

Appendix A Scheme of Delegation

The following Scheme of Delegation has been adopted by the Diocese of Ely Multi Academy Trust (DEMAT) for implementation by the Board of Trustees, the Executive, Headteachers and Local Governing Bodies.

The purpose of the Scheme of Delegation is to clearly define the accountability and responsibility requirements across the Trust to enable robust governance to be in place at all levels of the organisation.

| Function | Tasks | Decision Level | | | Advice and Monitoring |
|---------------------------------------|---|----------------|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 |
| Services provided by the Trust | To determine the scope of mandatory core services to be delivered by the Shared Services Team to its Academies | X | | | |
| | To identify those additional services to be procured on behalf of individual academies | X | | | |
| | To ensure centrally procured services provide value for money | X | | | |
| Budgets | To determine the proportion of the overall Academy budget to be delegated to individual Academies | X | | | |
| | To develop and propose the individual Academy budget | | | X | X |
| | To approve the first formal budget plan each financial year | X | | | |
| | To monitor monthly expenditure | | X | X | X |
| | To approve any between budget headings and/or likely budget overspends NB the overall academy budget must not be in deficit at year end. | X | X | | |
| | To establish financial decision levels and limits | X | X | | |
| | To establish an academy charging and remissions policy | X | X | | |
| | | | | | |

| Function | Tasks | Decision Level | | | Advice and Monitoring |
|-----------|--|----------------|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 |
| | Miscellaneous financial expenditure outside of the agreed budget | X | | | |
| | To enter into contracts (Directors will set the financial limits) up to the limits of delegation and within an agreed budget | | | X | |
| | To make payments within agreed financial limits | | X | X | |
| HR | Headteacher appointments (selection panel) | | X | | X |
| | Deputy appointments (selection panel) | | | X | X |
| | Appoint other teachers | | | X | X |
| | Appoint non-teaching staff | | | X | X |
| | Agree a pay policy | X | | | |
| | Agree pay discretions | X | | | |
| | Establishing disciplinary/capability procedures | X | X | | |
| | Make pay decisions for academy-based staff | | | X | |
| | Consider appeals against pay decisions for academy-based staff | | X | X | X |
| | Dismissal of Headteacher/Deputy | X | X | | |
| | Dismissal of other staff (Deputy Head level and below) | | | X | X |
| | Suspending Head | X | X | | |
| | Suspending other Staff | | | X | X |
| | Ending suspension (Head teacher) | X | X | | |

| Function | Tasks | Decision Level | | | Advice and Monitoring |
|-------------------------------|--|----------------|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 |
| | Ending Suspension (Deputy Head level and below) Liaise with the Executive | | | X | X |
| | Determining Staff complement within agreed budget | | | X | X |
| | Determining dismissal payments/early retirement Liaise with Executive | | | X | X |
| | Signing agreements relating to exit strategies | | X | | X |
| | Authorising termination payments relating to exit strategies | | X | | X |
| Curriculum | To develop a curriculum policy | | | X | X |
| | To implement curriculum policy | | | X | X |
| | Responsible for standards of teaching | | | X | X |
| | Accountability for standards of teaching | | X | X | |
| | Responsibility for individual child's education | | X | X | X |
| | Accountability for individual child's education. | | X | X | |
| | Provision of sex education – to establish and keep up to date a written policy | | | X | X |
| | To prohibit political indoctrination and ensuring the balanced treatment of political issues | | X | X | X |
| Performance Management | To develop a performance management policy | | X | | |
| | To implement the performance management policy for Head teachers | | X | | X |
| | To implement the performance management policy for Deputy | | | X | X |

| Function | Tasks | Decision Level | | | Advice and Monitoring |
|-----------------------|---|----------------|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 |
| | Head/Teaching Staff | | | | |
| | To implement the performance management policy for Support Staff | | | X | X |
| | To implement the performance management policy for Shared Services Staff | X | X | | |
| | To review annually the performance management policy | X | X | | |
| Target Setting | To propose targets for pupil achievement | | | X | |
| | To agree targets for pupil achievement | | | X | |
| | Responsibility for pupil outcomes | | | X | X |
| | Accountability for pupil outcomes | | X | X | |
| | To establish a discipline policy | | | X | X |
| | To ensure the academy makes 'reasonable adjustments' and 'best endeavors to meet the needs of pupils with SEND to reduce the risk of exclusions | | | X | |
| | To review the use of exclusion and to decide whether to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency) A member of DEMAT Executive, or nominated person, to form any Exclusion Review Panels | | X | | X |
| | To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency) | | X | | X |
| Admissions | To ensure the academy's admission decisions comply with DEMAT's | | | X | X |

| Function | Tasks | Decision Level | | | Advice and Monitoring |
|---------------------|---|----------------|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 |
| | admissions statement and LA requirements. To review proposed changes to academy's admissions policy | | | X | X |
| | To appeal against LA directions to admit pupil(s) Headteacher to seek advice from the Executive | | | X | X |
| Complaints | Responsibility to manage & investigate Informal & Stage One official complaints | | | X | |
| | Responsibility to manage & investigate Stage Two official complaints | | | | X |
| | Responsibility to manage & investigate Stage Three official complaints | | X | | |
| Safeguarding | To institute a Safeguarding and Child Protection policy which is specific to the academy and local area procedures | | | X | X |
| | To ensure the academy's compliance with Safeguarding and Child Protections regulations and statutory guidance | | | X | X |
| | To manage the process around allegations against staff, including informing the LADO & Trust Executive | | | X | |
| | To undertake, or delegate to an investigating officer, the investigation of allegations in relation to academy staff (other than the headteacher) | | | X | |
| | To manage the process, and undertake or delegate to an investigating officer, the investigation of allegations made against the headteacher | | X | | |
| SEND | Ensure that the necessary special education provision is made for any pupil who has SEN | | | X | |

| Function | Tasks | Decision Level | | | Advice and Monitoring |
|---|--|----------------|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 |
| | Ensure that parents are notified by the academy when special educational provision is being made for their child | | | X | |
| | Ensure the academy produces, including co-production with parents, and publishes online its academy SEN Policy & SEN information report | | | X | |
| | Ensure the academy follows the statutory SEND Code of Practice, Equalities Act & Disability Discrimination Act | | X | X | |
| | Ensure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the academy | | | X | |
| | Make sure that the teachers in the academy are aware of the importance of identifying pupils who have SEN and providing appropriate teaching | | | X | |
| | Ensure 'reasonable adjustments' are made to ensure fair access to education, including curriculum and trips for pupils with disabilities | | | X | |
| Vulnerable Groups, for example, PP, LAC, EAL, GRT, BME | Responsibility for monitoring the achievement gap between vulnerable groups (specific to the academy) and that of their peers | | | X | X |
| | Responsibility for ensuring provision for vulnerable groups is effective and represents efficient use of resources | | | X | X |
| | Responsibility for publishing Pupil Premium spending and impact analysis on academy's website | | | X | X |
| Medical Needs / Conditions | Responsibility for ensuring an appropriate Medical Needs/Conditions Policy is in place & published on the academy's website | | | X | |
| | Responsibility to ensure the academy's compliance with statutory Medical Conditions Guidance, including | | | X | |

| Function | Tasks | Decision Level | | | Advice and Monitoring |
|--|---|----------------|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 |
| | appropriate care plans in place for pupils with medical conditions which require provision in academy | | | | |
| | Responsibility to ensure the academy has a person designated as responsible for managing Medical Needs in academy | | | X | |
| | Responsibility to ensure an appropriate 'administering medicines' policy is in place when pupils require medicines in academy | | | X | |
| Religious Education | Responsibility for ensuring provision of RE in line with academy's basic curriculum Headteacher to seek advice from the Diocese Board of Education | | | X | |
| Collective Worship | To ensure that all pupils take part in a daily act of collective worship | | | X | X |
| Premises, Insurance and Health and Safety | Buildings insurance and personal liability | | X | | |
| | Develop the Trust's property strategy | | X | | |
| | Developing academy buildings strategy | | X | | |
| | Procuring and maintaining buildings, including developing properly funded maintenance plan | | X | X | |
| | To institute a health and safety policy | X | X | | |
| | To ensure that health and safety regulations are followed | | X | X | X |
| | To ensure all health and safety compliance requirements are met | | X | X | |
| | To ensure robust monitoring procedures are in place to ensure all health and safety compliance requirements are met | X | X | X | X |

| Function | Tasks | Decision Level | | | Advice and Monitoring |
|-------------------|--|----------------|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 |
| Academy | To publish proposals to change category of academy | X | | | |
| | To set the times of academy sessions and the dates of academy terms and holidays The Headteacher to seek advice from the Executive | | | X | X |
| | To ensure that the academy meets for 380 sessions in an academy year | | | X | X |
| | To prepare and publish the academy prospectus | | | X | X |
| | To ensure provision of free academy meals to those pupils meeting the criteria | | | X | X |
| | Adoption and review of home-academy agreements | | | X | X |
| Governance | To draw up governing documents and any amendments thereafter | X | X | | |
| | Approve all mixed models of governance applied | | X | | |
| | To recruit the chair of the LGB (seek support from the Executive if required) | | X | X | X |
| | To approve the appointment (and removal) of the chair of the LGB | | X | | |
| | On conversion, reconstitute the FGB to become an LGB | | X | | X |
| | To effectively govern the Academy and ensure it fulfils its statutory duties in accordance with the Department for Education and the Church of England, the membership and composition of the LGB will require the correct balance of representation from various groups. Individual members of the LGB and the LGB as a whole must have an appropriate skills base. | | X | | X |

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|----------|--|----------------|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 |
| | Representation will be from parents, academy staff and community governors as approved by the Executive. Although the term 'Foundation Governors' is not specifically used, it is a requirement for all governors to uphold the Christian Distinctiveness of the Academy. | | | | |
| | To ensure the preservation of the Christian distinctiveness of the Academy, an ex-officio role must be reserved for the Incumbent or an appropriate representative as approved by Archdeacon of the Archdeaconry in which the school is situated. | | X | X | |
| | To appoint and dismiss the clerk to the LGB | | | | X |
| | To hold a full LGB meeting at least six times in an academy year or a meeting of the temporary governing body as often may require | | | X | X |
| | To appoint and remove members of the LGB (with support from the Executive) | | | | X |
| | To set up a Register of Directors' Business Interests | X | | | |
| | To set up a Register of LGB members' Business Interests | | | X | X |
| | To approve and set up an LGB members' Expenses Scheme | | X | | X |
| | To discharge duties in respect of pupils with special needs by appointing a "responsible person" | | | X | |
| | To regulate the LGB procedures (where not set out in law) | X | | | |

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|-------------------|---|----------------|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 |
| | To put in place Governor's support arrangements. | | X | | X |
| | To determine the development needs of governors and put in place an appropriate program | | X | | X |
| | To consider requests from other academies to join the Trust | | X | | |
| | To approve such requests | X | | | |
| | To put into place the additional services provided | X | | | |
| | To ensure delivery of services provided | | X | | |
| | To cease providing extended academy provision (The Headteacher to seek advice from the Executive) | | | X | X |
| Compliance | To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies | X | X | | |
| | To ensure there is a critical incident plan in place | | X | X | X |
| | To ensure the academy website is compliant with current data protection and legislative requirements | | | X | X |
| | To comply with GDPR requirements as set out in accordance with Trust Policy | X | X | X | X |
| | To provide on an annual basis, a schedule all statutory policies and procedures and any additional policies the Trust deems necessary | | X | | |
| Strategic | To review and or amend the ethos aims and values of the Trust | X | X | | |

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|----------|---|----------------|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 |
| | To develop the ethos and mission statement for individual academies, within the context of the Trust's ethos, aims and values | | | X | X |
| | To confirm the Ethos and mission statement for individual academies | | | X | |
| | Comply with charity law | X | | | |
| | Comply with company law | X | | | |
| | Appoint a senior executive leader as the accounting officer for the Trust | X | | | |
| | Appoint a Chief Financial Officer | X | | | |
| | Participate in annual accounts consolidation exercises as communicated by the DfE | | X | | |
| | Appoint a registered statutory auditor and prepare annual financial statements in line with ESFA academies guidance and direction | | X | | |
| | Ensure the Trust has adequate insurance cover and has opted into the academy's risk protection | | X | | |