

Delegation and decision making – Children First Academy Trust

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for delivery and does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.

		Members	Trust board	CEO	Local Governing Boards	Headteachers	Notes
1. Board business							
1.1	Appoint and remove members	A	R				
1.2	Appoint and remove trustees	A	R				
1.3	Elect chair of trustees		A	R			
1.4	Appoint and remove board committee chairs		A	R			
1.5	Determine powers of chair in urgent situations		A	R			
1.6	Establish and review trust governance structure		A	R	C		
1.7	Agree named safeguarding trustee		A	R			
1.8	Agree named trustee for special educational needs and disabilities (SEND)		A	R			
1.9	Agree named trustee for cybersecurity		A	R			
1.10	Appoint and remove LGB chairs		A	R	C		Appointments
1.11	Appoint and remove local governors		A	R	C		Appointments
1.12	Appoint trust governance professional		A	R			
1.13	Agree LGB committee clerking arrangements		C		A	R	
1.14	Review Articles of association		A	R			
1.15	Ratify changes for Articles of association	A	R				
1.16	Agree committee terms of reference		A	R	C	C	C

1.17	Complete annual review of scheme of delegation		A	R	C	C	
1.18	Commission external review of trust board effectiveness every three years	C	A	R	C		
1.19	Complete annual trust board self-review		A	R		C	
1.20	Complete review of local governance		A	R	R	C	C
1.21	Publish governance arrangements on trust and school websites		A	R			
1.22	Ensure trust website is compliant and effective		A	R			
1.23	Ensure school websites are compliant and effective		A	A			R
1.24	Submit annual report on the performance of the trust to members and publish		A	R			

2. Vision and strategy

		Members	Trust board		CEO	Local Governing Boards	Headteachers	Notes
2.1	Determine trust's vision, strategy and key priorities		A	R	R	C	C	
2.2	Ensure engagement with stakeholders regarding vision, values and strategic priorities		A		R	R	R	
2.3	Apply trust vision and strategy to individual schools		A		R	C	R	
2.4	Agree trust growth plans		A	R	R			
2.5	Determine trust-wide policies		A		R			
2.6	Determine school level policies		A		R	C	R	
2.7	Establish risk register and conduct regular review		A	R	R			RRA
2.8	Determine a programme of internal audit in line with the risk register and monitor its delivery		A		R			

3. Finance and operations

		Members		Trust board	CEO	Local Governing Boards	Headteachers	Notes	
3.1	Appoint and remove external auditors	A	R	C					
3.2	Appoint and performance manage chief financial officer			A	R				
3.3	Produce and approve trust's scheme of financial delegation			A	R				
	Children First Academy Trust - Financial Information								
3.4	Receive external auditor's report	A	R						
3.5	Action recommendations made arising from audits			A	R		R		
3.6	Produce annual report and accounts			A	R				
3.7	Submit ESFA required reports and returns			A	R			RRA	
3.8	Agree budget plan to support delivery of trust strategic priorities			A	A	R		RRA	
3.9	Agree budget plan to support delivery of school strategic priorities			A	A	C	R	RRA	
3.10	Monitor trust budget			A	R	R		RRA	
3.11	Carry out benchmarking and trust-wide value for money evaluation			A	R			RRA	
3.12	Agree reporting and monitoring arrangements for trust and school budgets			A	R	R	C	C	RRA
3.13	Approve central charge to schools for Central Team services annually			A	R			RRA	
3.14	Agree monitoring and review of SCA allocation and spending arrangements			A	R	C		RRA	
3.15	Ensure compliance to key financial aspects within Academy Trust Handbook			A	A	R		RRA	
3.16	Agree reserves policy			A	R			RRA	
3.17	Monitor school estates to ensure safe and well maintained			A	R		R		
3.18	Agree data protection policy (and privacy notice)			A	R	C	C		
3.19	Agree health and safety policy			A	R	C	C		

3.20	Agree premises management documents, including <i>Estate vision, Estate strategy and Asset management plan</i>		A	R	C	C		
4. Workforce								
		Members	Trust board		CEO	Local Governing Boards	Headteachers	Notes
4.1	Appoint and dismiss CEO/Accounting Officer		A	R				
4.2	Performance manage CEO		A	R				Remuneration
4.3	Agree CEO remuneration		A	R				Remuneration
4.4	Conduct executive team performance management		C		A	R		
4.5	Conduct headteacher performance management				A	R	C	
4.6	Agree headteacher remuneration		A			R	C	Remuneration
4.7	Review and agree school staff appraisal procedure and pay progression		A		R		C	Remuneration
4.8	Determine executive team staffing structure		A		R	C	C	
4.9	Determine school staffing structure				A	C	R	Remuneration
4.10	Headteacher appointments and dismissal		C		A	R	C	
4.11	Trust wide pay policy, terms and conditions of employment		A		R			Remuneration
4.12	Determine disciplinary, grievance and capability policies		A		R			Remuneration
4.13	Undertake panel hearings for disciplinary and capability matters relating to the CEO		A	R				
4.14	Undertake stage 2 hearings for disciplinary, grievance and capability matters relating to the central team		A		R			DCEO or CEO
4.15	Undertake appeal panel stage 3 hearings for disciplinary, grievance and capability matters relating to the central team		A	R				

4.16	Undertake stage 2 hearings for disciplinary and capability matters relating to school staff (except HT)		A		C	C	R	Investigation delegated to AHT/DHT
4.17	Undertake appeal panel stage 3 hearings for disciplinary-and capability matters relating to school staff (except HT)		A	R	C	C		
4.18	Undertake hearings at stage 2 for grievance matters relating to school staff (except HT)		A		C	C	R	Investigation delegated to AHT/DHT
4.19	Undertake appeal panel stage 3 hearings for grievance matters relating to school staff (except HT)		A			R		
4.20	Undertake hearings at stage 2 for disciplinary, grievance and capability (including Ill Health) matters relating to Headteachers		A		R			Investigation delegated to DCEO/CEO
4.21	Undertake appeal panel stage 3 hearings for disciplinary, grievance and capability (including Ill Health) matters relating to Headteachers		A	R				
4.22	Approval of exit payments/early retirement/pension discretion (above £5000)		A	R	C			Remuneration
4.23	Agree whistleblowing policy		A		R			

5. Pupils and learning

		Members	Trust board	CEO	Local Governing Boards	Headteachers	Notes
5.1	Agree safeguarding and child protection policy		A	R	C	C	
5.2	Agree attendance policy		A	R	C	C	E&S
5.3	Agree school uniform policy		A	R	C	C	E&S
5.4	Agree policy for pupils with SEND		A	R	C	C	E&S
5.5	Agree policy for supporting pupils with medical conditions		A	R	C	C	E&S
5.6	Agree charging and remissions policy		A	R	C	C	

5.7	Agree behaviour policy		A	R	C	C	E&S	
5.8	Agree relationships education policy		A	R	C	C	E&S	
5.9	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		A	R	R	C	C	
5.10	Approve trust-wide curriculum		A	R	C	C		
5.11	Ensure high standards of teaching and learning		A	R	C	R		
5.12	Set targets for trust outcomes		A	R				
5.13	Plan and deliver individual school improvement interventions and strategies			A	C	R		
5.14	Determine & monitor use of pupil premium and sports premium		A	R	C	C	Sports Premium report signed off by LGB Chair	
5.15	Set the dates of school terms and holidays		A	R	C	C		
5.16	Set the times of school sessions		A	C	C	R		
5.17	Review headteacher decision to suspend/exclude pupils		A		R			
5.18	Monitor rates of suspension and exclusion across the trust		A	R	R	C	C	
5.19	Agree admissions policy		A	R	C	C		
5.20	Implement admissions appeal process		A	R	C	C		
5.21	Determine complaints procedure		A	R	C	C		
5.22	Implement complaints procedure		A	R	R	R	R	
5.23	Review complaints at hearing stage 2 (except against HT)		A				R	Investigation delegated to AHT/DHT
5.24	Review complaints at appeal panel stage 3 (except against HT)		A	C	R			
5.25	Review complaints at hearing stage 2 (against HT)		A	R				Investigation delegated to DCEO
5.26	Review complaints at appeal panel stage 3 (against HT)		A	R				

6. Community

		Members	Trust board	CEO	Local Governing Boards	Headteachers	Notes
6.1	Develop stakeholder partnerships across the trust		A	R	C	C	
6.2	Develop stakeholder partnerships at academy level			C	A	R	

Legally, the schools are academies, but the Trust refers to them as schools.

Headteacher can mean Executive Headteacher or Head of School, depending on the school organisational structure

The Scheme of Delegation should be read in conjunction with the Terms of Reference.

While the Scheme of Delegation is designed to be as comprehensive as possible, it will not cover every task


