



MOWBRAY
Education Trust

Scheme of Delegation - Local Governing Bodies

August 2017

1. Detailed Scheme of Delegation

KEY

Level 1: Trust Board

Level 2: Trust Board, in consultation with Local Governing Body where appropriate

Level 3: CEO

Level 4: Local Governing Body

Level 5: CEO in consultation with Chair of Governors (COG) of Local Governing Body

Level 6: Executive Head (in consultation with CEO and Local COG where appropriate)

Level 7: Head teacher

Although decisions may be delegated to the Local Governing Body or the Executive Head Teacher, the Trust Board as a whole remains responsible for any decision made under delegation and may overrule the Local Governing Body/Head Teacher where appropriate. Each Level may delegate specific tasks/responsibilities further to people within their team, however they retain responsibility as per this Scheme of Delegation.

Key function	Ref	Tasks	1	2	3	4	5	6	7
Budget	1	To approve the first formal budget plan in each financial year	■						
	2	To monitor monthly expenditure			■				■
	3	To establish a charging and remissions policy	■						
	4	To enter into contracts			■				
	5	To make payments			■				■
	6	Miscellaneous financial decisions							
Staffing	7	Head Teacher appointments (selection panel)			■				
	8	Deputy appointments (selection panel)			■				■
	9	Appointment of school based teaching and support staff			■				■
	10	Appointment of central Trust staff (shared services)			■				
	11	Agree a pay policy	■						
	12	Approve annual recommendations on salary					■		
	13	Decisions/appeals arising out of pay and performance			■				
	14	Undertake Head Teacher's performance review			■			■	
	15	Establish staff disciplinary and capability procedure	■						
	16	Dismissal of Head Teacher			■				
	17	Dismissal of other school based staff			■				■
	18	Suspension of Head Teacher/executive Head Teacher			■				
	19	Suspension of school based staff			■				■
	20	Suspension of central Trust staff			■				
	21	Ending suspension of Head Teacher/ executive Head			■				
	22	Ending suspension of school based staff (except Head			■				■
	23	Ending suspension of central staff			■				
	Curriculum	24	Determining staff complement in each school			■			
25		Determining staff complement - central Trust services			■				
26		Determining dismissal payments/ early retirement			■				
27		Formal meetings for school based staff re discipline, sickness absence and capability, grievance, special leave of absence, staffing adjustment							■
28		Formal meetings for central shared service staff re discipline, sickness absence, capability, grievance adjustment			■				
29		Ensuring national curriculum taught to all students and to consider any disapplication							■
Curriculum	30	Establish a curriculum policy							■
	31	Implement curriculum policy							■
	32	Monitor implementation of curriculum policy							■
	33	Implement action to maintain teaching standards							■
	34	Monitor action to maintain teaching standards							■
	Curriculum	35	Determination of which subject options are to be taught, given the available resources						

Key function	Ref	Tasks	1	2	3	4	5	6	7
	36	Responsibility for each child's education							
	37	Determine sex education policy for each school							
	38	Monitor implementation of sex education policy							
	39	To monitor for any political indoctrination							
Performance Management	40	Determine and implement Performance Management policy							
Target setting, Discipline and exclusions	41	To set and publish targets for student achievement							
	42	To establish a student discipline policy							
	43	To review the level of exclusions in each school							
	44	To review any permanent exclusions and fixed term							
	45	To direct reinstatement of excluded students							
Admissions	46	Approve admissions policy							
	47	Follow and implement approved policy							
Religious Education &	48	Responsibility for ensuring provision of RE in line with							
	49	Arrangements for collective worship (schools without							
Premises and Insurance	50	Buildings insurance and personal liability							
	51	Developing school buildings strategy or master plan and							
	52	Procuring and maintaining buildings including							
	53	Determine health and safety policy							
	54	Monitor implementation of H&S policy							
	55	Ensure H&S regulations are followed							
School organisation	56	Setting times of school sessions, term dates and							
	57	To ensure school meets for 380 sessions in the school year							
	58	To ensure the school meals where provided are nutritious and value for money							
Information for parents	59	Prepare and publish school prospectus							
	60	Prepare and publish the school profile							
	61	To ensure the provision of FSM to qualifying students							
	62	Adopt home-school agreements							
Gov Body procedures	63	Determine terms of reference and any amendments							
	64	Ratify/remove Gov Body chair and Vice chair							
	65	Ratify local governors							
	66	Appoint/dismiss local clerk to Governors							
	67	Convene at least three Trust Board meetings in any year							
	68	Establish and maintain Trust register of business							
	69	To approve and set up a Governors EXPenses Policy							
	70	To monitor SEN provision							
	71	To regulate the GB procedures (where not set out in law)							
	72	Establish LGB code of conduct							
	73	Establish complaints policy							
	74	Monitor implementation of complaints policy							
	75	Establish FOI request policy							
	76	Implement FOI policy where relevant							
77	Monitor implementation of FOI request policy								
Data Protection	78	Establish data protection policy							
	79	Appoint Data Protection Officer							
	80	Implement data protection policy in each school							
Equality Act	81	Monitor implementation of data protection policy in							
	82	Establish Equality policy							
	83	Implement equality policy (and objectives) at Trust level							
	84	Implement equality policy at school level via academy							
Safeguarding	85	Monitor implementation of equality act policy at Trust							
	86	Establish a safeguarding policy							
	87	Implement safeguarding policy and procedures							
	88	Monitor implementation of safeguarding policy							
IT and Social Media	89	Implement acceptable use policy							
	90	Monitor implementation of acceptable use policy							

Key function	Ref	Tasks	1	2	3	4	5	6	7
	91	Establish social media policy	■						
	91	Implement social media policy			■				
	92	Monitor implementation of social media policy			■				■
General Policies	93	To identify list of appropriate policies required by statute and best practice.			■				
	94	To review and adopt policies approved by the Trust Board, and those in line with the implementation cycle				■			
	95	To implement all approved policies			■				■
	96	To monitor implementation of all policies			■				

2. Log of Changes to Document

	Page	Change	Who:
Oct 16	Original document		Board
Dec 16	All	Updated format	SM
Feb 17	Page 2	Updated 32 'Formal warnings and dismissal decisions' to be taken by Head Teacher in consultation with CEO, to 'Formal warnings' to be taken by Head Teacher. No change to delegation on dismissal decisions. Numbering updated throughout document.	VB
Aug 17	All	Revised delegated powers following review by new CEO and Chair of Board	SM

Approved by Board

October 2016

Review Date:

12 months