



Scheme of Delegation: Functions of and Decision Making by The Local Governing Board



Our Values Are At The
HEART
Of Everything We Do





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Mission Statement

The St. Bart's Multi-Academy Trust believes that education is preparation for life and we seek to prepare each child to face life beyond the School with confidence.

- **We aspire** to set high standards for personal behaviour and self-discipline, with courtesy, consideration and respect for other people of all ages, races and cultures.
- **We aim** to deliver exciting and quality learning experience in a safe, secure and happy environment.
- **We endeavour** to achieve high standards in every aspect of school life by making the most efficient use of all the resources available.

The St. Bart's Multi-Academy Trust is committed to improving the life chances of all children, wherever they may be. This moral obligation, our mission, does not end at the school gates, within our own Local Authorities, or even within our own country. Where St. Bart's Academies have the capacity to make a difference, they are morally bound to do so.

Core Values

Our core values are represented through the acronym: **PEACE**

Passion — We are privileged to be working in education, where we have the ability to profoundly change children's lives; this means that the stakes are incredibly high. Our aim is always to provide for the pupils of our Academies what we would want for our own children.

Encouraging — All staff have a duty and responsibility to be encouraging and supportive of each other. All our schools have a "can do" culture where excuses are never tolerated.

Ambition — Embodied in the Trust motto, "Achieving schools and caring communities". All academy members are expected to aim for excellence in their individual professional roles.

Commitment — In the best traditions of the profession all staff are prepared to go the extra mile to provide the best possible education for their pupils. The interests of children are paramount and guide all that we seek to do and achieve.

Enjoyment — The time children spend in education is precious. We have a responsibility to ensure that every moment a child is in a St. Bart's Academy they enjoy learning and strive hard to achieve well and fulfil their maximum potential.

We expect that all members of The St. Bart's Multi-Academy Trust respect and model these values. These values form the basis of initial discussions with all prospective employees of the St. Bart's Academies.

The St. Bart's Multi-Academy Trust

Introduction

This Scheme identifies the key decisions that are required in connection with the overall governance and management of the St Bart's Multi-Academy Trust and the individual academies within it and should be read in conjunction with the Terms of Reference for Local Governing Bodies and the Articles of Association of the Academy Trust. The Scheme is reviewed by Trustees at least once per year and is subject to modifications made by the Trustees from time to time.

The bodies identified in the Scheme are as follows:

- Trust Board (which delegates its powers to the CEO and to specific committees of the Trust Board)
- Local Governing Board of the Academy (a committee of the Trust Board, which operates subject to Terms of Reference set by the Trust Board)

The different levels of delegated power and decision making are designated as

X.

Note: Whilst this scheme intends to cover all foreseen aspects of responsibility and procedure it is not exhaustive and when in doubt all parties should engage in meaningful consultation before acting, in order to ensure that the Trust meets the regulations as set out in the Academies Financial Handbook.

It is the St. Bart's Multi-Academy Trust's stated intention and preference that:

- The Trust and the LGB's will work collaboratively and in partnership at all times.
- The Trust will make decisions, following consultation with LGB's, on matters related to all the academies in the Trust. LGB's will make decisions within their powers of delegation on matters which affect individual academies and make recommendations to the Trust and the Principal of the Academy.
- The Trust Board will put into place effective arrangements for monitoring and evaluating the performance of LGB's and academies. (Annual Review).
- The principle of earned autonomy will apply to all academies in the Trust. The Trust will apply an annual risk assessment to each academy to determine its ability to operate with greater levels of autonomy. Good schools will have greater freedoms than academies that are deemed to be requiring improvement or at higher risk. These freedoms will be determined through meaningful consultation with the Chief Executive Officer of the Trust, who will report back to the Trust Board on any variations in terms.
- LGB's / Principals will report regularly and frequently to the Board and will make available all relevant data and information on performance and effectiveness.

Members of the LGB agree to:

- attend such training as is reasonably required by the Trust in order to update and improve the knowledge and skills available within the LGB to fulfil its role in respect of the Academy and as part of the Academy Trust operated by the Trust;
- provide the information required by the Trust in the form indicated in this Scheme and its Appendix and not to withhold any information which the Trust reasonably requires;
- refer certain decisions to the Trust for approval as set out in this Scheme, and not to act, or to omit any act, in reliance on such a decision prior to obtaining such approval;
- to delegate Members to attend meetings of a Project Board (as required) made up of Trust Directors, the Senior Leadership Team of the Academy and School Improvement Partners, and to assist the Senior Leadership Team in the implementation of the Raising Achievement Plan (RAP) in accordance with decision made by that Project Board.

1 Budgets & Finance

The Trust shall appoint the Responsible Officer

1.1 Procurement of Essential Services

1.1.2 Central Essential Services

The Trust shall determine, having regard to but not being bound by the views and recommendations of the LGB, the scope of mandatory core services to be procured and delivered by the Academy on behalf of its academies and shall deliver those services ensuring that they represent good value for money.

1.1.3 Non-Central Essential Services

The Trust shall also determine those essential services which must be procured by each Academy. The LGB shall ensure that such services are procured ensuring that they represent value for money.

1.2 Budget and Budget Plan

1.2.1 The Trust shall determine the proportion of the overall Academy budget to be retained for Central Services and shall inform the LGB of the balance (“the Budget”).

1.2.2 The LGB shall develop the individual Academy plan for spending the budget (“the Budget Plan”) in accordance with the Academies Financial Handbook and the School Development Plan and shall present the proposed Budget Plan to the Trust for approval.

The Trust shall approve the Budget Plan provided that:

- it is consistent with the Academies Financial Handbook;
- it is consistent with the Ethos of the Trust and the Academy;
- it is consistent with all policies published by the Trust and the School Development Plan; and,
- it represents what the Trust considers to be the most appropriate allocation of resources consistent with the RAP Plan for the Academy.

1.3 Financial Monitoring

The LGB shall:

- monitor monthly expenditure of the Academy against the approved Budget Plan;
- approve any virements between Budget Plan headings (provided that these are within the overall Budget);
- enter into contracts within the financial limits published by the Trust from time to time [Financial Scheme of Delegation and Financial Procedure] and within the Budget Plan;
- observe the policy on charging and remissions published by the Trust from time to time [Charging and Remissions Policy];
- not agree to any expenditure outside of the approved Budget Plan without the approval of the Trust [Financial Scheme of Delegation and Financial Procedures];

2 Staffing

2.1 Appointments

The Trust shall appoint the Principal and the Deputy Principal(s) of the Academy having regard to representations of the LGB who shall be invited to appoint two of their members to sit on any appointment panel.

The LGB shall appoint other staff to the Academy in accordance with the HR policies published by the Trust from time to time

2.2 Performance Review, Pay Discretions and other HR matters

The performance review of the Principal shall be conducted by the Chair of the LGB, a Director of the Trust and an External Advisor and in accordance with the Trust's Performance Review Policy [Appraisal Policy for Teaching Staff].

2.3 Performance review – other staff

The LGB shall ensure that the performance review of all other staff is conducted in accordance with the Trust's Performance Review Policy published from time to time [Appraisal Policy for Teaching Staff and Appraisal Policy for non-teaching staff].

2.4 Pay Discretions

The LGB may, in line with the Trust Pay Policy and the Budget Plan, and with any written recommendations from the Performance Review procedure, recommend discretionary pay awards for the Principal to the Trust who will consider, but not be bound by, such recommendation.

The LGB may, in line with the Trust Pay Policy and the Budget Plan, award pay discretions to staff other than the Headteacher or Principal consistent with recommendations from the Performance Review Procedure.

2.5 Disciplinary and Capability Procedures

The LGB shall undertake any capability or disciplinary procedure in accordance with the Trust's policies and in accordance with advice from the Trust's HR Department [Capability Policy for Teaching and Support Staff, Disciplinary Policy].

2.6 Determining Dismissal Payments

In the event that a staff member is dismissed no payment in respect of that dismissal shall be made without the consent of the Trust CEO.

2.7 Considering Requests for Early Retirement or Flexible Working

The LAB shall consider any requests for Early Retirement or Flexible Working and may seek advice in that respect from the Trust's HR Department.

3 Standards, Curriculum and Target Setting

The LGB shall determine the curriculum of the Academy in line with the Trust's Curriculum Policy and shall set targets for each pupil of the Academy.

The LGB shall refer proposed targets to the Trust for approval.

4 Admissions, Structure and Opening Times

Admissions

The LGB shall ensure that the Admissions policy for the Academy is consistent with the Admissions Policy of the Trust and that it is published on the Academy's website.

Decisions on admissions shall be made by the LGB in line with the Admissions Policies and procedures mentioned above.

Appeals shall be considered by the Trust taking into account, but not being bound by, any representations from the LGB

5 Structure

The LGB shall refer to the Trust any proposal to alter:

- Opening Times;
- Extended School Provision;
- Setting Term times and Inset Days;
- Change in age range;

Prior to implementation of, or consultation on such change, and shall not make or consult upon any such change without the prior consent of the Trust.

The Trust will consider such consent having regard to but not being bound by representations from the LGB.

6 Safeguarding

The LGB shall ensure that the academy has a Designated Officer and Deputy and that their contact details are published on the School website. The LGB shall also ensure that the names and contact details of the Designated Officer and Deputy are sent to the Trust so that contact details may be published on the MAT website.

The LGB shall appoint a Member with specific responsibility for safeguarding and make contact details for that Member available on the Academy website. The LGB shall also inform the Trust of the name and contact details of that responsible LGB Member for publication on the Trust's website.

The Trust's website will include the name and contact details of the person at the Trust with special responsibility for safeguarding.

7 Premises and Insurance

The Trust shall effect an insurance policy for buildings, public liability, business interruption and officer's liability in accordance with the Articles.

The LGB shall develop and implement a strategy for the maintenance and development of the school site and buildings.

8 Health & Safety

The LGB shall ensure that the Academy implements and complies with the Health and Safety policy published by the Trust from time to time [DSAT Health and Safety Policy].

Signed by Chair of LGB Members on behalf of the LGB.

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Signed by Chief Executive Officer on behalf of the Trust

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Implementation Date [date]

Appendix – Reporting Requirements

Reports after each LGB Meeting:

1. LGB Academy Report (Principal or Head teacher report to LAB with annotated recommendations or comments from LGB plus in-house Dashboard) (draft model Principal's report and Data Dashboard to be determined by the Directors / HSE).
2. Issue to bring to the attention/for consideration by the Board of Directors

Annual Reports:

3. Draft Budget Plan (for approval by Trust)
4. Annual Financial Report (report on previous year)
5. Annual Results against targets

Decision Levels:

Level 1: The Trust

Level 2: The Local Governing Board

Level 3: The Principal

Function	No	Tasks	1	2	3	Notes
			Trust	LGB	P	
Central Services	1.	To determine the scope of central services to be delivered by the Trust to and on behalf of the Academy	X			
	2.	To identify additional services to be procured on behalf of the Academy	X			
	3.	To ensure centrally procured services provide value for money	X			CFO of Trust to implement
Budgets	4.	To determine the proportion of the overall Multi Academy Trust budget to be delegated to the Academy	X			
	5.	To develop and propose the individual Academy budget	X			Consult with LGB and Principal
	6.	To approve the first formal budget plan each financial year and update the academy three year plan.	X			
	7.	To plan, manage and monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend	X		X	SBM's on behalf of the academy

Function	No	Tasks	1 Trust	2 LGB	3 P	Notes
	8.	To approve any amount to be transferred between budget headings and/or likely budget overspends	X			
	9.	To establish financial decision levels and limits	X			
	10.	To establish a charging and remissions policy for the Academy		X		
	11.	To appoint the Responsible Officer for the Academy	X			
	12.	Miscellaneous financial expenditure outside of the agreed budget	X			
	13.	To enter into additional contracts which exceed the agreed annual budget allocation	X			
	14.	To agree and make payments (including compensation) within agreed financial limits	X			Trust Level only e.g. redundancy
		To collect income due to the Academy		X		If locally generated
		To maintain proper financial records for the Academy	X		X	
		To prepare accounts for the Academy	X			
		To monitor compliance with approved Financial Procedures	X			
		To develop risk management strategies	X			
		To authorise acquisition of assets	X		X	
		To authorise disposal of assets	X			
		To appoint auditors	X			
		To decide how to apply Pupil Premium	X	X	X	

Function	No	Tasks	1 Trust	2 LGB	3 P	Notes
Staffing	15.	Pre-recruitment checks	X		X	Except for Principal (Trust to act)
		Staff compliment, structure and grades / redundancy	X		X	Principal in partnership with Trust
		To appoint a Principal (through a selection panel)	X			The LGB will be fully represented on the selection panel.
	16.	To appoint a Deputy Principal (through a selection panel)	X			Trust in partnership with Principal and LGB
	17.	To appoint other teachers			X	Trust in partnership with Principal and LGB
	18.	To appoint non teaching staff			X	Trust in partnership with Principal and LGB
	19.	To agree a pay policy	X			
	20.	To exercise Pay discretions	X			Within the Trust's policy limits
	21.	Establishing disciplinary/capability procedures	X			This may change if more academies join the MAT, when a MAT policy will apply.
		Grievance Policy and Whistleblowing Policy	X	X		
	22.	Dismissal of Principal / Deputy Principal	X			
		Appeal of Principal / Deputy against dismissal	X			
	23.	Dismissal of other staff	X	X		Following full consultation with the Trust. Panel drawn from LGB. Appeals at Trust Level.
	24.	Suspension of Principal	X			

Function	No	Tasks	1 Trust	2 LGB	3 P	Notes
	25.	Suspension of other Staff			X	Following full consultation with the Trust.
	26.	Ending of suspension of Principal	X			
	27.	Ending of Suspension of other Staff			X	Following full consultation with the Trust.
	28.	Determining Staff complement within agreed budget	X			
	29.	Determining dismissal payments / early retirement	X			
		Appeal of staff dismissal	X	X		
		Conduct of Staff Appraisals / Performance Management			X	Except for Principal (Trust with LGB representation)
		Formulation of Employment Policies and Staff Handbook	X	X	X	Trust and LGB/Principal to work together closely on these issues.
		Changes to Employee Terms and Conditions or Collective Agreements	X			
		Management of staff disputes			X	
Curriculum	30.	To MONITOR the Curriculum and Teaching and Learning policy		X		
	31.	To develop and implement Curriculum policy			X	
	32.	Responsible for standards of teaching			X	
	33.	Accountability for standards of teaching			X	
	34.	Responsibility for individual child's education			X	
	35.	Accountability for individual child's education.			X	

Function	No	Tasks	1 Trust	2 LGB	3 P	Notes
	36.	Provision of sex education – to establish and keep up to date a written policy		X		In consultation with the Trust
	37.	To prohibit political indoctrination and ensuring the balanced treatment of political issues		X		
	38.	To establish a charging and remissions policy for activities		X		
		Assemble data for pupil assessment and other returns			X	In consultation with Trust.
		ICT			X	
		Post-Inspection action plan			X	
Performance Management	39.	To ensure that an approved appraisal policy is in place	X		X	
	40.	To secure the statutory appraisal of : <ul style="list-style-type: none"> • Principal/Headteacher • Other staff 	X		X	
	41.	To review annually the performance management policy	X			In partnership with the LGB.
Target Setting	42.	To propose targets for pupil achievement			X	
	43.	To agree targets for pupil achievement	X			In partnership with the LGB and Principal.
	44.	Responsibility for pupil outcomes			X	
	45.	Accountability for pupil outcomes	X			
	46.	To establish a pupil discipline / behaviour policy		X		
	47.	To review the use of exclusion and to decide whether or not 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		X		The Trust must be informed of all exclusions

Function	No	Tasks	1 Trust	2 LGB	3 P	Notes
		delegated to chair/vice-chair in cases of urgency). All appeal notices to go to the FGB				(temporary & permanent)
	48.	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		X		
		Academy Performance Reviews and development / improvement plan – SEE RAP's	X			In partnership with the LGB.
Admissions	49.	To consult before setting/amending an admissions policy	X			
	50.	Admissions: application decisions		X		
	51.	If appropriate to appeal against LA directions to admit pupil(s)		X		
Religious Education	52.	Responsibility for ensuring provision of RE in line with school's basic curriculum		X		
Collective Worship	53.	To ensure that all pupils take part in a daily act of collective worship		X		
Premises & Insurance	54.	Buildings insurance and public liability	X			In consultation with the LGB.
	55.	Developing Academy buildings and facilities estate long term strategy or master plan	X			Trust Assets and Estates Officer
	56.	Procuring and maintaining buildings, including developing properly funded maintenance plan	X			In consultation with Trust Assets and Estates Officer
Health & Safety	57.	To institute a health and safety policy	X			
	58.	To ensure that health and safety regulations are followed	X			
		Premises security			X	In partnership with the Trust Assets and Estates Officer
		Premises management			X	
Governance	59.	To publish proposals to change category of school	X			
	60.	To set the times of school sessions and the dates of school terms and holidays		X		To be ratified by Trust

Function	No	Tasks	1 Trust	2 LGB	3 P	Notes
	61.	To ensure that the school meets the statutory requirement for [380] sessions in a school year To develop a clear attendance policy		X X		
Information for Parents	62.	To prepare and publish the school prospectus		X		If required.
	63.	To ensure provision of free school meals to those pupils meeting the criteria		X		
	64.	Adoption and review of home-school agreements		X		
GB Procedures	65.	To draw up governance documents and any amendments thereafter	X			In consultation with LGB
	66.	To appoint (and remove) the chair of the Trust Board To appoint (and remove) the chair of the LGB	X X			In consultation with the Members. In consultation with the LGB.
	67.	To appoint and dismiss the clerk to the LGB		X		
	68.	To hold a full LGB meeting at least three times in a school year or a meeting of the temporary governing board as often may require		X		
	69.	To appoint, remove and actively seek members of the LGB To approve terms of reference for the LAC	X X	X		
	70.	To set up a Register of LGB members' Personal Interests	X	X		
	71.	To approve and set up a members' Expenses Scheme	X			
	72.	To discharge duties in respect of pupils with special needs by appointing a "responsible person"		X		
	73.	To consider whether or not to exercise delegation of functions to individuals/committee	X			
	74.	To regulate the LGB procedures	X			

Function	No	Tasks	1	2	3	Notes
			Trust	LGB	P	
	75.	To determine the development needs of LGB members and put in place an appropriate programme		X		In consultation with the Trust.
	76.	To consider requests from other schools to join the Trust	X			
Extended Schools	77.	To decide to offer additional activities and to decide what form these should take		X		
	78.	To put into place the additional services to be provided	X			
	79.	To ensure delivery of services offered	X			
	80.	To cease providing extended school provision		X		To be ratified by the Trust
Safeguarding	81.	To develop a safeguarding policy in line with statutory requirements and best practice.		X		LGB to implement
	82.	To implement the LGB safeguarding policy		X		
	83.	Maintain accurate and effective and secure pupil records.		X		
	84.	Maintain accurate and effective and secure employee records.	X	X		In partnership with LGB
	85.	Comply with all Data Protection legislation and good practice. Comply with academy website requirements	X X			In partnership with LGB
Policies	86.	To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies	X			
	87.	To provide to the Trust, on an annual basis, copies of all current policies and procedures and a schedule for their review; to review and update policies where allocated to the Academy		X		
	88.	Complaints Procedure / policy and procedures		X		In consultation with the Trust
	89.	Expansion	X			





THE ST. BART'S
ACADEMY
— TRUST —

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