

# Learning Today, Leading Tomorrow Scheme of Delegated Authority

Key:

Level 0: Learning Today, Leading Tomorrow (LT2) Board

Level 1: LT2 Committee

Level 2: School Governing Body

Level 3: A committee of the School Governing Body

Level 4: Headteacher

COLUMN TICKED: Action to be undertaken at this level

Key Function	No	Task					
			0	1	2	3	4
<b>Governance</b>	1.	Approve changes to the LT2 Governance structure, Terms of Reference, Articles or Funding Agreement	✓				
	2.	Recommend changes to the LT2 Governance structure, Terms of Reference, Articles or Funding Agreement		✓			
	3.	Approve changes to the Scheme of Delegated Authority	✓				
	4.	Recommend changes to the Scheme of Delegated Authority		✓			
	5.	Appoint the Chair and Vice Chair of the Board	✓				
	6.	Appoint the Chairs of LT2 Committees	✓				
	7.	Appoint the Chair/Vice Chair of School Governing Bodies	✓				
	8.	Elect the Chairs of School Governing Bodies committees			✓		
	9.	Appoint Clerk to Governing Bodies	✓				
	10.	Ensure the appointment of appropriate named Governors for School Governing Bodies		✓			
	11.	Appoint staff and parent governors			✓		
	12.	Review performance of School Governing Body	✓		✓		
	13.	Suspend and/or dismiss School Governing Body members	✓				
	14.	Set up Register of Trustees and Governors' Business Interests	✓		✓		
	15.	Approve and set up Trustees and Governors Expenses Scheme		✓	✓ <sup>1</sup>		
	16.	Appoint a Chief Executive Officer/ Executive Headteacher	✓				
	17.	Appoint Company Secretary & Clerk	✓				
	18.	Appoint Responsible Officer or equivalent	✓				
	19.	Approval of changes impacting the ethos and vision of KST	✓				
	20.	Approve LT2 and School Budget plans for financial year	✓				
	21.	Recommend LT2 Budget plan for financial year		✓			
	22.	Approve School Budget Plan for financial Year		✓			

<sup>1</sup> For Governors

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## Scheme of Delegated Authority

Key Function	No	Task					
			0	1	2	3	4
<b>Finance</b>	23.	Recommend School Budget Plan for financial Year			✓		
	24.	Monitor LT2 Budget at least termly		✓			
	25.	Monitor School Budget at least termly			✓		
	26.	Monitor monthly expenditure					✓
	27.	Propose and agree LT2 virements and budget adjustments to £50,000		✓			
	28.	Propose and agree LT2 virements and budget adjustments over £50,000	✓				
	29.	Propose and agree School virements and budget adjustments to £10,000			✓		
	30.	Propose and agree School virements and budget adjustments from £10,001 to £20,000		✓			
	31.	Propose School virements and budget adjustments over £20,000	✓				
	32.	Propose financial and procurement policies		✓		✓ <sup>2</sup>	
	33.	Approve financial and procurement policies	✓		✓ <sup>3</sup>		
	34.	Adopt financial and procurement policies			✓		
	35.	Propose and approve procurement policy	✓				
	36.	Adopt procurement policy			✓		
	37.	Enter into contracts (up to £5,000)					✓
	38.	Enter into contracts (between £5,001 and £20,000)			✓		
	39.	Enter into contracts (above £20,000)	✓				
	40.	Propose the appointment of auditors		✓			
	41.	Approve the appointment of auditors	✓				
	<b>Staffing</b>	42.	School Headteacher appointments	✓			
43.		Participate in appointment of School Headteachers				✓	
44.		School Deputy Headteacher appointment			✓		✓
45.		Appointment of LT2 Staff	✓				
46.		Teaching staff appointments					✓
47.		Propose staff, HR, pay, performance and disciplinary policies		✓			
48.		Approve staff, HR, pay, performance and disciplinary policies	✓				
49.		Approve changes to School staffing structure (within agreed budget)			✓		
50.		Approve changes to School staffing structure (outside agreed budget)		✓			
51.		Approve changes to LT2 staffing structure including recruitment		✓			
52.		Performance review of Chief Executive Officer/ Executive Headteacher		✓			

<sup>2</sup> For school specific polices and procedures

<sup>3</sup> For school specific polices and procedures

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Key Function	No	Task					
			0	1	2	3	4
	53.	Suspend the Chief Executive Officer/ Executive Headteacher		✓			
	54.	End the suspension of the Chief Executive Officer/ Executive Headteacher	✓				
	55.	Dismiss the Chief Executive Officer/ Executive Headteacher	✓				
	56.	Performance review of School Headteachers		✓	✓		
	57.	Suspend a School Headteacher		✓	✓		
	58.	End the suspension of a School Headteacher		✓	✓		
	59.	Dismiss a School Headteacher	✓				
	60.	Suspension of other staff					✓
	61.	Ending suspension of other staff				✓	✓
	62.	Dismissal of other staff		✓			✓
	63.	Dismissal payments / early retirement		✓			
	64.	Performance review of other staff					✓
	Performance and Curriculum	65.	Establish and implement Curriculum Policy				
66.		Approve LT2 Development Plan	✓				
67.		Review progress against LT2 Development Plan	✓				
68.		Approve School Development Plan			✓		
69.		Review progress against School Development Plan		✓	✓		
70.		Review progress across LT2 against all Academy Development Plans	✓				
71.		Approval of Curriculum Policy		✓	✓ <sup>4</sup>		
72.		Propose Performance and Curriculum Policies			✓		
73.		Responsibility for standards of teaching					✓
74.		Provision of sex education					✓
75.		Arrangements for collective worship					✓
76.		Propose targets for pupil achievement					✓
77.		Approve targets for pupil achievement		✓	✓ <sup>5</sup>		
78.	Monitor targets for pupil achievement		✓	✓			
Discipline / Exclusions	79.	Approve pupil behaviour policies			✓		
	80.	Monitor implementation of pupil behaviour policies			✓		
	81.	Monitor issues associated with each school's implementation of pupil behaviour policies		✓			
	82.	Exclude a pupil more than 15 days or permanently				✓	
	83.	Review exclusion on appeal				✓	
	84.	Direct reinstatement of excluded pupils				✓	
Admission	85.	Consult on an Admissions Policy			✓		
	86.	Propose Admissions Policy			✓		

<sup>4</sup> School curriculum policies to be approved by local GB

<sup>5</sup> School targets need to be approved by local GB

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Key Function	No	Task					
			0	1	2	3	4
	87.	Agree Admissions Policy	✓				
	88.	Agree PAN annually	✓		✓ <sup>6</sup>		
	89.	Admissions: application decisions				✓	
	90.	Approve Admissions Prospectus			✓		
Insurance & Premises	91.	Provision of appropriate Buildings and other relevant insurance (including Governors)		✓			
	92.	Approve Premises related policies			✓		
	93.	Develop and approve School Maintenance Strategy			✓		
	94.	Develop and approve LT2 Premises and Capital Strategy		✓			
Health & Safety	95.	Propose and Approve a Health & Safety Policy			✓		
	96.	Monitor Implementation of Health & Safety Policy			✓		
	97.	Approve a School Risk Management Plan			✓		
	98.	Monitor School Risk Management Plan			✓		
	99.	Monitor implementation of School Risk Management Plans		✓			
	100.	Approve LT2 Risk Management Plan	✓				
	101.	Monitor LT2 Risk Management Plan		✓			
School Organisation	102.	Approve Business Continuity Plans		✓			
	103.	Monitor implementation of School Business Continuity Plans			✓		
	104.	Review LT2 wide implementation of School Continuity Plans		✓			
	105.	Recommend times of school day and dates of school terms and holidays			✓		
	106.	Approve times of School day and dates of school terms and holidays		✓			
	107.	Ensure that Schools meets a minimum number of sessions in a school year	✓				
School Meals	108.	Ensure that School lunch nutritional standards are met			✓		
	109.	Ensure provision of free school meals to those pupils meeting the criteria					✓
	110.	Ensure the provision of Universal Free School Meals offering to Infant age pupils			✓		
Extended Schools	111.	Decide to offer additional activities and what form these should take			✓		✓
	112.	Put in place and ensure delivery of services to be provided					✓
	113.	Monitoring of Extended Services			✓		
	114.	Cease providing extended school provision		✓			
	115.	Complete and maintain Single Central Record	✓				✓
	116.	Appoint safeguarding governor			✓		

<sup>6</sup> PAN needs to be agreed annually by the LGB

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Key Function	No	Task					
			0	1	2	3	4
<b>Safeguarding</b>	117.	Annual approval of school safeguarding review		✓			
	118.	Undertake annual review of school safeguarding			✓		