

# Severn Academies Educational Trust

## Scheme of Delegation



Function	No	Tasks	Delegated Responsibility level		Notes
			SAET Governance CEO Implements	LGB Governance HT Implements	
<b>SERVICES</b>	1.1	To determine the scope of Service Level Agreement to be delivered by SAET(including management fee)	X		SAET reserves the right to remove any or all delegated responsibilities should an academy be deemed less than 'Good' by Ofsted and/or SAET
	1.2	To identify additional services to be procured on behalf of an individual school		X	Services outside of any SAET offer. SAET will broker central services for economies of scale
	1.3	To approve Trust wide procurement policies	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
	1.4	To ensure centrally & locally procured services provide value for money	X		'Central' and 'local' defined by SAET
<b>LEADERSHIP</b>	2.1	To ensure that an approved appraisal policy is in place		X	In line with the SAET model policy
	2.2	To secure the statutory appraisal of Headteacher		X	Panel to include Chair of LGB SAET to provide professional support to governor panel (CEO or designated person)
	2.3	To secure the statutory appraisal of other staff		X	
	2.4	To review key policies stated by SAET annually or otherwise		X	SAET will publish key policies list

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			SAET Governance CEO Implements	LGB Governance HT Implements	
<b>FINANCIAL</b>	3.1	To develop and propose the individual school budget		X	In accordance with SAET reporting requirements
	3.2	To approve the first formal budget plan each financial year	X		
	3.3	To approve the annual SAET business plan each financial year	X		
	3.4	To plan / manage / monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend		X	In accordance with SAET reporting requirements
	3.5	To approve any amount to be transferred between budget headings and/or likely budget overspends		X	In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
	3.6	To approve Trust wide financial policies and procedures	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
	3.7	To establish and approve a procedure to deal with any conflicts of interest and connected party transactions	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
	3.8	To establish financial decision levels and limits	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
	3.9	To establish a charging and remissions policy for the school		X	In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET

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	3.10	To appoint the Responsible Officer for each academy within the Trust	X		In accordance with SEAT due diligence
	3.11	To enter into additional contracts which exceed the agreed annual budget allocation	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
	3.12	To make payments within agreed financial limits		X	In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
	3.13	To collect income due to the school		X	Assistance supplied via SLA
	3.14	To maintain proper financial records for the school		X	
	3.15	To develop & manage a corporate risk register	X		
	3.16	To approve SAET investment policy	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
	3.17	To authorise acquisition of assets	X		Any alterations to land or buildings must be agreed by SAET (agreed levels set)
	3.18	To authorise disposal of assets	X		Any alterations to land or buildings must be agreed by SAET. Any financial gains to be maintained by the local school (agreed levels set)
	3.19	To approve changing use of assets	X		Any alterations to land or buildings must be agreed by the SAET following recommendation from LGB
	3.20	To appoint auditors	X		Formal appointment by the Trust each year required.
3.21	To prepare accounts for the school		X		

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	3.22	To approve annual accounts	X		
	3.23	To monitor compliance with approved Financial Procedures		X	
	3.24	To decide how to apply pupil premium monies		X	
	3.25	To monitor use of pupil premium monies		X	In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET

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			SAET Governance CEO Implements	LGB Governance HT Implements	
<b>STAFFING &amp; HR</b>	4.1	Pre-recruitment checks		X	SAET reserves the right to remove any or all delegated responsibilities should an academy be deemed less than 'Good' by Ofsted and/or SAET
	4.2	To appoint SAET CEO	X		To provide three (non paid) members of the SAET board to performance manage the CEO
	4.3	To appoint a Head Teacher		X	Selection panel to include Chair of LGB and CEO / SAET representative and Church/Foundation representative as appropriate. All appointments signed off by SAET board
	4.4	To appoint a Deputy Head Teacher (through a selection panel)		X	Selection panel to include Chair of LGB HT and CEO / SAET representative and Church/Foundation representative as appropriate. All appointments signed off by SAET board
	4.5	To appoint teachers		X	
	4.6	To appoint non-teaching staff		X	
	4.7	To agree a pay policy	X		
	4.8	To agree pay discretions		X	In accordance with SAET model policies
	4.9	Establishing disciplinary/capability procedures		X	In accordance with SAET model policies
	4.10	Dismissal of SAET CEO	X		In accordance with SAET policy
	4.11	Dismissal of Head Teacher/Deputy Head Teacher		X	In accordance with SAET disciplinary and capability policies SAET supported (CEO/other)
	4.12	Dismissal of other staff		X	In accordance with SAET disciplinary and capability policies
					In accordance with SAET

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	4.13	Suspension of Head Teacher		X	disciplinary and capability policies SAET supported (CEO/other)
	4.14	Suspension of other staff		X	In accordance with SAET disciplinary and capability policies
	4.15	Ending of suspension of Head Teacher		X	In accordance with SAET disciplinary and capability policies SAET supported (CEO/other)
	4.16	Ending of Suspension of other Staff		X	
	4.17	Determining Staff complement within agreed budget		X	
	4.18	Determining dismissal payments/early retirement	X		Budget implications for local school to be considered
	4.19	Formulation & approval of Employment Policies and Staff Handbook	X		In line with statutory regulations & SAET values
	4.20	Management of staff disputes	X		SAET CEO to be informed to support
	4.21	Management of staff grievances		X	SAET CEO to be informed to support if required

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			SAET Governance CEO Implements	LGB Governance HT Implements	
<b>EDUCATION &amp; CURRICULUM</b>	5.1	To ensure development of a curriculum policy		X	
	5.2	To implement curriculum policy		X	
	5.3	Responsible for standards of teaching		X	
	5.4	Accountability for standards of teaching		X	
	5.5	Responsibility for individual child's education		X	
	5.6	Accountability for individual child's education		X	
	5.7	Ensure provision of sex and relationships education including ensuring establishment of written policy		X	In line with agreed Trust policy for settings and key stages
	5.8	To prohibit political indoctrination and ensuring the balanced treatment of political issues		X	In accordance with the Trust PREVENT policy
	5.9	Collate data for pupil assessment and other returns		X	
	5.10	To have in place and implement school improvement plans		X	In line with SAET requirements
	5.11	To propose targets for pupil outcomes		X	

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5.12	To agree targets for student outcomes	X			In line with SAET requirements
5.13	To establish a behaviour policy			X	
5.14	To monitor behaviour policy			X	
5.15	To establish an attendance policy	X			Trust wide policy to be implemented
5.16	To monitor the attendance policy			X	
5.17	To review the use of exclusion and to decide whether or not to uphold all permanent exclusions and fixed term exclusions			X	
5.18	To direct reinstatement of excluded pupils			X	
5.19	To monitor and support the fair access of hard to place students in line with admissions regulations	X			
5.20	Approve school development/improvement plan	X			
5.21	Establish KPI's for schools	X			
5.22	Ensure timely data / requests for returns from schools			X	
5.23	Review of termly returns	X			In line with the SAET school improvement offer



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			SAET Governance CEO Implements	LGB Governance HT Implements	
<b>ADMISSIONS</b>	6.1	Setting and amending the admissions policy		X	In line with SAET guidelines and statutory admissions code
	6.2	Admissions: application decisions		X	
	6.3	Admissions – appeal panel responsibilities		X	Via SAET appeals panel SLA
	6.4	If appropriate to appeal against LA directions to admit pupil(s)		X	LGB in dialogue with Headteacher – inform SAET CEO
<b>RE</b>	7.1	Responsibility for ensuring provision of RE		X	
<b>COLLECTIVE WORSHIP</b>	8.1	To ensure that all pupils take part in a daily act of reflection or Christian worship		X	
<b>PREMISES</b>	9.1	Ensure adequate buildings insurance and public liability for the school		X	Ensure SAET criteria are met
	9.2	Developing Trust buildings and facilities estate long term strategy or master plan	X		In consultation with HT/LGB
	9.3	Maintaining buildings, including developing properly funded maintenance plan		X	Provide SAET board with a 6 monthly report on premises
	9.4	To institute a Trust health and safety policy	X		
	9.5	To ensure that health and safety regulations are followed in line with SAET policy		X	

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	9.6	To ensure adequate premises security		X	Ensure SAET criteria are met
	9.7	Premises management		X	

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			SAET Governance CEO Implements	LGB Governance HT Implements	
<b>OPERATIONAL</b>	10.1	To set the times of school sessions and decide closures		X	To inform CEO (A trust decision may be taken within a locality)
	10.2	To approve school term dates and training days	X		In consultation with LGB/HT
	10.3	To prepare and publish a school prospectus		X	To ensure representation of SAET
	10.4	Adoption and revision of home school agreement		X	In line with Trust agreement
	10.5	To ensure locally procured services provide value for money		X	Consistent with the procurement policy of the Trust
	10.6	To establish processes for appointment of directors and governors	X		Ensure skill set of any Board is suitable to run the school or Trust in line with Church and Foundation representation
	10.7	To appoint the chair of the LGB		X	LGB decision dependent on SAET intervention level
	10.8	To remove the chair of the LGB		X	SAET can act to remove the LGB chair if it is preventing a schools continued improvement
	10.9	To appoint a vice chair to the LGB		X	Subject to the agreement of the Trust
	10.10	To dismiss the vice chair of LGB		X	Subject to the agreement of the Trust
	10.11	To appoint the clerk to the LGB		X	
	10.12	To dismiss the clerk to the LGB		X	

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	10.13	To complete and hold a register of business interests for Directors	X		Via Chief Finance Officer of Trust
	10.14	To agree LGB structure and meeting schedule	x		To ensure sensible timings of meetings
	10.15	To complete and hold a register of business interests for LGB		X	Via clerk to LGB
	10.16	To determine the development needs of governors and put in place an appropriate programme	X		In line with Trust competences and development priorities
	10.17	To ensure delivery of services offered	X		
	10.18	To develop a safeguarding policy in line with statutory requirements and best practice.	X		SAET model policy
	10.19	To implement the agreed safeguarding policy.		X	
	10.20	Maintain accurate and effective and secure pupil records.		X	
	10.21	Maintain accurate and effective and secure employee records.		X	
	10.22	Comply with all Data Protection legislation and good practice.		X	In line with Trust policy.
	10.23	To determine, on an annual basis, those policies which will be	X		In line with Trust list and supported by SAET model policies

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		developed by the school and mandatory for all SAET Academies			
	10.24	To review policies in accordance with an appropriate policy review schedule and ensure they meet statutory requirements for the school		X	
	10.25	Handling school complaints (in line with SAET policy)		X	
	10.26	Maintain individual academy website compliant with statutory publication requirements		X	
	10.27	Maintain SAET website	X		