positive contributions to, and rational decisions about, the society in which we live,
- To help develop an understanding amongst parents of the academy's work, its philosophy and processes of teaching and learning.

Introduction

This scheme identifies the **key decisions** that are required in connection with the overall governance, compliance and management arrangements for the **Inspirational Learning Partnership Academies Trust**.

It should be read in conjunction with the Trust's Articles of Association and any agreed Terms of Reference and protocols for the Local Governing Bodies.

The Scheme of Delegation should be reviewed by the Directors annually.

The purpose of the Scheme is to set out a framework under which the Trust will be governed and in particular sets out how:

- how the Directors work together effectively to secure the vision ;
- the relationship between the Directors, the Local Advisory Boards (the LABs) and the senior leadership team; what is delegated to them and
- how the Directors ensure compliance with the various legal and regulatory requirements placed upon on them.

This Scheme intends to cover foreseen aspects of accountability and governance responsibility and is not exhaustive. Reference should be made to the latest iteration of the DfE Academies Financial Handbook and the DfE Governance Handbook and Competency Framework and when in doubt consultation and dialogue should be undertaken.

Some of the tasks identified for the Executive Headteacher can be delegated as appropriate to the Executive School Business Manager.

Pupil Outcomes

Securing the best possible outcomes for pupils is the central tenet of the Trust. **The guiding principles of the Trust are focused around**

Overall the Trust will

- work collaboratively, transparently and in partnership at all times,
- deliver a wide range of challenging learning opportunities both within and beyond the school day and will seek to provide innovative curriculum opportunities,
- provide safe and stimulating learning environments,
- promote the spiritual, moral, social and cultural development of pupils (SMCS) as well as their emotional and cultural development,
- behave with honesty, integrity and transparency – setting role models for pupils,
- determine those essential services which must be procured by each Academy – ensuring that value for money is obtained,
- determine the proportion of the overall budget to be retained for central services,
- select a Director with a special responsibility for safeguarding across the Trust,
- make decisions following consultation,
- put in place effective management and compliance systems,
- undertake self-review.

The delegated powers are broken down into different levels in line with the governance arrangements relating to the three core functions of governance as set out in the DfE Governance Handbook and the Ofsted inspection criteria. The Core functions of Governance being

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and •
3. Overseeing the financial performance of the organisation and making sure its money is well spent.

The Ofsted inspection areas being;

1. Effectiveness of leadership and management
2. Quality of teaching, learning and assessment
3. Personal development, behaviour and welfare including safeguarding
4. Outcomes for pupils

5. Effectiveness of the early years provision: quality and standards

These will be managed in such a way as to secure the Trust's vision is achieved, that governance is effective and to ensure the best possible pupil outcomes.

It is the Trust's intention to work collaboratively and in partnership within the Trust and with outside agencies and providers to ensure that the best possible outcomes for pupils are secured.

In relation to its financial responsibilities the Trust will:

- determine the proportion of the overall academy budget is to be retained for central services and
- the LAB will determine, within the scope of this scheme, a budget plan for the budget over which they have responsibility. This will be in accordance with the Academies Financial Handbook.

The Trust shall approve a Trust Budget Plan which is

- consistent with the latest iteration of the Academies Financial Handbook,
- consistent with the ethos of the Trust,
- consistent with policies published by the Trust and with the school development and improvement plans,
- and represents value for money.

Scheme of Delegation

	Members	Directors	Exec HT	HT	LAB	Actions Approve/Implement/Monitor
Core Function 1: Strategic governance, visioning and setting strategic direction						
Amendments to the Articles of Association	x					A -subject to Charity Commission and DfE approval where applicable
Change of the name of the Trust	x					A
Disposal of any significant assets	x					A
Entering into or disposing of any lease to land	x					A
Appoint an Accounting Officer	x					A
Discharge other matters as required by legislation	x					I -Those which lie outside education eg Equality Duty
Appointment and removal of Members	x					A/I
Appointment and removal of Directors and monitor vacancies	x					A/I/M
Approval of the Trust's vision, mission & values statements and update as necessary		x				A
Approval of the Schools' Development Plans		x				A
To maintain proper records	x	x	x	x	x	I
Determine an Admissions Policy and agree an appeal process		x				A/I
To consider any requests to join the Trust from other schools as appropriate		x				A
Prepare any Annual Reports and publish as appropriate						A/I

Adhere to the requirements of the Charity Commission		x				
Prepare terms of reference for LAB's and any committees thereof		x				
Determine Trust Wide Policies and ensure review and approval of Policies is undertaken including but not exclusively admissions, DBS, charging and remissions policies, health & safety and safeguarding		x				
Academy Hours – setting the opening and closing times for the Academies		x				A - Determine – in consultation with LABs
Term Dates and length of school day		x				A - Determine – in consultation with LABs
Core Function 2: Outcomes for Pupils - Holding to Account for Teaching, Learning And Assessment						
To monitor curriculum impact across the Trust and amend accordingly			x	x		A/I/M
Provision of PSHE and sex education			x	x		A/I/M
Ensure promotion of British Values and academy ethos across the Trust			x	x		A/I/M
Collate and analyse progress and attainment data for all pupils			x	x		A/I/M
To propose targets for pupil outcomes and to take responsibility for those outcomes and ensure appropriate interventions planned			x	x		A/I/M
To monitor pupil outcomes			x	x	x	M
Be accountable for outcomes for all pupils across the Trust		x	x	x	x	M
To monitor the diminishing of gaps between cohorts at all phases			x	x		M

including EYFS and take necessary remedial action						
To be understand and question data, pupil outcomes, pupil premium and other funding via link visits and to obtain Pupil Voice		x			x	M
Agree a local policy and protocol for LAB visits to the schools					x	M
Implement the local policy and protocol for LAB visits to the schools						I
To ensure the statutory Performance Management of the Exec HT		x				I
Trust Pupil Academy Trips Policy		x				A/I/M
Determine collective worship arrangements		x			x	
Core Function 3 : Financial Performance						
To determine the proportion of GAG funding payable by each academy		x				A
To approve the budget and to approve any 'virements' or transfers required		x				A
To establish a Finance Committee		x				
To establish financial decision levels and limits		x				A
To ensure accounts are prepared			x			I
Appointment of the Internal Auditors		x				
Approve Annual Accounts		x				M

To develop risk management strategies		x	x			I
To appoint qualified financial advisors as appropriate						I
To appoint external auditors	x					I
To decide how to apply pupil premium		x	x	x		I
To monitor pupil premium and sport premium and ensure impact statements published		x				M
To ensure that the necessary insurances are in place including Business Continuity/Disruption Plan			x			I
To ensure that the appropriate procurement strategies are in place			x			I
To undertake regular benchmarking and VFM assessments and share accordingly			x			I
Establish Charging and Remissions Policy		x				A
Monitor Charging and Remissions Policy and agree changes					x	M
Monitor miscellaneous expenditure outside the agreed budget plan		x				M
To agree and make payments within agreed limits (including compensation)		x				A eg redundancy
To collect any income due to the Trust				x		I
To establish Financial Delegation and Financial Policies to ensure compliance with the Trust's financial and reporting requirements			x			
Approve Financial Delegation and Financial Policies		x				

Personnel and Performance Management						
To determine a Trust wide Code of Conduct		x				A
Follow the Trust code of conduct	x	x	x	x	x	I
Ensure an agreed Complaints Policy is in place		x				A
To appoint exec headteacher	x					A
To appoint headteachers/deputy via a panel		x				A - appoint external advisors as necessary including as appropriate LAB member
Appoint teaching and non-teaching staff			x	x		A
Agree pay policy/discretions		x				A
To monitor staffing structures and report changes			x			M
Consider requests for early retirement or flexible working and seek the necessary advice						A/I/M
Preparation of a Staff Handbook and Staff Induction Policies			x			I
Agreement of a Staff Handbook and Staff Induction Policies		x				
Establish disciplinary and capability procedures		x				I
Establish a Whistleblowing Policy		x				A
Suspension/dismissal of HT/Deputy		x				A/I
Appeal panel for above		x				A/I
Suspension/ending of other staff				x		A/I
Conduct staff appraisals			x	x		I

Management of staff disputes			x	x		I
Changes to employee terms and conditions		x				A
To ensure an approved Performance Management policy is in place		x				A
To ensure that there is a Capability Policy		x				A
To ensure the statutory PM of the HT and SLT			x			A
To ensure the statutory PM of staff				x		A/I/M
Personal development, behaviour and welfare						
To establish and monitor a Trust wide Behaviour policy		x	x			A/M
In relation to above instigate and monitor local protocols (rewards and sanctions)				x		I
To review the use, extent and impact of all pupil exclusions and report to Directors				x		M
To determine the scope of the Home School Agreement			x			A/I/M
Safeguarding						
To ensure that each academy has a Designated Safeguarding Lead/Deputy		x				A/I
To ensure all staff have requisite safeguarding training and certification		x	x	x		I
To appoint a Director responsible for safeguarding governance across the Trust		x				I

To ensure that the Single Central Record and all supplementary details including Trustee and Governor information is up to date at all times			x			A/I/M
To monitor safeguarding in each school via Single Central Record checks		x			x	M Ensure there is a link governor
To ensure all statutory audits are complied with and monitored		x	x	x		I
To comply with Data Protection legislation and prepare for future change	x	x	x	x	x	M- General Data Protection Legislation 25.05.2018
To set and agree a Trust wide Health and Safety Policy		x				A/I
To develop and implement a strategy and local protocol for the inspection of the premises and buildings		x				A/I/M
To undertake regular inspection and report accordingly				x		M/I
To ensure all regulations and protocols are followed		x	x	x		M/I
Ensure School lunch is provided to appropriate nutritional standards			x			
Provision of free school meals to those meeting criteria			x			
Ensuring effective governance						
Determine school level policies which reflect the school's ethos and values		x				A/I/M
To establish committees at LAB level with delegated powers and agree role descriptions		x				A/I
Appointment and dismissal of the Board Clerk		x				A/I

Determine clerking arrangements at academy level		x				A/I
To appoint a chair of the Trust and to agree a protocol for such						A
To set up and maintain business and pecuniary interests registers for the Trust			x			I/M
To set up and maintain business and pecuniary interests registers for each academy				x		I/M
To monitor impact of effective governance		x	x	x	x	M
To monitor local governance and agree delegation		x				M
To determine CPD and other training needs		x	x	x		I
To ensure appropriate records are kept		x				I
Oversee appointment of Parent and Staff Governors					x	I
Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community			x	x		A/I/M
Information management – including adopting and following policies for information security and compliance with FoI and DPA legislation and maintaining accurate records (staff, student)	x	x	x	x	x	A
Academy Prospectus and Trust Website - prepare			x	x		A
Academy Prospectus and Trust Website - agree		x				A
Academy Prospectus and Trust Website - monitor					x	M
To ensure Directors and Governors are Ofsted aware		x	x	x	x	A