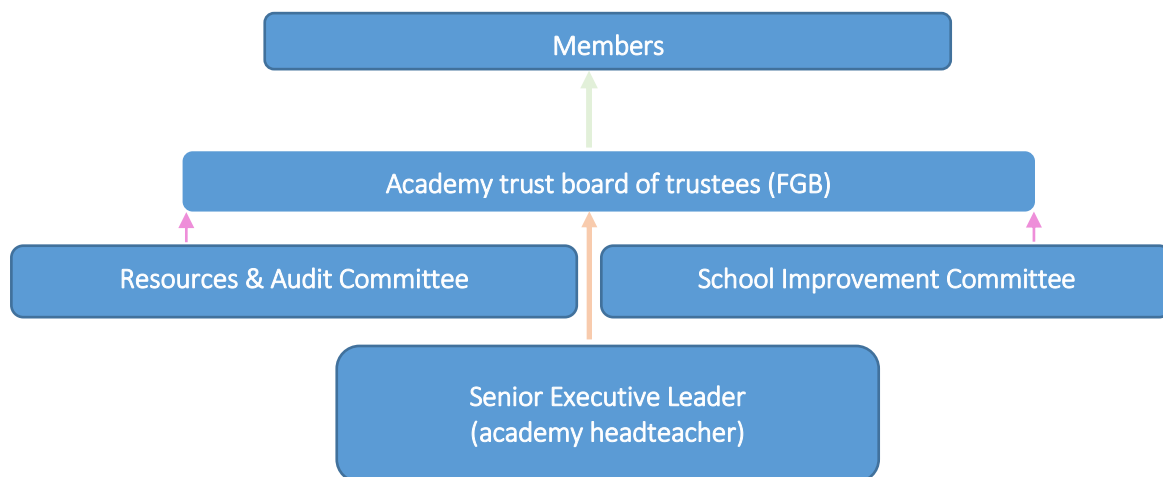


## Droitwich Spa High School Scheme of Delegation

### 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, School Improvement)

Level 4: Individual trustee

Level 5: Senior executive leader (accounting officer)

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					Governance Manager
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
Governance framework							
People	Members: Appoint/Remove	✓					
	Trustees: Appoint/Remove	✓	✓				
	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			✓			
	Clerk to board: appoint and remove		✓				
Systems and structures	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
	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

Area	Decision	Delegation					Governance Manager
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
	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 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)		✓			<A	

Area	Decision	Delegation					Governance Manager
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
Being Strategic							
Being Strategic	Determine trust policies which reflect the trust's ethos and values including: admissions; expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum, : approve		✓	✓		<A	
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		✓	✓		<A	
	Determine trust policy for complaints, health and safety, accessibility plan, premises management, data protection and FOI: 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
	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					✓	

Area	Decision	Delegation					Governance Manager
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
	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	
	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	
	Principal: 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	

Area	Decision	Delegation					Governance Manager
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
	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: agree		✓	✓		<A	
	Performance management of the Principal: 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 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					✓	

Area	Decision	Delegation					Governance Manager
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
	Maintain a register of pupil attendance					✓	
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)					✓	
<b>Ensuring financial probity</b>							
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	
	Principal 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		✓	<A		<A	

Area	Decision	Delegation					Governance Manager
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Senior Executive Leader	
	To agree annual action plans and monitor how school premiums are spent (i.e. the pupil premium)		✓	✓			
	To establish and agree charging and remissions policy		✓	✓		<A	
	Buildings insurance and personal liability		✓			<A	