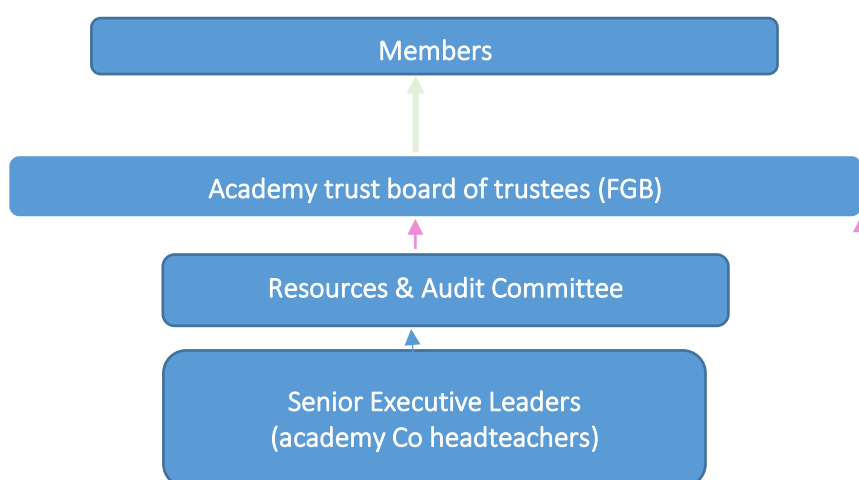


Droitwich Spa High School Scheme of Delegation

The purpose of scheme of delegation

A scheme of delegation (SoD) is the key document defining which functions have been delegated and to whom. It should be a simple yet systematic way of ensuring members, trustees, committees and individuals are clear about who has responsibility for making which decisions in the trust. This overarching SoD covering all decision making in the trust should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook.

Single Academy Trust Structure



Key to Scheme of Delegation

Level 1: Members

Level 2: Academy trust board of trustees (FGB)

Level 3: Board Committees (Resources and Audit)

Level 4: Individual trustee

Level 5: Senior executive leaders

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

✓ Decision to be taken at this level

A Preparatory work, advice and support to those accountable for decision making

<> Direction of advice and support

Area	Decision	Delegation					
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	Head of Governance
Governance framework							
People	Members: Appoint/Remove	✓					
	Trustees: Appoint/Remove	✓	✓				
	Elect Chair/Vice Chair of trustees annually		✓				
	Role descriptions for members	✓					
	Role descriptions for trustees/chair/specific roles/committee members: agree		✓	<A			
	Parent trustee – arrange process of election		✓				<A
	Committee chairs: appoint and remove			✓			
	Agree named trustees for SEND, Careers and Safeguarding and other link areas as required		✓				
	Clerk to board: appoint and remove		✓				
	Articles of association: review and pass resolution if an amendment is required	✓	<A	<A		<A	<A
	Governance structure (committees) for the trust: establish and review annually		✓	<A			<A
	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually		✓	<A			
	Skills audit: complete and take appropriate action to fill gaps		✓				<A

Area	Decision	Delegation					Head of Governance
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
Systems and structures	Annual self review of trust board and committee performance: complete annually		✓				<A
	Chair's performance: carry out 360 review periodically		✓				
	Trustee contribution: review annually		✓				<A
	Succession: plan		✓	<A			
	Annual schedule of business for trust board: agree		✓	<A		<A	
Reporting							
Reporting	Trust governance details on trust website: ensure						✓
	Register of all interests, business, pecuniary, governance of other educational establishments for members/trustees: establish and publish						✓
	Annual report on performance of the trust: submit to members and publish		✓	<A		<A	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		<A	<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						

Area	Decision	Delegation					Head of Governance
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
	details of governance arrangements, performance, financial and equality data are met						✓
	Responsibility for ensuring governor data complies with General Data Protection Guidelines						✓
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014) To publish and update at least annually details of how we comply with the public sector equality duty. To publish and update at least every four years our equality objectives. To prepare and review annually an accessibility plan that sets out how, over time, we will increase the extent to which disabled pupils participate in the curriculum. improve the physical environment to increase the extent to which disabled pupils can take advantage of the educational benefits, facilities or services provided or offered and improve the way disabled pupils can access information that is easily accessible to pupils who are not disabled.		✓			<A	
Being Strategic							
Being Strategic	Determine trust policies which reflect the trust's ethos and values including: admissions; expenses; data protection and FOI; SEND, safeguarding and child protection and curriculum,		✓	✓		<A	
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		✓	✓		<A	

Area	Decision	Delegation					Head of Governance
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
	Determine trust policy for complaints, health and safety, accessibility plan, premises management,: approve		✓	✓		<A	
	Establish trust policy for sex education, careers guidance					✓	
	Determine a behaviour and discipline policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave		✓	✓		<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 yrs.		✓			<A	<A
					✓		
	Decisions on in-year admissions are delegated by the Board to an individual trustee.						
	Ensure a broad and balanced curriculum is in place		✓	✓		✓	
	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					✓	
	Imbed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓	
	To establish and agree a Pay policy		✓			<A	
	Management of risk: establish register, review and monitor		✓			<A	

Area	Decision	Delegation					Head of Governance
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
	Develop a cyber security framework					✓	
	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: determine		✓	<A		<A	
	Headteacher: Appoint and dismiss		✓				
	To decide whether to join or form a multi-academy trust	✓	✓			<A	
	Budget plan to support delivery of trust key priorities: agree		✓	<A		<A	
	Academy staffing structure: agree		✓	<A		<A	
	Appoint teaching staff				A>	✓	
	Appoint non-teaching staff				A>	✓	
Holding to account							
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment, GDPR, internal scrutiny): agree		✓	<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		✓	<A	<A	<A	

Area	Decision	Delegation					Head of Governance
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
	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						
	Reporting arrangements for progress on key priorities: agree		✓	✓		<A	
	Performance management of the Headteacher: undertake		✓				
	Performance management of staff: undertake					✓	
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	✓		<A	
	Trustee monitoring: agree arrangements		✓	<A			
	To review all permanent safeguardings 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					✓	

Area	Decision	Delegation					Head of Governance
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)					✓	
Ensuring financial probity							
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓	<A			
	Trust's scheme of financial delegation: establish and review		✓	<A	<A	<A	
	External auditors' report: receive and respond		✓	<A		<A	
	Headteacher pay award: agree		✓				
	Staff appraisal procedure and pay progression: monitor and agree		✓	<A		<A	
	Benchmarking and academy trust value for money: ensure robustness		✓	<A		<A	
	Develop trust procurement strategies and efficiency savings programme			✓		<A	
	To approve the first formal budget plan each financial year and the 3 year plan		✓	<A		<A	
	To agree annual action plans and monitor how school premiums are spent (i.e. the pupil premium)		✓	✓			

Area	Decision	Delegation					
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
	To establish and agree charging and remissions policy		✓	✓		<A	
	Buildings insurance and personal liability		✓			<A	