Scheme of Delegation

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SAET reserves the right to remove any or all delegated responsibilities should an academy be deemed less than 'Good' in any area by Ofsted and/or the Trusts own evaluation

Please refer to the 'Role of members' document to see the members responsibilities and interactions with the SAET board

Governance

	SAET Board (CEO Implements)	**Local Governing Body** (HT Implements)
G1	To establish processes for appointment of governors	To ensure the LGB has the correct number of governors as stated in the terms of reference
G2	To ratify any appointment of the chair of the LGB or to remove the chair of the LGB	To appoint / dismiss Vice Chair
G3	To ensure all Trust specific policies are updated in accordance with the policy review schedule	To review school specific policies in accordance with an appropriate policy review schedule and ensure they meet statutory requirements for the school
G4	To appoint a safeguarding Trustee and ensure a safeguarding policy is in place and in line with statutory requirements and best practice.	To appoint a governor with responsibility for safeguarding who ensures the school follows the statutory requirements and best practice and implements the Trust Safeguarding Policy
G5	To determine the development needs of Directors & Governors and put in place an appropriate programme	Carry out 360 review of chair's performance & annual skills audit
G6	To complete and hold a register of business interests for Directors	To complete and hold a register of business interests for LGB
G7	To have in place a robust complaints policy	To handle initial school complaints (in line with SAET policy)
G8	To have in place an effective Trust Health and Safety Policy	To ensure that health and safety regulations are followed in line with SAET policy
G9	Ensure compliance to data protection and good practice policy	Process data access requests in line with Trust Data Protection Policy.
G10	Maintain SAET website	Maintain individual academy website compliant with statutory publication requirements
G11	Manage critical incidents in line with the Trust Critical Incident Policy	Ensure educational trips and visits are appropriately and safely planned and executed
G12	Sending & amending the Admissions Policy	Admissions appeals in line with the SLA
G13	School closures / Partial closures	To set the times of school sessions
G14		Maintain accurate and effective and secure pupil records
G15	To agree / amend LGB Instrument of Government and meeting schedule	
G16	To appoint / dismiss the clerk to the Trust & LGB	

Scheme of Delegation

G17	To review the trust strategic plan and set appropriate priorities each year	
G18	Review Articles of Association	
G19	Review Governance Structure of the Trust	
G20	Ensuring Compliance across the Trust	
G21	To ensure delivery of Trust services offered	

School Improvement

	SAET Board (CEO Implements)	Local Governing Body (HT Implements)
S1	To agree targets set	To set targets for student outcomes
S2	Trust wide attendance policy	Monitor effectiveness of actions to improve student's attendance
S3	Approve school priorities and improvement plans	To have in place and implement school improvement plans
S4	Set Schools KPIs	Monitor performance in KPIs
S5	Review of termly returns from LGBs on school's improvement priorities	To review and set the schools disadvantaged students' policy
S6	To direct reinstatement of excluded student	To review the use of exclusion and to decide whether or not to uphold all permanent exclusions and fixed term exclusions
S7	To direct reinstatement of alternative provision	To approve the direction of a student to alternative provision
S8		To ensure where practically possible that all pupils take part in a daily act of reflection or Christian worship
S9		Teaching quality
S10		To review and set the school Curriculum Policy
S11		To prohibit political indoctrination and ensuring the balanced treatment of political issues
S12		To review / monitor and set the schools behaviour policy
S13		Fair access of hard to place students in line with admissions regulations in line with the Trusts protocols
S14		Ensure provision of sex and relationships education including ensuring establishment of written policy
S15		To review and set the schools SEND policy
		Responsibility for ensuring provision of RE

Scheme of Delegation

People

	SAET Board (CEO Implements)	Local Governing Body (HT Implements)
P1	To ensure a Safer Recruitment Policy is in place	Pre-recruitment checks are made for applicants in line with the Safer Recruitment Policy
P1	To ensure that an approved appraisal policy is in place	
P2	To secure the statutory appraisal of the Head Teacher / Principal	To secure the statutory appraisal of other staff
P3	To appoint Headteachers / Principals	To appoint Deputy Headteacher of equivalent position
P4	To put in place appropriate leadership structures	Determining Staff complement within agreed budget
P5	To agree a pay policy	Management of staff disputes
P6	To ensure the Trust has a comprehensive suite of appropriate HR policies	To adhere to the Trust HR handbook and related policies
P7	Dismissal of Head Teacher	Dismissal & suspension of other staff
p8	Formulation & approval of Employment Policies and Staff Handbook	Maintain accurate and effective and secure employee records
P9	To agree appointments of staff outside of set budgets	To appoint other staff within budgets set
P10	Determining dismissal payments/early retirement	
P11	To agree pay discretions	
P12	To appoint / dismiss CEO	
P13	CEO Performance Management	
P14		Management of staff disputes & grievances in line with Trust policies
P15	Review Scheme of Delegation	

Scheme of Delegation

Finance & Resourcing

	SAET Board (CEO Implements)	Local Governing Body (HT Implements)
F1	To determine the scope of Service Level agreement to be delivered by SAET including the partnership fee	To identify additional services to be procured on behalf of an individual school
F2	Develop Trust buildings and facilities estate long term strategy	To ensure adequate premises maintenance and security
F3	Ensure adequate buildings insurance and public liability for schools	
F4	To review the Trust financial handbook and procurement policies	To adhere to the Trust financial handbook and policies
F5	To ensure centrally and locally procured services provide value for money	To plan/manage/monitor monthly expenditure and financial reports, and identify actual or potential variances and implement remedial plans to address issues to prevent deviation from the agreed plan.
F6	To develop and propose the individual school budget	To approve any amount to be transferred between budget headings to address budget variances to ensure adherence to the agreed financial plan.
F7	To approve the first formal budget plan each financial year	To make payments within agreed financial limits
F8	To establish financial decision levels and limits	To maintain appropriate financial records in accordance with the Trust Finance Policy
F9	To approve SAET Investment Policy	To establish a Charging and Remissions Policy for the school
F10	Manage centrally received funding to ensure effective use across the Trust to maximise benefit and best value	To ensure effective spending of pupil premium & SEND funding
F11	To appoint the Responsible Officer for each academy within the Trust	
F12	To enter into additional contracts which exceed the agreed annual budget allocation	
F13	To establish and approve a procedure to deal with any conflicts of interest and connected party transactions	
F14	To develop & manage a corporate risk register	
F15	To authorise acquisition / disposal / changing use of assets	
F16	To prepare accounts for the school	

Scheme of Delegation

F17	To approve annual accounts (Members)	
F18	To monitor compliance with approved financial procedures	
F19	Ensure EFSA returns are completed	