

The Bay Learning Trust Scheme of Delegation (Supported School)

Decision	Delegation					Academy Head/Principal
	Members	Trust Board	Trust Board Committee (S, R & A)	CEO/Executive	Academy Interim Board	
PEOPLE						
Principal: appointment				X	<A	
Principal: suspend/dismiss			X (When a panel is required)	X		
Vice Principal : appointment						X
Vice Principal: suspend/dismiss						X
Teaching Staff: appointment						X
Teaching Staff: suspend/dismiss						X
Non-teaching Staff:						X
Non-teaching staff: Appoint/suspend/remove						X
Clerk to LGB/AIB: Appoint/suspend/remove				X		

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Variations to agreed academy staffing structure/establishment: Approve/reject			X (Resources)	<A	<A	<A
SYSTEMS AND STRUCTURE						
Structure of AIB: Agree and review		X		<A		
Skills audit for AIB members: Complete and recruit to fill gaps		X		<A		
AIB member support and CPD programme: Agree and implement		X			<A	
Annual calendar of meetings for AIB: Agree				A>	X	<A
AIB procedures and practice: Review and agree		X		<A		
REPORTING						
Academy governance details on academy website: Ensure		A>		A>	A>	X
Register of all interests, business, pecuniary, loyalty for AIB members: Establish and publish		A>		A>	X	
Annual report on work of AIB: Submit to Trust and publish				A>	X	<A
BEING STRATEGIC						

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Academy's mission and strategy within the ethos and mission of the Trust: key priorities and key performance indicators (KPIs): Determine: Agree		x		<A>	X (to be approved by Trust Board)	<A
The mission, vision and aims of individual academies: Review and monitor					X	
Company and Charity Law: Ensure compliance		X	Resources	<A>		
Services to be procured on behalf of individual academies: Identify			Resources	<A		
Centrally procured services procured to secure best value: Identify and agree			Resources	X		
Management of risk: Establish register, review and monitor		X		<A		<A (CEO)
Engagement with stakeholders		X		X	X	X
Academy Admissions Policies: approve and review		x		<A	<A	<A
Academy Improvement Strategy Plans: Approve		X		<A	X	<A
Academy Curriculum: Monitoring delivery					X	<A
Academy Prospectus: Approve				A>	X	<A

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Budget plan to support delivery of Trust key priorities: Agree		X		<A		
Budget plan to support delivery of Academy key priorities: Agree		X		<A		<A (CEO)
Standards of teaching: Monitor and improve				A>	A>	X
'Prevent Policy' and 'British Values': Agree and monitor					X	
'Prevent Policy' and 'British Values': Implement and monitor				A>	A>	X
'Sex Education and Relationships Policy': Agree and monitor				A>	A>	X
Academy staffing structure within agreed budget: Agree			Resources	<A		<A (CEO)
Academy business continuity/disaster recovery: Planning and oversight					X	<A (develop for approval)
Changes in government and other national policies: Plan and implement response		X		<A		
Buildings (Maintenance) Plan: Develop and implement		A>		<A>	X	<A
Trust Estates/Property Management Pan: Develop and oversee		X		<A		
Change the academy category: Publish proposals		X				

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School term dates, holidays and sessions times: Agree and approve		X		<A	<A	<A
HOLDING TO ACCOUNT						
Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): Agree		X		<A		
Compliance, monitoring and reporting				A>	x	<A
Reporting arrangements for progress on key priorities: Agree (cross references with KPIs)		X		<A>	X	<A
Performance management of academy Headteacher				X	<A	
Targets for pupil achievement: Agree			Standards	<A	<A	<A
ENSURING FINANCIAL PROBITY						
Chief financial officer for delivery of the Trust's detailed accounting process: Appoint		X				
Trust's scheme of financial delegation: Establish and review			Resources			
Academy's scheme of financial delegation: Establish and review			Resources			
Funding Agreements: Ensure compliance		X		<A		

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Ensure probity in Trust financial procedures and execution		X	<Audit			
External auditors' report: Receive, note content and respond		X	<Audit	<A	<A	<A
Academy Headteacher pay award: Agree		X		<A		
Staff appraisal procedure and pay progression: Monitor and agree			Resources	<A		<A
Proposed individual academy budget: Develop				X	<A	<A
Individual academy budget: Approve		X		<A		
Monthly academy expenditure: Monitor				A>		X
Variation to the budget without the overall academy budget going into deficit: Approve				X		<A (CEO)
Expenditure outside the agree budget: Approve		X	<Resources			
AIB expenses scheme: Approve			Resources	<A		
Benchmarking and Trust value for money: Ensure robustness		X	<Resources			
Benchmarking and academy value for money: Ensure robustness			Resources>	X		<A
Develop Trust wide procurement strategies and efficiency savings programme: Develop				X		

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COMPLAINTS						
Complaints policy: develop				X		
Stage 2 complaints					X (Chair or Vice-Chair if relates to Head/Principal)	X
Stage 3 parental complaints panel		X (if complaint relates to CEO/Executive)			X (with one independent member)	
Stage 3 non-parental complaints		X			X	
Exclusions						
Fixed or permanent exclusion: decision				A>		X
Parental submissions: made on exclusions under 5 days					X	
Review decision: review as required by law with power to reinstate in certain circumstances					X (can be Chair or Vice-Chair in urgent situations)	