

Peninsula Learning Trust

ORGANISATIONAL DELEGATED AUTHORITY FRAMEWORK

Revised 10.1.15



The Trust Board respects and acknowledges the importance of local self-government and contexts and operates the principle of earned autonomy. Whilst the Scheme of Delegation shows the same level of delegation for all schools, in practice the Trust board, with the CEO and FD operating on its behalf, calibrates its monitoring and influence in proportion to the educational and financial success of the academy.

























The Chief Executive Officer and Trust Finance Director are responsible for monitoring the delivery of all Trust policies and actions as identified in this Framework.

The Local Governing Body is responsible, through the Principal, for the implementation of Trust strategy and policies within each individual Academy.

The Scheme of Delegation is reviewed annually or on the appointment of a new Chief Executive Officer.

KEYs

	delegated to	TB	Trust Board
	consults with/monitors	TC	Trust Committee
		CEO	Chief Executive Officer
		FD	Trust Finance Director
		LGB	Local Governing Body
		AcP	Academy Principal

Key Function	Tasks	Decision Level					
		TB	TC	CEO	FD	LGB	AcP
Central Services	To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies						
	To identify those additional services to be procured on behalf of individual Academies						
	To ensure centrally procured services provide value for money						
	To determine, on an annual basis, those policies which will be developed by the Academy Trust and mandatory for all Academies						
Premises & Insurance	Buildings insurance and personal liability						
	Developing school buildings strategy or master plan						
	Procuring and maintaining buildings, including developing properly funded maintenance plan						
Health & Safety	To agree a health and safety policy						
	To ensure that health and safety regulations are followed locally						
School Organisation	To publish proposals to change category of school						
	Proposal to alter or discontinue status						
	To set the times of school sessions and the dates of school terms and holidays						
Information For Parents	To prepare and publish the school prospectus						
	To ensure provision of free school meals to those pupils meeting the criteria						
	Adoption and review of home-school agreements						

Key Function	Tasks	Decision Level					
		TB	TC	CEO	FD	LGB	AcP
Budgets	To determine the proportion of the overall Academy budget to be delegated to individual Academies. <i>1st principle</i> – where schools create a surplus through income generation or prudent budgeting that funding should be spent on the children in that school. CFO/TB need to know that there is a plan for the use of that surplus and that plan needs to be annually approved. <i>2nd principle</i> - capital costs, redundancy and maintenance costs will come from delegated academy budget.						
	To develop and propose the individual Academy budget						
	To approve the first formal budget plan each financial year						
	To establish a charging and remissions policy						
	To monitor monthly Trust expenditure						
	To monitor monthly Academy expenditure.						
	To approve virements between budgets and unbudgeted expenditure: see Financial Administration Policy						
	To agree financial decision levels and limits						
	To appoint the Accounting Officer						
	Appointment of Auditors						
Staffing	Headteacher appointments (selection panel) <i>TB believes HT appointments are vital to the success of the academy and there needs to be involvement of LGB and TB when making an appointment.</i> <i>Accountability lies with TB and it will be upto CEO and LGB to make the arrangements for the appointment.</i> <i>LGB will make the selection together with the CEO (part of selection panel).</i> <i>LGB lead on appointment (with CEO representing the TB on the panel) – TB has to approve.</i> <i>In a case where the LGB wishes to make an appointment which in the view of the CEO the TB would not support that appointment cannot be made. The LGB would be required to convince the TB that this was the right appointment.</i>						
	Leadership Team appointments (selection panel). CEO <i>part of selection panel and</i> has the right of veto.						
	To appoint other Academy staff						
	To appoint <i>senior</i> Central MAT staff						
	Annual approval of pay policy						
	Determination of pay ranges						
	Annual approval of pay point values, TLR values						
	To agree disciplinary/capability procedures						
	Dismissal/suspension/ending suspension of Principal						
	Dismissal/suspension/ending suspension of other staff						
	Determining staff complement within agreed budget						
	Determining dismissal payments/ early retirement						
	Authorisation of settlement agreements except for Principal/CEO						

Key Function	Tasks	Decision Level					
		TB	TC	CEO	FD	LGB	AcP
	To agree the performance management policy						
	CEO Performance management and appraisal						
	Reviewing the Academy Principal's performance appraisal and salary review <i>Principle:</i> LGB with advice from External Adviser and CEO (representing the TB)						
	Reviews staff appraisals and salary and makes recommendation to LGB						
Curriculum	To agree a curriculum policy. TB sets out goals for each schools and is accountable for each school having a curriculum policy fit for purpose. Actual curriculum is the responsibility for each school.						
	Accountability for standards of teaching and pupil outcomes – overall in the Trust. TB will holds LGBs to account for standards and outcomes.						
	Responsibility-Accountability for standards of teaching and pupil outcomes – in each individual Academy						
	Provision of sex education – to establish and keep up to date a written policy						
	To establish a charging and remissions policy for activities (non NC based)						
Admissions	To agree an annual admissions policy and set (determine) admissions arrangements TB has to ensure Admissions Code is adhered to by each school and will act as the admitting authority. LGB will set its own oversubscription criteria subject to approval. Setting the PAN rests with TB.						
	Admissions: application decisions						
	To appeal against LA directions to admit pupil(s)						
Discipline/ Exclusions	To agree a Behaviour Management policy						
	To review the use of exclusion and to decide 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.						
	To direct reinstatement of excluded pupils. Can be delegated to chair/vice-chair in cases of urgency						
Religious Education	Responsibility for ensuring provision of RE in line with school's basic curriculum						
Collective Worship	To agree arrangements for collective worship (schools without religious character (after consulting GB)						
Extended Schools	To decide to offer additional activities and to what form these should take						
	To put into place the additional services provided						
	To ensure delivery of services provided						
Safeguarding	To decide to offer preschool nursery places						
	To agree a safeguarding policy						
	To be informed about serious safeguarding issues						
	To make decisions about safeguarding issues						
	Security and privacy of data						

Key Function	Tasks	Decision Level					
		TB	TC	CEO	FD	LGB	AcP
GB Procedures	To draw up governing documents and any amendments thereafter						
	To appoint (and remove) the chair and vice-chair of the local governing body <i>TB approves the LGBs proposal for Chair / VC. TB can remove Chair /VC where there are serious concerns around performance.</i>						
	To appoint the clerk to the MAT Board						
	To appoint the clerk to the LGB						
	To appoint and remove members of the local governing body <i>TB can remove in the case of serious concerns</i>						
	To set up a Register of Business Interests for Trust Board						
	To set up a Register of Business Interests for Local Governing Body						
	To approve and set up an Expenses Scheme						
	To discharge duties in respect of pupils with SEN by appointing a “responsible person”						
	To consider whether or not to exercise delegation of functions to individuals for Trust Board						
	To consider whether or not to exercise delegation of functions to individuals for Local Governing Body						
	To regulate the LGB procedures (where not set out in law)						
	To determine the development needs of Directors and put in place an appropriate programme						
	To determine the development needs of LGB governors and put in place an appropriate programme.						
	To consider requests from other schools to join the Academy Trust <i>- LGBs are consulted</i>						
	To consider requests from schools to leave the Academy Trust						

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