

Grace Academy Directors/Governors Scheme of Delegation

Context: This Scheme is for the Board of Directors to complete and approve.

<b>Governance Structure</b>	<b>Governing Board of Directors Chair (Robert Edmiston)</b>	<b>Members</b>	Chair (Robert Edmiston), Sponsor Directors, LGB Chairs, CEO (ex-officio)
	<b>Finance Committee</b>		Chair (Timothy Boxall), Sponsor Directors, CEO
	<b>Academy Improvement Board</b>		Chair (Christine Staley - GAC/John Burton - GAS) Co-Opted Members
	<b>Local Governing Bodies</b>		Chair (Ian Baker - GAD) Sponsor & Foundation Governors, Principals (ex-officio), Parent, Local Authority, Business, Community & Ethos Governors
	<b>Personnel Committee</b>		Chair (Judi Wood), Sponsor Director, CEO, Finance Director, Director of Corporate Development, 3 Principals, Governor at the Trust in the first instance
<b>Management Structure</b>	<b>Academy Directors</b>	<b>Members</b>	CEO, Finance Director, Director of Corporate Development,
	<b>Principal</b>		Principal of each Academy

**KEY**

The ticks indicate the authority level approved by Directors as follows:

- Level 1:** Decisions made by Governing Board of Directors (GB)
- Level 2:** Decisions made by Academy Improvement Board to drive improvement of Academy with Principals accountable to AIB
- Level 2:** Decisions delegated to Local Governing Body (as committee within framework set by GB) with advice from AD, the LGB may delegate some functions regarding Academy Improvement to the Standards and Improvement Sub-Committee
- Level 2:** Decisions delegated to Personnel Committee/Finance Committee (as sub-committee within framework set by GB) with advice from AD, the Finance sub-committee may delegate some functions to the Risk Sub-Committee
- Level 2 & 3:** Decisions delegated to Academy Directors (within framework set by GB)
- Level 4:** Decisions delegated to and/or made by the Principal (within framework set by GB)

Co-opted members by a majority agreement may be attached or invited to to any governance committee/body or board without being a member

**Asterisk\*** Functions which the whole Governing Board must consider

**Double Asterisk\*\*** Review Appeal Sub-Committee in respect of staff pay

**^ sign** Functions which the CEO must approve or agree

**Blank** Action could be carried out at this level

**Column grey** Function cannot legally be carried out at this level

	Action		Decision Level						Framework	
			Governance				Management			
			Corporate	Local	Local	local	Local	Corporate		Local
			GB	AIB	LGB	Finance Committee	Personnel Committee	AD	Principal	
<b>Ref</b>	<b>Key Function</b>	<b>Tasks</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 2</b>	<b>Level 2</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Conditions &amp; comments</b>
A	Finance & Budgets									

Action			Decision Level						Framework		Conditions & comments	
			Governance				Management					
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Ref	Key Function	Tasks	Level 1	Level 2	Level 2	Level 2	Level 2	Level 3	Level 4			
A1	*	To approve the first corporate formal budget plan each financial year*	✓									
A2	*	To approve the first formal budget plan each financial year*	✓							Finance Committee prepares and recommends budget plan		
A3		To ensure that funds from sponsors and funding agencies are received according to the academy's Funding Agreement, and are used only for the purposes intended				✓				Finance Committee ensures compliance		
A4		To monitor monthly, all income and expenditure						✓		FD and Principal to Review monthly accounts with Finance Committee		
A5		Miscellaneous financial decision (e.g. write offs)				✓				Finance Committee authorises any write offs'		
A6		To appoint a Finance Director	✓									
A7		To investigate financial irregularities (Director or Principal suspected - therefore no participation)	✓									
A8		To investigate financial irregularities (Other suspected)						✓				
A9		To enter into contracts above OJEU limit.	✓									
A10		To enter into contracts between £40,001 and OJEU limit.						✓		Principal, Finance Director plus two other Governors or board Directors		
A11		To enter into contracts between £20,001 and £40,000						✓		Principal and/or Academy Directors		
A12		To enter into contracts between £300 and £20,000							✓	Principal or Academy Director		
A13		To approve Capital expenditure above £2,500				✓						
A14		To draw up a charging and remissions policy						✓				
A15		To draw up a policy for activities and lettings							✓			
A16		To allocate and approve use of Trust capital reserves				✓				Proposals from AD or Finance Committee		
A17		To allocate and approve use of Trust recurrent or operational reserves				✓				Proposals from AD or Finance Committee		
A18		To approve in year virement between budget allocations				✓				Proposals from FD and Principal to Finance Committee		
A19		Review and approve Financial Handbook				✓				FD to review and recommend		
A20		Determining Operational Policies				✓						
A21		To approve and sign leases				✓						
<b>B</b>	<b>Staffing &amp; Personnel</b>											
B1	*	Principal appointments *	✓									
B2	* & ^	Vice Principal appointments (Selection panel)*		✓	✓					where there is not AIMB or AIB revert to LGB. Governors to attend		
B3	^	Other ALT appointments		✓	✓							
B4		Appoint other teachers (members of other panels may, be involved in the selection panel)							✓			
B5		Appoint non teaching staff (members of other panels may be involved in the selection panel)						✓	✓	Based on line management		

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B6		Pay Awards & Discretionary awards (excluding the Principal or Directors)					✓				
B7		Pay & Discretionary Awards for the Principals & Directors	✓								
B8		Establishing disciplinary/capability procedures					✓				
B9	*	Dismissal (Principal) & Directors	✓							separate Panels (Decision and Appeal)	
B10	*	Dismissal (Other staff) NB: LGB must act through Staffing Committee*					✓			separate Panels (Decision and Appeal)	
B11		Suspending Principal						✓		CEO with notification to GB	
B12		Suspending staff (except Principal)							✓	consult with AD	
B13		Ending suspension (Principal)	✓								
B14		Ending suspension (except Principal)		✓	✓					LGB/AIB chair consult with AD	
B15		Determining dismissal payments/early retirement					✓			Personnel Committee	
B16		Determining dismissal payments/early retirement for Directors and Principals	✓								
B17	^	Determining staff complement & structure (FTE) TLR awards or additional payments		✓	✓						
B18		Applying the Discretions Policy for West Midlands Pension Fund					✓				
B19	^	Determining additional FTE, changes to: designations, job descriptions,					✓				
B20		Determining staff Terms and Conditions					✓				
B21		Establishing job descriptions, job titles, evaluating Pay band and revising single status					✓				
B22		Determining Staff Policies					✓				
<b>C Performance Management</b>											
C1		To establish a performance management policy	✓								
C2	^	To implement the performance management policy						✓	✓		
C3		To review annually the performance management policy					✓			AD to review and recommend, policy to be approved by Board	
C4		To conduct the annual review of the Principal & Directors						✓		CEO to report to GB	
C5		To monitor the Principal		✓	✓						
C6		To conduct & monitor the annual review of the CEO	✓							Sponsor Director	
<b>D Curriculum &amp; Specialism</b>											
D1		To draft curriculum policy						✓			
D2		To implement curriculum policy							✓		
D3	^	To agree or reject and review curriculum policy (including activities outside of the Academy day)	✓							LGB, AIB to monitor.	
D4		Responsible & accountable for impact of teaching on learning within the Academy							✓		

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D5	^	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the Academy day)		✓	✓					Principal & CEO to recommend to LGB/AIB/AIMB	
D6	*	Provision of sex education - make and keep up to date a written policy*	✓							AD to review and recommend	
D7	*	To prohibit extremism & to promote tolerance & acceptance*	✓							Principal implement with GB giving strategic drive	
D8		To draw up a charging and remissions policy for student activities						✓			
D9		Determining Student Policies						✓			
<b>E Target Setting</b>											
E1	^	To set and publish targets for Academy achievement		✓	✓					AIMB/AIB to challenge the credibility of targets	
E2	^	To set and publish targets for individual student achievement		✓	✓					AIMB/AIB to challenge the credibility of targets	
E3	^	To set and publish targets for individual staff achievement		✓	✓					AIMB/AIB to challenge the credibility of targets	
<b>F Admissions</b>											
F1		To consult annually before setting an admissions policy (in co-ordination with LA arrangements)						✓			
F2	*	To set an admissions policy ( acting with LA*)						✓		AD to review and recommend (to include LA specific criteria and arrangements)	
F3		Admissions: appeal decisions (in co-ordination with LA arrangements)		✓	✓						
<b>G Religious Education &amp; Ethos</b>											
G1		Responsibility for ensuring provision of RE in line with Academy's curriculum		✓	✓						
G2		Decision to provide effective RE according to our values & Christian Ethos	✓								
<b>H Exclusions</b>											
H1	*	To decide a behaviour & discipline and exclusions policy*	✓							AD to review and recommend.	
H2		To exclude a student for one or more fixed days (not exceeding 45 days in total in a year) or permanent						✓		Exclusions to be reported to GB and LGB/AIB	
H3		To evaluate the appropriateness of exclusion		✓	✓						
H4		To direct reinstatement of excluded students.		✓	✓						
H5	*	Appoint special educational needs expert*		✓	✓					Part of Independent Review Panel where requested by parents	

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Level 1	Level 2	Level 2	Level 2	Level 2	Level 3	Level 4						
<b>I Collective Worship &amp; RE</b>												
I1		In all Academies the Principal shall encourage a daily act of collective worship (of a broadly Christian nature).		✓	✓					Principal to implement		
I2		In all Academies there shall be provision of Religious		✓	✓					Principal to implement		
I3		Following a parental request to withdraw students from collective worship or RE the Principal to make appropriate arrangements							✓			
I4	*	Policy and Arrangements for collective worship and RE*	✓							AD to review and recommend.		
<b>J Premises</b>												
J1		To ensure Insurance of Academies						✓				
J2		Asset Management Plans						✓				
J3		To ensure health and safety issues are met							✓	H&S group with the attendance of the facilities group manager ,to report to Principal (copy to GB and LGB/AIB)		
J4	*	To set up a lettings policy*						✓		AD to review and recommend agreed by finance		
J5		Additions to facilities (new)	✓							CEO to recommend.		
J6		Amendments to facilities (refurbishment)	✓							CEO to recommend.		
J7		Amendments to facilities (redesignation)							✓	Principal to recommend. AD to review on behalf of GB		
<b>K Academy Organisation</b>												
K1	*	Constitution of governance	✓									
K2		To publish proposals to change category of Academy*	✓									
K3		Proposal to alter or discontinue Foundation or Academy status*	✓									
K4	^	To draft an Annual Academy Improvement Plan.							✓			
K5	^	To agree, monitor and review Annual Academy Improvement Plan.		✓	✓					CEO to be directly responsible for impact		
K6	^	To set times of school sessions and the dates of school terms and holidays (including Training Days)		✓	✓							
<b>L Information for Parents</b>												
L1		To ensure provision of annual report of student progress, attendance & attainment to Parents		✓	✓							
L2	*	To provide an Academy prospectus						✓		Principal to be consulted		
L3		To ensure provision of free school meals to those meeting the criteria							✓			
L4		Adoption of "Academy Charter", home-school agreements		✓	✓					AD to review and recommend Grace "Academy Charter" to Principal		

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L5		Determining Uniform Policy	✓								
<b>M Information for Public and FOI</b>											
M1		To approve information to be published by Academies (in so far as approval of advertisements and publicity)						✓			
M2		To respond to Media requests and enquiries						✓		consult with the Principal	
M3		To respond to Freedom of Information requests							✓	consult with Academy Directors	
M4	*	Approval of FOI and Data Protection Policies	✓							AD to review and recommend.	
<b>N Governing Board and Local Governing Body Procedures</b>											
N1	*	To appoint (and remove) the chair and vice-chair of the Governing Board	✓								
N2	*	To appoint (and remove) the chair and vice-chair of a permanent or a temporary local governing body*	✓								
N3		To appoint and dismiss the clerk to the Board (GB)	✓								
N4		To appoint and dismiss the clerk to the Governors (LGB &	✓								
N5	*	To hold a Governing Board meeting once a term (minimum 3 times per annum*)	✓								
N6	*	To hold a Local Governing Body meeting once a term, or a meetings of the temporary local governing body as often as occasion may require*		✓	✓						
N7	^ &*	To appoint and remove co-opted, including temporary additional co-opted governors to the LGB/AIB*	✓							in agreement with the CEO	
N8		To set up a Register of Governor's Business Interests		✓	✓						
N9		To approve and set up an Expenses scheme				✓				AD to recommend	
N10		To appoint a Chief Executive Officer	✓								
N11		To ensure Academies have SEN policy	✓								
N12		To appoint a "data protection officer"	✓								
N13		To ensure Academies have Safeguarding policy	✓							AD to review and recommend, (to include LA specific arrangements)	
N14	*	To consider whether or not to exercise delegation of functions to individuals or committees*	✓								
N15	*	To review the establishment terms of reference and membership of committees, including selection panels*	✓								
N16		To advise the board on the adequacy and effectiveness of the AT, Governance, Risk management, internal controls, systems and procedures				✓					