

The Bay Learning Trust
Scheme of Delegation: [Name] Academy (Autonomous School)

Decision	Delegation					Academy Head/Principal
	Members	Trust Board	Trust Board Committee (S, R & A)	CEO/Executive	Local Gov. Body	
PEOPLE						
Members: Appoint/Remove						
Directors: Appoint/Remove						
CEO: Appoint/suspend/approve						
Executive: Appoint/suspend/approve						
Role descriptions for Directors/chair/specific roles/committee members: Agree						
Trust Committee Chairs: Appoint/remove						
LGB Chairs: Appoint/remove						
Clerk to the Board: Appoint/remove						
Company Secretary to Board: Appoint/remove						
Headteacher: Appoint/suspend/remove						

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Deputy Headteacher: Appoint/suspend/remove						
Teaching Staff: Appoint/suspend/remove						
Non-teaching staff: Appoint/suspend/remove						
Clerk to LGB: Appoint/suspend/remove						
Variations to agreed academy staffing structure/establishment: Approve/reject						
Schools wishing to join the Trust: Approve/reject						
SYSTEMS AND STRUCTURE						
Articles of Association: Agree and review						
Governance structure (Committees) for the Trust: Establish and review annually						
Terms of reference for Trust Committees (including audit, if required, and scheme for school Committees): Agree annually						
Structure of Local Governing Body Committees: Agree and review						
Skills audit for Trust Board and LGB members: Complete and recruit to fill gaps						
Annual Trust assessment of the Trust Board and Committees: Complete annually						

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Annual self-review of LGB performance: Complete annually						
Trust Chair's performance: Carry out 360 review periodically						
Trustee/Committee member contribution: Review annually						
Succession Planning and Leadership Development						
Trustee support and CPD programme: Agree and implement						
Governor support and CPD programme: Agree and implement						
Annual calendar of meetings: Agree						
Annual calendar of meetings for LGB: Agree						
LGB procedures and practice: Review and agree						
REPORTING						
Ensure required reports are available for all Board and committee meetings						
Trust governance details on Trust and academies' websites: Ensure						
Academy governance details on academy website: Ensure						
Register of all interests, business, pecuniary, loyalty for						

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members/trustees/committee members: Establish and publish						
Annual report on performance of the Trust: Submit to members and publish						
Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: Submit						
Annual report on work of LGB: Submit to Trust and publish						
BEING STRATEGIC						
Trust's vision and strategy: Agree key priorities and key performance indicators (KPIs): Determine: Agree						
Academy's mission and strategy within the ethos and mission of the Trust: key priorities and key performance indicators (KPIs): Determine: Agree						
The vision, aims and values of the Trust: Review and monitor						
The mission, vision and aims of individual academies: Review and monitor						
Company and Charity Law: Ensure compliance						
Services to be procured on behalf of individual academies: Identify						

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Centrally procured services procured to secure best value: Identify and agree						
Management of risk: Establish register, review and monitor						
Engagement with stakeholders						
Academy Admissions Policies:approve and review						
Academy Improvement Strategy Plans: Approve						
Academy Curriculum: Delivery						
Academy Prospectus: Approve						
Budget plan to support delivery of Trust key priorities: Agree						
Budget plan to support delivery of Academy key priorities: Agree						
Standards of teaching: Monitor and improve						
'Prevent Policy' and 'British Values': Agree and monitor						
'Prevent Policy' and 'British Values': Implement and monitor						
'Sex Education and Relationships Policy': Agree and monitor						
'Sex Education and Relationships Policy': Implement						

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Trust's staffing structure within agreed budget: Agree						
Academy staffing structure within agreed budget: Agree						
Trust business continuity/disaster recovery: Approve, planning and oversight						
Academy business continuity/disaster recovery: Planning and oversight						
Changes in government and other national policies: Plan and implement response						
Buildings (Maintenance) Plan: Develop and implement						
Trust Estates/Property Management Pan: Develop and oversee						
Change the academy category: Publish proposals						
School term dates, holidays and sessions times: Agree and approve						
HOLDING TO ACCOUNT						
Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): Agree						
Compliance, monitoring and reporting						

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Reporting arrangements for progress on key priorities: Agree (cross references with KPIs)						
Performance management of the Chief Executive Office:						
Performance management of academy Headteacher						
Targets for pupil achievement: Agree						
ENSURING FINANCIAL PROBITY						
Chief financial officer for delivery of the Trust's detailed accounting process: Appoint						
Trust's scheme of financial delegation: Establish and review						
Academy's scheme of financial delegation: Establish and review						
Funding Agreements: Ensure compliance						
Ensure probity in Trust financial procedures and execution						
External auditors' report: Receive and respond						
CEO pay award: Agree						
Academy Headteacher pay award: Agree						

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Staff appraisal procedure and pay progression: Monitor and agree						
Proposed individual academy budget: Develop						
Individual academy budget: Approve						
Monthly academy expenditure: Monitor						
Variation to the budget without the overall academy budget going into deficit: Approve						
Expenditure outside the agree budget: Approve						
Local Governing Body expenses scheme: Approve						
Benchmarking and Trust value for money: Ensure robustness						
Benchmarking and academy value for money: Ensure robustness						
Develop Trust wide procurement strategies and efficiency savings programme: Develop						