

# Scheme of Delegation



## Key

Level 1: Members

Level 2: Academy trust board of trustees

Level 3: Board Committee

Level 4: Individual trustee

Level 5: Senior executive leader (accounting officer)

Green box Function **cannot** be carried out at this level.

✓ Action to be undertaken at this level

A Provide advice and support to those accountable for decision making

<> Direction of advice and support

## Scheme of Delegation – Westbury Park School

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
<b>Governance framework</b>						
People	Members: Appoint/Remove	✓				
	Trustees: Appoint/Remove	✓	✓			
	Role descriptions for members	✓				
	Role descriptions for trustees/chair/ specific roles/committee members: <b>agree</b>		✓	<A		
	Parent trustee: <b>elected</b>		✓			
	Committee chairs: <b>appoint and remove</b>		✓	<A		
	Clerk to board: <b>appoint and remove</b>		✓			
Systems and structures	Articles of association: <b>agree and review</b>	✓	<A	<A		
	Governance structure (committees) for the trust: <b>establish and review annually</b>		✓	<A		
	Terms of reference for trust committees (including audit if required, and scheme of delegation): <b>agree annually</b>		✓	<A		
	Skills audit: <b>complete and recruit to fill gaps</b>		✓			
	Annual self-review of trust board and committee performance: <b>complete annually</b>		✓			
	Chair's performance: <b>carry out 360 review periodically</b>		✓			
	Trustee contribution: <b>review annually</b>		✓			
Succession: <b>plan</b>		✓	<A			

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	Annual schedule of business for trust board: <b>agree</b>		✓	<A		<A
<b>Reporting</b>						
<b>Reporting</b>	Trust governance details on trust website: <b>ensure</b>		✓	<A	<A	<A
	Register of all interests, business, pecuniary, loyalty for members/trustees: <b>establish and publish</b>		✓	<A		
	Annual report on performance of the trust: <b>submit to members and publish</b>		✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: <b>submit</b>		✓	<A		
	To determine whether to publish a home school agreement (not statutory)					✓
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met		✓	<A	<A	<A
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		✓	✓		✓
<b>Being Strategic</b>						
<b>Being Strategic</b>	Determine trust policies which reflect the trust's ethos and values including: admissions (but not limited to); expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum, : <b>approve</b>		✓	<A		<A
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: <b>approve</b>		✓	<A		<A

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Determine trust policy for complaints, health and safety, accessibility plan, premises management, data protection and FOI: <b>approve</b>		✓	✓		<A
Establish trust policy for sex education, careers guidance		✓	✓		<A
Determine a behaviour and discipline policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave		✓	<A		<A
To draft content of school behaviour policy and publicise it to staff, students and parents.					✓
To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last seven years.		✓	<A	<A	<A
Ensure a broad and balanced curriculum is in place		✓	<A		<A
To set the times of school sessions and the dates of school terms and holidays		✓			✓
Agree enrichment/extra-curricular offer including any additional services required		✓	✓		<A
Imbed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓
To establish and agree a Pay policy		✓	✓		
Management of risk: <b>establish register, review and monitor</b>		✓	<A	✓	<A
Engagement with stakeholders	✓	✓	✓	✓	✓
Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: <b>determine</b>		✓	<A		<A
Principal: <b>Appoint and dismiss</b>		✓			
To decide whether to join or form a multi-academy trust		✓			

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	Budget plan to support delivery of trust key priorities: <b>agree</b>		✓	<A		
	Academy staffing structure: <b>agree</b>		✓	<A		<A
	Appoint teaching staff			A>	A>	✓
	Appoint non-teaching staff			A>		✓
<b>Holding to account</b>						
<b>Holding to account</b>	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): <b>agree</b>		✓	<A	<A	<A
	To produce and maintain a central record of recruitment and vetting checks					✓
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy		✓	<A	<A	<A
	Reporting arrangements for progress on key priorities: <b>agree</b>		✓	✓		<A
	Performance management of the Principal: <b>undertake</b>		✓			
	Performance management of staff: <b>undertake</b>					✓
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	✓		
	Trustee monitoring: <b>agree arrangements</b>		✓	<A		

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	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination.			✓		
	To ensure that health and safety regulations are followed					✓
	Ensure that school lunch nutritional standards are met					✓
	Maintain a register of pupil attendance					✓
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals					✓
<b>Ensuring financial probity</b>						
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: <b>appoint</b>		✓	<A		
	Trust's scheme of financial delegation: <b>establish and review</b>		✓	<A	<A	<A
	External auditors' report: <b>receive and respond</b>		✓	<A		<A
	Principal pay award: <b>agree</b>		✓	<A		
	Staff appraisal procedure and pay progression: <b>monitor and agree</b>		✓	<A		<A
	Benchmarking and academy trust value for money: <b>ensure robustness</b>		✓	<A		
	Develop trust procurement strategies and efficiency savings programme			✓		
	To approve the first formal budget plan each financial year		✓	<A		

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	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)		✓	✓		
	To establish and agree charging and remissions policy		✓	✓		
	Buildings insurance and personal liability		✓	<A		
	Annual appointment of auditors	✓	<A	<A	<A	<A