



## The Bay Learning Trust Scheme of Delegation (Autonomous School)

Decision	Delegation					Academy Head/Principal
	Members	Trust Board	Trust Board Committee (S, R & A)	CEO/Executive	Local Gov. Body	
<b>PEOPLE</b>						
Members: Appoint/Remove	X					
Directors: Appoint/Remove	X					
CEO: Appoint/suspend/approve		X				
Executive: Appoint/suspend/approve		X				
Role descriptions for Directors/chair/specific roles/committee members: Agree		X				
Trust Committee Chairs: Appoint/remove		X				

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LGB Chairs: Appoint/remove		X				
Clerk to the Board: Appoint/remove		X				
Company Secretary to Board: Appoint/remove		X				
Headteacher: Appoint/suspend/remove		X		<A	<A	
Deputy Headteacher: Appoint/suspend/remove					X	<A
Teaching Staff: Appoint/suspend/remove					X	<A
Non-teaching staff: Appoint/suspend/remove						X
Clerk to LGB: Appoint/suspend/remove				X		
Variations to agreed academy staffing structure/establishment: Approve/reject			Resources		<A	<A
Schools wishing to join the Trust: Approve/reject		X				
<b>SYSTEMS AND STRUCTURE</b>						
Articles of Association: Agree and review		X				
Governance structure (Committees) for the Trust: Establish and review annually		X				
Terms of reference for Trust Committees (including audit, if required, and scheme for school Committees): Agree annually		X				

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Structure of Local Governing Body Committees: Agree and review					X	
Skills audit for Trust Board and LGB members: Complete and recruit to fill gaps		X				
Annual Trust assessment of the Trust Board and Committees: Complete annually		X				
Annual self-review of LGB performance: Complete annually					X	
Trust Chair's performance: Carry out 360 review periodically		X				
Trustee/Committee member contribution: Review annually		X				
Succession Planning and Leadership Development		X		<A	<A	<A
Trustee support and CPD programme: Agree and implement		X				
Governor support and CPD programme: Agree and implement					X	
Annual calendar of meetings: Agree		X		<A		
Annual calendar of meetings for LGB: Agree		X		<A	<A	<A
LGB procedures and practice: Review and agree		X		<A		

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<b>REPORTING</b>						
Ensure required reports are available for all Board and committee meetings				X		
Trust governance details on Trust and academies' websites: Ensure		X		<A		
Academy governance details on academy website: Ensure		X		<A		<A
Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: Establish and publish		X		<A		
Annual report on performance of the Trust: Submit to members and publish		X				
Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: Submit		X		<A		
Annual report on work of LGB: Submit to Trust and publish					X	<A
<b>BEING STRATEGIC</b>						
Trust's vision and strategy: Agree key priorities and key performance indicators (KPIs): Determine: Agree		X		<A		
Academy's mission and strategy within the ethos and mission of the Trust: key				<A>	X	<A

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priorities and key performance indicators (KPIs): Determine: Agree						
The vision, aims and values of the Trust: Review and monitor		X				
The mission, vision and aims of individual academies: Review and monitor					X	
Company and Charity Law: Ensure compliance			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				X		
Management of risk: Establish register, review and monitor		X		<A	X	<A
Engagement with stakeholders	X	X		X	X	X
Academy Improvement Strategy Plans: Approve		X		<A	X	<A
Academy Curriculum: Delivery					X	<A
Academy Prospectus: Approve					X	
Budget plan to support delivery of Trust key priorities: Agree		X		<A		
Budget plan to support delivery of Academy key priorities: Agree					X	<A
Standards of teaching: Monitor and improve						X

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'Prevent Policy' and 'British Values': Agree and monitor					X	
'Prevent Policy' and 'British Values': Implement and monitor						X
'Sex Education and Relationships Policy': Agree and monitor					X	
'Sex Education and Relationships Policy': Implement						X
Trust's staffing structure within agreed budget: Agree			Resources	<A		
Academy staffing structure within agreed budget: Agree				<A	X	<A
Trust business continuity/disaster recovery: Approve, planning and oversight		X		<A		
Academy business continuity/disaster recovery: Planning and oversight					X	<A
Changes in government and other national policies: Plan and implement response		X		<A		
Buildings Development (Maintenance) Plan: Develop and implement		X		<A	X	
Estates/Property Management Pan: Develop and oversee		X		<A	X	
Change the academy category: Publish proposals		X				
School term dates, holidays and sessions times: Agree and approve		X			<A	

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<b>HOLDING TO ACCOUNT</b>						
Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): Agree		X		<A	X	<A
Reporting arrangements for progress on key priorities: Agree (cross references with KPIs)		X		<A	X	<A
Performance management of the Chief Executive Office:		X				
Performance management of academy Headteacher				X	<A	
Targets for pupil achievement: Agree			Standards		<A	<A
<b>ENSURING FINANCIAL PROBITY</b>						
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		
Ensure probity in Trust financial procedures and execution		X	<Audit			
External auditors' report: Receive and respond		X	<Audit	<A	<A	<A

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CEO pay award: Agree		X				
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
Individual academy budget: Approve		X			<A	
Monthly academy expenditure: Monitor						X
Variation to the budget without the overall academy budget going into deficit: Approve					X	
Expenditure outside the agree budget: Approve		X	<Resources			
Local Governing Body expenses scheme: Approve			Resources			
Benchmarking and Trust value for money: Ensure robustness		X	<Resources			
Benchmarking and academy value for money: Ensure robustness			Resources>		X	
Develop Trust wide procurement strategies and efficiency savings programme: Develop				X		