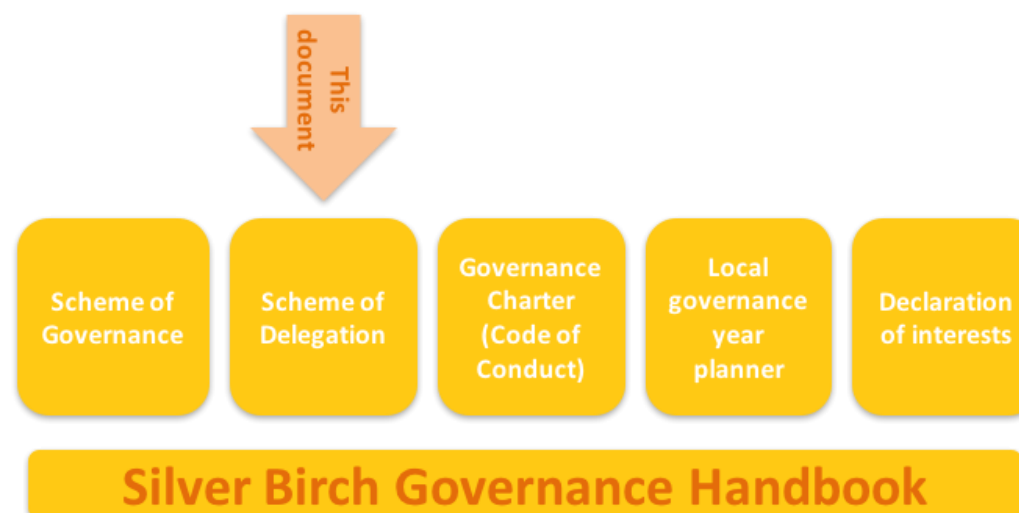


# SBA SCHEME OF DELEGATION – June 2017



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PLEASE NOTE At the moment all the “Standards and Excellence” functions which *will* be with the Committee are placed in the Exec Team column. This is only temporary, while the CEO and Deputy CEO prepare a proposal for the Board about how this Committee will function.



## GOVERNANCE

Members	Trust Board	Trust -wide Committees	Executive Team	Local Advisory Committee	Headteacher of School
<b>Articles of Association &amp; Governance Arrangements</b>					
<p>Establish, review and amend the Articles of Association</p> <p>Hold an AGM</p> <p>Receive an annual report from the Trustees and the CEO on the Academy Trust's performance</p>	<p>Review &amp; approve of governance arrangements including:</p> <ul style="list-style-type: none"> <li>The schedule of Trust Board, meetings, &amp; format of agendas;</li> <li>Approval of minutes</li> <li>Trust-wide Committee structures and terms of reference including those of the Local Advisory Committees (LACs)</li> <li>Levels of delegated authority including limits of financial authority;</li> <li>Policy on Trustee induction &amp; appraisal, &amp; Trust Board review &amp; development;</li> <li>Trustee Code of Conduct &amp; Conflict of Interest Policy.</li> </ul> <p>Review annually Trust Board skills requirements and recruitment of new Trustees.</p>	N/A	<p>Contribute to the review, development and support of the Trust Board, trust-wide Committees and LACs</p> <p>Contribute to the review &amp; development of the Trust's governance arrangements including liaison with the Trust's legal advisers.</p> <p>Planning/organisation of Trust Board meetings, preparation of agendas, papers &amp; minutes in liaison with the Chair and Clerk.</p> <p>Developing a scheme of delegation, recommending it to the Trust Board for adoption and ensuring its effective implementation.</p> <p>Ensure compliance with regulation from DfE, Ofsted, ESFA and RSCs (and Charities)</p>	<p>Review and approval of:</p> <ul style="list-style-type: none"> <li>LAC Sub Committees (if any) &amp; their terms of reference</li> <li>The cycle of LAC meetings – subject to the requirements of Trust</li> </ul>	<p>Providing effective support to relevant LAC/LACs, Trust-Wide committees and Trust Board as appropriate</p>



Members	Trust Board	Trust -wide Committees	Executive Team	Local Advisory Committee	Headteacher of School
	<p>Receive and follow advice from Exec team on regulatory compliance</p> <p>Determine a schedule of matters reserved to the Board.</p> <p>Approving the final decision on any application from a maintained school or existing academy to join the Trust</p>		<p>Act 2016 and Companies Act 2006)</p> <p>TBC: Arranging for the suite of compulsory and optional policies to be appropriately updated, cleared at Board and/or Committee level where necessary, and disseminated to schools</p> <p>Considering an application for a maintained school or existing academy to join the Trust and providing a recommendation to the Board</p>	<p>Providing feedback on any plans for a maintained school or existing academy to join the Trust</p>	<p>Providing feedback on any plans for a maintained school or existing academy to join the Trust</p>
<b><i>Appointments and Removals</i></b>					
<p>Appoint Trustees to the Trust Board</p> <p>Remove Trustees from the Trust Board</p>	<p>Appoint:</p> <ul style="list-style-type: none"> <li>The Chair of Trustees;</li> <li>Committee Chairs &amp; members of trust-wide committees and LACs</li> </ul>	<p>Review Committee membership and recommend any changes to the Trust Board</p>	<p>Advising:</p> <ul style="list-style-type: none"> <li>The Trust Board Chair in making recommendations re its membership</li> <li>LAC Chairs in making recommendations re their membership</li> <li>The Trust Board in co-opting non-trustee Committee members</li> </ul>	<p>Appointment of LAC Governors beyond those appointed by the Trustees. Any such appointments must be cleared with the Exec Team</p> <p>Making appropriate arrangements for the election of parents to LACs</p>	<p>Advising LAC Governors on the appointment of LAC Governors beyond those appointed by the Trustees</p> <p>Helping to co-ordinate election of parent governors to</p>



<b>Members</b>	<b>Trust Board</b>	<b>Trust -wide Committees</b>	<b>Executive Team</b>	<b>Local Advisory Committee</b>	<b>Headteacher of School</b>
				following guidance provided by the Exec team	LAC  Arranging for staff and pupils to attend LACs



## STANDARDS, STRATEGY AND PLANNING

Members	Trust Board	Finance and Audit Committee	Executive Team	Local Advisory Committee	Headteacher of School
	<p>Set the overall Vision for the Trust</p> <p>Scrutinise the overall performance of the Trust</p> <p>Approve the Trust's Business and Development Plans</p>	<p><i>Finance and Audit Committee</i></p> <p>Support the development of, and scrutinise the delivery of, The Trust's Business and Development Plans and other planning documents so far as they related to the committee's remit.</p>	<p>Supporting the Trust Board in developing/setting the Trust's overall strategy including:</p> <ul style="list-style-type: none"> <li>• Early consultation with the Trust Board on significant issues/opportunities/risks</li> <li>• Drafting proposals for Committees/Trust Board review</li> <li>• Development of strategic &amp; operating plans &amp; budgets for review by Committees/approval by the Trust Board</li> </ul> <p>Ensuring School Improvement Plans align with the Trust's strategy</p> <p>Supporting the Trust's growth strategy through presenting recommendations and completing appropriate bid processes etc.</p>	<p>Scrutiny of the School Evaluation Form (SEF) / School Improvement Plan (SIP) and providing advice to the Exec Team</p> <p>Supporting and Promoting the school and Trust as appropriate, including regularly providing content for website and social media, and developing community interaction</p>	

Members	Trust Board	Finance and Audit	Executive Team	Local Advisory Committee	Headteacher of School
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Committee					
	<p>Agreeing the overall Pedagogical and Curriculum Vision of the Trust</p> <p>Agreeing a Trust-wide curriculum policy to ensure provision of a balanced and broadly based curriculum that is in line with the Trust's overall Vision</p>		<p>Advise on the ongoing development of Trust-wide curriculum policy</p> <p>Provide oversight of the implementation of the Trust-wide curriculum policy</p> <p>Recommending any updates to the Vision and the curriculum</p> <p>Provide overview, scrutiny, challenge and support in order to ensure all schools are delivering outstanding education in line with the Trust's vision for education</p> <p>Check monitoring and evaluation procedures</p>	<p>Consider the school's curriculum and assess whether it is aligned with SBA's Vision and is responding to and meeting the needs of the pupils and their families. If necessary, LACs will escalate concerns and provide support to the Board and the school</p> <p>Assess whether or not extended school provision and family learning is meeting the needs of children and families, and escalate any concerns</p> <p>Assess whether or not effective home/school liaison and communication processes are in place, and escalate any concerns or positive feedback</p>	<p>Ensure the curriculum is delivered including compliance with any Trust-wide requirements</p> <p>Make provision for a daily collective act of worship</p> <p>Ensure extended school provision and family learning is meeting the needs of children</p> <p>Ensure effective home/school liaison and communication processes are in place</p>



Members	Trust Board	F&A Committee	Executive Team	Local Advisory Committee	Headteacher of School
<p>Receive an annual report from the Trustees and the Chief Executive Officer on the performance and standards achieved across the Trust</p>	<p>Receive and scrutinise a termly report from the Chief Executive Officer regarding provision and standards</p> <p>Note a School Improvement Plan for each school</p>	N/A	<p>Provide oversight of the target setting for pupil achievement and progress by the Headteacher and monitor against targets</p> <p>Provide a termly report to the Trustees regarding standards</p> <p>Receive regular reports from all schools in the Trust regarding the progress, achievement and attainment of pupils, the quality of teaching and learning, and views of parents</p> <p>Agree a School Improvement Plan for each school</p>	<p>Monitor progress towards the school's performance targets, and escalate concerns about slow progress to the Head and to the Trust Executive Team where necessary</p> <p>Develop an understanding of the progress and standards achieved by the school as a whole and across all cohorts of pupils (girls, boys, pupil premium, EAL pupils etc)</p> <p>Oversee and contribute to the development and delivery of the School Improvement Plan, requiring and considering progress reports.</p> <p>Act as a critical friend to the Senior Leadership Team in addressing any areas of challenge or weakness</p> <p>LACs will escalate concerns (first to the Headteacher and then to the MAT Executive Team)</p> <p>Appoint a LAC governor with responsibility for Provision and Standards</p>	<p>To set targets for pupil achievement and progress and monitor against target</p> <p>Report information and data to the LAC and the Chief Executive Officer</p> <p>To prepare a draft School Improvement Plan for scrutiny by the LAC</p>



## FINANCE, AUDIT AND PREMISES

Members	Trust Board	Finance and Audit Committee	Executive Team	Local Advisory Committee	Headteacher of School
<i>Budget</i>					
Receive an annual report on the financial performance of the Trust	<p>Approve the annual budget for the Trust</p> <p>Commit to fundraising from charities and other grant-makers; appoint a Lead Trustee for fundraising</p>	<p><i>Finance and Audit Committee</i></p> <p>Monitor income, expenditure, cash flow and balance sheet of the Trust</p>	<p>Prepare the annual budget for the school</p> <p>Monitor the income, expenditure, cash flow and balance sheet of the school</p> <p>Prepare monitoring reports for the Trustees</p> <p>Make payments within agreed financial limits</p>	<p>Receive school budget from Exec team, and reports on school spending and procurement from the school business manager at each meeting, escalating any concerns about overspend or impropriety to the Headteacher and the central team, as described.</p> <p>Scrutinise and support the effective deployment of school specific grants including Pupil Premium and PE and Sports Premium</p>	<p>Work with the central team to prepare the annual budget for the school</p> <p>Monitor the income, expenditure and cash flow of the school</p> <p>Make payments within agreed financial limits</p>
<i>Procurement</i>					
	<p>Adopt a Trust-wide procurement policy</p> <p>Set the delegated levels of</p>	<p><i>Finance and Audit Committee</i></p> <p>Advise the Trust</p>	<p>Enter into contracts up to the limits of delegation and within an agreed budget</p>		<p>Enter into contracts up to the limits of delegation and within an agreed budget</p>





Members	Trust Board	Finance and Audit Committee	Executive Team	Local Advisory Committee	Headteacher of School
	<p>authority for contracts</p> <p>Approve contracts with a value above £XXX,000 (TBC, Confirm with Kah)</p> <p>Approve contracts which constitute related party transactions</p>	<p>Board in relation to the procurement and development of central services</p>	<p>Procure buildings and related insurance and make proposals to the Trustees</p>		



Members	Trust Board	Trust Wide Committees	Executive Team	Local Advisory Committee	Headteacher of School
<i>Policies</i>					
	<p>Approve the financial Scheme of Delegation</p> <p>Adopt a Charging and Remissions Policy and to keep it under review</p> <p>Adopt a Trust-wide Expenses and Hospitality Policy</p> <p>Adopt a Pay Policy</p>	<p><i>Finance and Audit Committee</i></p> <p>Recommend the financial Scheme of Delegation</p> <p>Recommend a Charging and Remissions Policy</p> <p>Recommend a Trust-wide Expenses and Hospitality Policy</p> <p>Recommend a Pay Policy</p>	<p>Prepare the financial Scheme of Delegation for scrutiny by the Finance and Audit Committee</p> <p>Prepare a Charging and Remissions Policy for scrutiny by the Finance and Audit Committee</p> <p>Prepare a Trust-wide Expenses and Hospitality Policy for scrutiny by the Finance and Audit Committee</p>		<p>Implement the Trust-wide finance policies</p>
<i>Financial Controls</i>					
	<p>Appoint an Accounting Officer</p> <p>Ensure proper financial controls are in place</p>	<p><i>Finance and Audit Committee</i></p> <p>Advise the Trust Board in relation to their financial</p>	<p>CEO to act as the Accounting Officer</p> <p>Ensure proper financial controls are in place</p>	<p>Maintain a register of Governors' business interests</p>	



Members	Trust Board	Trust Wide Committees	Executive Team	Local Advisory Committee	Headteacher of School
	Maintain a register of business interests	responsibilities	Open bank accounts and act as a signatory for Trust accounts		
<i>Expenses and Business Interests</i>					
	Adopt a Trustee Expenses Policy in accordance with the Trust Conflict of Interest Policy		Maintain a register of business interests (of the Executive and Non-Executive Team)  Set up and approve staff expenses for the Executive Team and all central staff		Set up and approve staff expenses at the school
<i>Audit</i>					
Appoint external auditors	Recommend external auditors for appointment by members  Sign off annual accounts and report  Appoint internal auditors  Appoint a finance and audit committee	<i>Finance and Audit Committee</i>  Receive and scrutinise annual accounts and report in order to recommend them to the Trust Board	Implement any recommendations of Internal or External Audits across the Trust	Support the Headteacher and Business Manager in implementing any recommendations of Internal or External Audits as directed by the Chief Operating Officer	Implement any recommendations of Internal or External Audits as directed by the CEO/COO



<i>Premises</i>					
	Review and maintain a buildings strategy and asset management planning arrangements	<p><i>Finance and Audit Committee</i></p> <p>Receive and scrutinise a buildings' strategy and asset management planning arrangements</p>	Prepare a buildings strategy and asset management planning arrangements	Receive reports on maintenance and development of the school's premises, from the business manager and observe the condition of the school when on school visits. Escalate any concerns to Head then Exec Team	Review security of premises and equipment. Be responsible for H&S compliance. Require business manager to place maintenance contracts in agreement with Chief Operating Officer
<i>Income Generation and Other</i>					
			Set annual income generation targets for the schools.	Contribute and support income generation at the school, for example by liaising with and supporting the work of any "Friends" group established to support the school, and supporting the Head to encourage parents of pupils entitled to PP to sign up	Develop school specific lettings strategy and maximise income at the school



## ADMISSIONS

Members	Trust Board	F&A Committee	Executive Team	Local Advisory Committee	Headteacher of School
Receive an annual report on the admissions to the Trust's schools.	Agree a Trust-wide admissions policy	N/A	<p>Propose a Trust-wide admissions policy for adoption by the Trustees</p> <p>Provide oversight of and support of the implementation of the admissions arrangements across the Trust</p>	<p>Monitor the school's admissions policies and procedures and take part in appeals procedures, as required</p>	<p>Provide direction to the LAC as to requirements under the School Admissions and Appeals Codes</p> <p>Ensure compliance with the Trust-wide policy</p> <p>Make arrangements for determining admissions and hearing admission appeals, following guidance from the Executive team</p> <p>Participate in local admissions forum and Fair Access Protocol</p>



## SEN AND INCLUSION

Members	Trust Board	Trust Wide Committees	Executive Team	Local Advisory Committee	Headteacher of School
	Determine a Trust wide SEN and Disability Discrimination Act policy	N/A	<p>Provide oversight of the implementation of the Trust-wide SEN policy</p> <p>Ensure compliance with the Equalities Act requirements within all the schools in the Trust</p> <p>Review SEN spending, including staffing</p>	<p>Assess whether or not SEN arrangements are implemented in line with the Trust's SEN policy, and escalate any concerns</p> <p>Assess compliance with the Disability Discrimination Act requirements and escalate any concerns</p> <p>Appoint a LAC Governor responsible for SEN and inclusion</p>	<p>Liaise with the relevant local authority in respect of pupils who have (or might have) SEN</p> <p>Make provision for SEN pupils with or without an Education, Health and Care plan</p> <p>Ensure compliance with the Equalities Act requirements within the School</p> <p>Designate a teacher to be responsible for co-ordinating SEN provision</p> <p>Designate SENDCO duties prior to the appointment of the SENDCO</p>



## SAFEGUARDING AND PUPIL AND FAMILY WELFARE

Members	Trust Board	Trust Wide Committees	Executive Team	Local Advisory Committee	Headteacher of School (safeguarding lead for the school)
<i>Policies</i>					
	<p>Adopt a Trust-wide Child Protection and Safeguarding Policy</p> <p>Adopt a Trust-wide policy regarding educational visits</p> <p>Adopt a Trust-wide policy regarding Allegations Against Staff and Whistleblowing</p> <p>Adopt a Trust-wide Complaints Policy</p>	N/A	Propose a Trust-wide Safeguarding and Child Protection policy to the Trustees for adoption.	<p>Assess whether or not Child Protection and Safeguarding arrangements are implemented in line with the Trust’s Child Protection and Safeguarding policy, and escalate any concerns</p> <p>Take part in any complaints panel as required</p>	<p>Implement the Trust-wide Child Protection and Safeguarding Policy</p> <p>Adopt a Trust-wide policy regarding educational visits</p> <p>Implement a school complaints policy consistent with the Trust-wide policy for adoption by the LAC and to hear complaints at the relevant stage</p>



Members	Trust Board	Trust Wide Committees	Executive Team	Local Advisory Committee	Headteacher of School (safeguarding lead for the school)
<i>Reporting</i>					
<p>Receive an annual report on the performance of the Trust in relation to its statutory duties regarding Safeguarding and Pupil Welfare</p>	<p>Receive a termly report from the Chief Executive Officer regarding safeguarding (to include attendance)</p> <p>Receive reports from the Chief Executive Officer regarding the level of complaints across the Trust</p>	<p>N/A</p>	<p>Report to the Trustees on the procedures in place for safeguarding (including any allegations made against staff) and on matters as they arise</p> <p>Monitor the levels of attendance in the schools and the use of home-school agreements and reports termly to the Trustees</p> <p>Review the level of complaints across the Trust</p>	<p>Require termly reports on the following, from the Headteacher as part of the termly report and also immediately if there is a serious incident:</p> <ul style="list-style-type: none"> <li>• behaviour,</li> <li>• racist incidents (and other discrimination-related incidents linked to any protected characteristic in the Equality Act 2010),</li> <li>• care shown to pupils on fixed or permanent exclusions,</li> <li>• breaches of online-safety policy,</li> <li>• attendance and punctuality.</li> </ul> <p>Consider these reports (and related action taken by the school) and escalate any concerns as described above.</p>	<p>Maintain a register of pupil attendance, punctuality and other pupil related data and report as required by the Trust</p>





Members	Trust Board	Trust Wide Committees	Executive Team	Local Advisory Committee	Headteacher of School (safeguarding lead for the school)
Appointments, Audit and Other Related Matters					
			<p>Ensure that each school has appointed a designated teacher to support looked after children</p> <p>Make arrangements for safeguarding audits to be conducted by independent personnel</p>	<p>Support the Headteacher through appeals against any decisions to exclude pupils</p> <p>Undertake, monitor and act on staff, parent and pupil voice surveys</p> <p>Appoint a LAC governor with responsibility for Safeguarding</p>	<p>To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance</p> <p>Review and maintain home-school agreements</p> <p>Maintain the single central record</p> <p>Ensure provision of free school meals to those pupils meeting the criteria</p> <p>Approve off-site visits for pupils</p>



<b>Members</b>	<b>Trust Board</b>	<b>Trust Wide Committees</b>	<b>Executive Team</b>	<b>Local Advisory Committee</b>	<b>Headteacher of School (safeguarding lead for the school)</b>



## STAFFING

Members	Trust Board	Trust Wide Committees	Executive Team	Local Advisory Committee	Headteacher of School
	<p>Adopt Trust-wide staff policies and procures</p> <p>Appoint, suspend and dismiss the CEO</p> <p>Conduct the performance management review of the CEO</p> <p>Approve CEO recommendations to appoint, suspend and dismiss the Executive Leaders (excluding the CEO) in consultation with the CEO</p> <p>Appoint, suspend and dismiss the Company Secretary and Clerk</p>	N/A	<p>Determine the leadership structure for each school.</p> <p>Approve staffing structure and staff pay in each school.</p> <p>CEO to attend interviews of all leadership staff, and approve recruitment templates for all staff appointments</p> <p>Advise the Trustees on suitable Trust-wide staffing policies and procedures and to ensure their effective implementation</p> <p>Monitor and review staffing changes across the Trust</p> <p>Conduct the performance management review of the Executive Leaders and Executive Team</p> <p>Make recommendations to the Board to appoint, suspend and dismiss Exec team members</p> <p>Conduct the performance management of Headteachers</p> <p>Appoint, suspend and dismiss Headteachers</p> <p>Conduct the performance management review of the Company Secretary and Clerk</p>	<p>Participate in the recruitment, selection and appointment of senior staff</p> <p>Review staff work/life balance, working conditions and well-being, including procedures for absence monitoring.</p> <p>LACs will escalate any concerns to the Headteacher and then to the central team</p>	<p>Determine staffing requirements within each school and budget in consultation with the Chief Executive Officer</p> <p>Implement the Trust-wide policies and procedures in the school</p> <p>Appoint teaching and non-teaching staff in consultation with the central team</p> <p>Suspend or dismiss teaching and non-teaching staff in consultation with the CEO</p> <p>Conduct the performance management of staff in the school</p>



Members	Trust Board	Trust Wide Committees	Executive Team	Local Advisory Committee	Headteacher of School
			<p>Approve applications for early retirement, secondment and leave of absence</p> <p>Appoint, suspend and dismiss staff other than Exec team members</p>		