



Crompton House

Church of England

Multi Academy Trust

SCHEME OF DELEGATION

KEY

Level 1: The Trust Board and sub-committees

Level 2: The Local Governing Body (LGB) and sub-committees

Level 3: A Sub Committee

Level 4: The Headteacher/Principal

It should be remembered that although decisions may be delegated, the LGB together with the Trust as a whole remains responsible for any decision made under delegation.

This schedule will be reviewed at least annually and may be subject to more frequent review where there is felt to be cause for concern.

Responsibilities may be delegated differently based on the risk rating process or where the Trust has identified areas of concern. Specific areas which may trigger the removal of a responsibility are shown overleaf.

Abbreviations:

LGB Local Governing Body

HT Headteacher

			Decision Levels			
Function	No	Tasks	1	2	3	4
Strategy	1.	Develop overall mission, vision and values for the Trust	x			
	2.	Develop own distinctive vision and values consistent with the Trust		x		
	3.	To undertake an annual school Self Evaluation Form				x
	4.	Develop an annual SDP which supports the strategy /plan for the Trust				x
Central Services	5.	To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies	x			
	6.	To identify those additional services to be procured on behalf of individual academies	x			
	7.	To ensure centrally procured services provide value for money	x			
Budgets/Finance	8.	To develop and approve financial standards and policies	x			
	9.	Annual and statutory reports to EFA and other third parties	x			
	10.	High level monitoring of budgets	x			
	11.	Commissioning Audit	x			
	12.	Audit of financial controls and risk management	x			
	13.	To determine the proportion of the overall Academy budget to be delegated to individual Academies	x			
	14.	To develop and propose the individual Academy budget to the Board by the date set by the Trust .		x		
	15.	To approve the formal budget plan each financial year.	x			
			Decision Levels			
Function	No	Tasks	1	2	3	4
	16.	To monitor monthly expenditure against budget on a regular basis.			x	
	17.	Within the limits of the Trust Financial Po to take day to day management decisions regarding virement between budget headings and report to the LGB.			x	
	18.	To approve any virement between budget headings and/or likely budget overspends except where this would produce a deficit.		x		
	19.	To establish financial decision levels and limits in accordance with section 6 of the scheme of Delegation and the Trust Finance Policy.	x			
	20.	To establish a charging and remissions policy (see also 38)	x			
	21.	To appoint the Accounting Officer	x			
	22.	To manage the miscellaneous financial expenditure outside of the agreed budget.			x	
	23.	To enter into contracts (Directors may wish to agree financial and contract duration limits) up to the limits of delegation and within an agreed budget.			x	
	24.	To make payments within agreed financial limits set out in the Finance Policy.			X	

	25.	Approval for opening/closing of bank accounts	x			
	26.	To enter into loan agreements(including overdraft facilities)	x			
	27.	Trust Investment Policy	x			
Staffing/HR	28.	Setting and approving of all HR policies	x			
	29.	Monitoring Compliance with HR policies		x		
	30.	Approval of staff structures and changes to these	x			
	31.	Monitoring staff within agreed structures		x		
	32.	To make Headteacher/Principal appointments (selection panel to include representatives of both Directors and LGB) in accordance with 6.5.1 of the Scheme of Delegation. For church academies extend an invitation to Manchester Diocese to be represented on the selection panel	X			
	33.	To make Deputy Headteacher appointments (selection panel to include CEO or representative and SIP)		x		
	34.	To appoint other teachers			X	
	35.	To appoint non-teaching staff			x	
	36a.	To agree a pay policy and other HR policies and procedures	X			
	36b.	To implement the Pay Policy and procedures in line with agreed budget.			X	
	37a.	To approve pay discretions in accordance with agreed Pay Policy			x	
	37b.	To manage day to day decisions on staff pay and hours to ensure effective operation of the Academy within agreed budget.				x
	38.	To establish disciplinary/capability procedures	X			
	39.	To dismiss Headteacher/Deputy HeadTeacher	X			
	40.	To dismiss of other staff			x	
	41.	To suspend Headteacher/Deputy Headteacher	x			
	42.	To suspend other staff			x	
	43.	To end suspension (Headteacher/Deputy Headteacher)	X			
	44.	To end Suspension (other staff)			x	
	45.	To determine Staff complement within			x	

			Decision Levels			
Function	No	Tasks	1	2	3	4
		agreed budget.				
	46.	To approve dismissal payments/early retirement/settlements agreements.	X			
Curriculum	47.	To develop, set and review the curriculum and planning policy.			x	
	48.	To implement curriculum and planning policy.				X
	49.	To be responsible and accountable for standards of teaching.				X
	50.	To hold the Headteacher to account for standards of teaching.		X		
	51.	To be responsible and accountable for individual student's education.				X

	52.	To hold the Headteacher to account for individual student's education.		x		
	53.	Provision of sex education – establish and keep up to date a written policy.		X		
	54.	To prohibit political indoctrination and ensuring the balanced treatment of political issues.		X		
	54a.	To provide input into the development of the Church of England Trust Religious Education Policy subject to ratification by the Trust Board		x		
	54b.	Responsibility for ensuring provision of RE in line with the Trust's Policy and the academy's basis curriculum.		x		
	54c.	To ensure compliance with the Prevent Duty		x		
	55	To implement the Trust's Charges and Remissions Policy for activities at the Academy.		x		
Performance Management	56.	To develop a performance management policy.	X			
	57a.	To implement the performance management policy excluding the Headteacher.		x		
	57b.	To lead and implement the Headteachers performance management.	X			
	58.	To review annually the performance management policy.	X			
Target Setting	59.	To propose targets for pupil achievement.				X
	60.	To agree targets for pupil achievement.	X			
	61.	To be responsible and accountable for pupil outcomes.				X
	62.	To hold the Headteacher to account for pupil outcomes.		X		
	63a.	To develop and approve the Behaviour Policy.		X		
	63b.	To implement the Behaviour Policy.				X
	64.	To appoint the members of the panel to review whether to uphold an exclusion or direct the reinstatement of a pupil (immediately or on a particular date)		X		
SEND	65	Develop coherent policies applicable across the Trust	x			
Admissions	66a.	To establish and approve an Admissions Policy.	X			
	66b.	To consult before setting an admissions policy.		X		
	67.	To consider Admissions application and decisions		X		
	68.	To appeal against LA directions to admit pupil(s)		X		
Religious Education	69.	Now in Curriculum section				
Collective Worship	70.	To ensure that all pupils take part in a daily act of collective worship.		X		
SIAMS	71.	High level monitoring of frameworks for development in faith schools	X			

			Decision Levels			
Function	No	Tasks	1	2	3	4

Premises & Insurance	72a.	Buildings Insurance and personal liability (currently through Zurich)	X			
	72b.	Vehicle, Equipment, Sickness and Maternity Cover and any other insurance not included in RPA.	x			
	73a.	Developing academy buildings strategy or master plan for submission to the Trust.		X		
	73b.	Approval of master plan and any capital bids for funding.	X			
	74a.	Maintaining site and buildings, in line with maintenance and development plans.			X	
	74b.	To develop properly funded maintenance plan.		X		
ICT	75	Develop and implement an integrated ICT strategy	x			
	76	Monitor effective use of ICT in the academy			x	
Health and Safety	77a.	To adopt a health and safety policy.	X			
	77b.	To establish and approve an H&S policy framework.	X			
	78.	To ensure that health and safety regulations are followed.		X		
	79	Local reporting of compliance concerns and incidents		x		
Marketing & Communications	80	Develop strategies for the trust	x			
	81	Monitor implementation and impact of strategies locally		x		
	82	High level monitoring of complaints across the Trust and development of action plans to mitigate in future	x			
	83	Detailed monitoring of complaints		x		
School Organisation	84.	To publish proposals to change category of school.	X			
	85a.	To set times of school sessions and extended activities.		X		
	85b.	To approve the dates of school terms, holidays and Trust-wide CPD days.	X			
	86.	To ensure that the school meets for 380 sessions in a school year.		x		
Information for parents	87a.	To prepare and publish the school prospectus and website		X		
	87b.	To approve the academy prospectus and website	X			
	88.	To ensure provision of free school meals to those pupils meeting the criteria.		X		
	89.	Adoption and review of home-school agreements.		X		
Governance	90a.	To monitor and agree structure of governance with schools and amendments thereafter.	X			
	90b.	Termly report to Board of Directors		x		
	91a.	To recommend appointment and removal of the Chair of the LGB.	x			

			Decision Levels			
Function	No	Tasks	1	2	3	4
	91b	To approve appointment and removal of the chair of the LGB.	x			

	92.	To appoint and dismiss the clerk to the LGB.	X			
	93.	To hold a full LGB meeting at least three times in a school year or a meeting of the temporary governing body as often as required.		X		
	93a.	Chair of Governors with approval from CEO can exercise Chairs Action when the Chair believes a delay would be likely to be seriously detrimental to the interests of the school, any pupil at the school, or their parent, or a staff member.		X		
	94.	To appoint and remove members of the LGB.		X		
	95.	To set up a register of LGB members Business Interests.		X		
	96.	To approve and set up a members Expenses Scheme.	X			
	97.	To discharge duties in respect of pupils with special needs by appointing a 'responsible person'		X		
	98.	Not in use				
	99.	To regulate the LGB procedures (where not set out in law)	X			
	100.	To determine the development needs of governors and put in place an appropriate program.		X		
	101.	To consider and if appropriate approve requests from other schools to join the Company.	X			
Extended Schools	102.	To decide to offer additional activities and to what form these should take.			X	
	103.	To put into place the additional services provided.				X
	104.	To ensure delivery of services provided.				X
	105.	To cease providing extended school provision.		X		
Safeguarding	106.	To institute a safeguarding policy.	X			
	107.	To ensure that the safeguarding policy is implemented.		X		
Policies and Compliance	108.	To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies.	X			
	109.	To provide to the Company, on an annual basis, copies of all the policies and procedures and a schedule for their review.		X		
Monitoring, Evaluation and Compliance	110.	To ensure all academies are conversant with Ofsted inspection frameworks and prepared for inspection	X			
	111.	Annual self-review of trust board and committee performance	X			
	112.	Carry out annual self-assessment of the LGB and report to Trust Board		X		