Education South West

Scheme of Delegation

The Board, together with the CEO who fulfils the statutory function of Accounting Officer, has ultimate accountability and responsibility for all aspects of the schools in the Trust. The Board delegates aspects of its responsibility in accordance with the following principles:

1. The overriding aim of working together to build great schools is best achieved by each school developing its own individual identity and ethos within the overall framework, policies and ethos of the Trust.

2. Responsibility is delegated in accordance with the ability of the school and its staff to meet the Trust's expectations. The Scheme of Delegation can be adjusted by the Board for any individual school. Those to whom responsibility is delegated exercise that authority in line with good leadership practice, consulting with and keeping informed other staff and governors as appropriate.

3. Wherever an authority is held by the Board, it is assumed the relevant Executive Officer undertakes the necessary preparatory work, and likewise the Principal or other Executive Officer carries out that work for the LGB

4. Those to whom responsibility is delegated exercise that authority in line with good leadership practice, consulting with and keeping informed other staff and governors as appropriate.

This Scheme of Delegation should be used in conjunction with policies, committee terms of reference and job descriptions

Body to whom responsibility is delegated	
Body that must be consulted as a minimum, bearing in mind best leadership practice to involve all appropriate bodies when making decisions	

Key Function	No.	Responsibility	1 LEVEL Board	2 LEVEL CEO	3 LEVEL DoE	4 LEVEL TBM	5 LEVEL Board Committee	6 LEVEL LGB	7 LEVEL Heads	9 LEVEL
1. Governance	**1.01**	Set vision and strategic objectives								
	1.02	Set scheme of delegation; terms of reference for Board, committees, LGBs.								
	1.03	Approve the dates of terms & holidays								
	1.04	Appoint and dismiss the chair & vice-chair								
	1.05	Appoint and dismiss clerk to Board								
	1.06	Appoint and dismiss co-opted Directors								
	1.07	Set up a Register of Directors' Business Interests								
	1.08	Appoint and remove committee members including Chair and Vice Chair								
	1.09	Appoint and remove LGB members, Chair and Vice Chair at recommendation of LGB								
	1.10	Appoint and dismiss LGB Clerk								
	1.11	Set up register of LGB interests								
	1.12	To regulate LGB procedures where not set out in law								
2. Continuous improvement	**2.01**	Approve and monitor 3 year strategic and and annual management plan : for Trust								
	2.02	:for academy								
	2.03	Action and report to LGB on regular self-evaluation								
3. Finance	**3.01**	Appoint Auditor								
	3.02	Approve & review Financial Policies: Finance & Financial Regulations, Expenses, Charging & Remissions, Reserves & Investment, Procurement								
	3.03	Formulate academy budget plan								
	3.04	Recommend annual budget plan								
	3.05	Approve all academy and other budget plans								
	3.06	Monitor academy and trust budgets								
	3.07	Approve plan for ESW capital expenditure								
	3.08	Approve ESW central services budget								
	3.09	Scruitinise monthly management accounts								
	3.10	Approve banking and investment decisions								
	3.11	Approve annual accounts								
	3.12	Agree financial decision level limits, includng virements								
	3.13	To provide assurance to the Board over the suitability of, and compliance with, statutory and other systems and controls								

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4. Personnel & Staffing	**4.01**	Approve & review Personnel Policies: Appraisal (Teachers & Support Staff), Flexible Working, Pay, Staff Capability, Staff Conduct, Staff CPD/Training, Staff Grievance, Staff Leave & Absence, Staff Probationary, Whistleblowing								
	4.02	Approve annual pay and conditions framework for all staff								
	4.03	Appoint, line manage, performance manage, agree job description. Suspension, capability, conduct, dismissal of :								
	4.04	CEO								
	4.05	Director of Education								
	4.06	Trust Business Manager								
	4.07	Central Staff								
	4.08	Executive Head Teacher Primary								
	4.09	Principals								
	4.10	Head of School								
	4.11	Academy Staff on the leadership spine other than Head								
	4.12	Academy staff below leadership spine								
	4.13	Approval of pay recommendations, early retirement,dismissal, settlement payments								
5. Admissions	**5.01**	Approve & review Academy Admissions Policy								
	5.02	Decide admissions applications								
	5.03	Appeal against LA directions to admit pupil(s)								
6. Curriculum	**6.01**	Approve & review Curriculum Policy								
	6.02	Approve & review Sex and relationships Education Policy								
	6.03	Ensure an appropriate curriculum is taught to all students								
	6.04	Ensure provision of RE meets statutory and ESW policy								
	6.05	Prohibit political indoctrination, extremism and ensure the balanced treatment of political and global issues								

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7. Teaching & Learning	**7.01**	Set KPIs for Trust academic Achievement								
	7.02	Set KPIs for each Academy's academic achievement								
	7.03	Responsible for standards of academic achievement within an Academy								
	7.04	Monitor, challenge and support academic standards in academy								
	7.05	Ensure academy meet statutory obligations								
8. Pupil Personal Development	**8.01**	Approve & review policies on Social, Moral, Spiritual & Cultural development of students								
	8.02	Responsible for personal, social & cultural development of pupils in Academy								
	8.03	Monitor, challenge and support SMSC standards in the academy								
	8.04	Make arrangements for collective worship.								
9. **Disadvantaged and SEND**	**9.01**	Approve and review policies relating to SEND, Access, disadvantaged students								
	9.02	Appoint a "responsible person" to discharge duties in respect of pupils with special needs								
	9.03	Ensure that requirements of children with SEND are fully met								
	9.04	Designate teacher for Looked After Children								
	9.05	Ensure additional monies for Pupil Premium and Sports Premium are spent appropriately and effectively								
	9.06	Ensure provision of Free School Meals to those pupils meeting criteria								
	9.07	Monitor, challenge and support standards achieved by Disadvantaged and SEND students in the academy								

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10. Pupil Attendance, Safeguarding,Behaviour & Exclusions		Approve policies on:								
	10.01	Attendance								
	10.02	Safeguarding								
	10.03	Child Protection								
	10.04	Disclosure & Barring Service Checks								
	10.05	Behaviour & Exclusions								
	10.06	Fixed Term & Permanent Exclusion of Students								
	10.07	Security of data and information								
	10.08	Set KPI for Academy student attendance								
	10.09	Responsible for ensuring students are safe, and standards of attendance and behaviour in the academy								
	10.10	Monitor, challenge and support standards of safeguarding, behaviour, attendance in the academy								
11. Risk, Safety & Security	**11.01**	Approve ESW Risk Management Policy & Risk Register								
	11.02	Approve & review ESW Health & Safety Policy								
	11.03	Responsible for ensuring the Academy implements Health and Safety policies								
	11.04	Monitor, challenge and support standards of Heath and Safety in the academy								
12. Parent & Community Relations & Marketing	**12.01**	Adopt and review home-school agreements								
	12.02	Publish Academy Prospectus								
	12.03	Overall design and maintenance of websites								
	12.04	Overall marketing policy								
	12.05	To ensure that academy website and other information complies with statutory guidance and that information is updated through delegated administrator rights								
	12.06	To build strong links with the school's local community								
	12.07	To monitor, challenge and support the school in building strong links with its local community								
13.Central services	**13.01**	Determine the scope of core services provided for academies								
	13.02	Ensure efficient, cost-effective and high-quality services								
	13.03	Monitor and evaluate standards of services								
14. Premises	**14.01**	Determine capital strategy								
	14.02	Procure all insurance, capital works, maintenance								