

# Charters Academy Trust

## Scheme of Delegated Authority

### Approved by the Board of Directors, November 2020

Charters School is single-academy trust; a single legal entity, a charitable company with a Board of Directors that is accountable for the performance of the school within the Trust and for ensuring effective financial management. As the accountable body, the Board is the key decision maker. It may delegate operational responsibilities to executive leaders, and governance responsibilities to its committees or individuals, however the Board cannot delegate its legal accountability and therefore remains accountable for all decisions made, and executive and governance leaders operate within the autonomy, powers and functions delegated to them by the Board.

While great care has been taken in preparing this document, no Scheme of Delegated Authority can possibly cover every conceivable scenario. Executive and governance leaders are encouraged to seek guidance from the Board when questions on responsibilities or duties arise.

The Board reserves the right to review and make changes to this document at any time, without notice. The Board will take action, including the full or partial withdrawal of delegated authorities to individuals and groups, should they fail to carry out their duties and responsibilities effectively.

*Note: The Board is required by its funding agreement with the Secretary of State for Education to designate a named individual as the 'accounting officer' and this designation confers legal responsibility for financial and administrative matters. In the Charters Academy Trust the accounting officer is the Chief Executive Officer.*

Code: A = Approve (approve/appoint), M = Monitor (ensure the work is done), R = Responsible (do the work), C = Consulted (opinions sought)

Board Committees: 1 = All, 2 = Finance & Operations, 3 = Education, 4 = Student Discipline, 5 = Audit & Risk, 6 = Pay

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## 1. Governance

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
1.1	Structure of the Board of Directors	AR					
1.2	Articles of Association	<b>AR*</b>	R				
1.4	Changes to the Governance structure, Terms of Reference, Schemes of Delegation		C <b>AR*</b>	M1			
1.5	Monitor performance of the Board	<b>AR*</b>	R				Board undergoes annual self-review
1.7	Appoint the Chair and Vice Chair of the Board		AR				
1.8	Establish Board Committees		AR				
1.9	Appoint the Chairs of Board Committees		A	R			
1.11	Appoint the Company Secretary	C	<b>AR*</b>				
1.13	Organise calendar of LGB & Trust meetings		A				
1.14	Succession Planning for Trust Board		AR				
1.17	Set vision, strategy and ethos for the school		<b>A*</b>		AR		
1.19	School Risk Management Plan		A	M2	R		

## 2. Policy

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
2.1	Decide policies to be held at School		A	RM	CR		
2.2	Draft/update, review and approve School policies		<b>A*</b>	AM1			Polices for approval by committees defined in ToR document
2.5	Ensure school website compliance with requirements			A	R		

## 3. Making Significant Changes to an Open Academy (School)

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
3.1	Identify when a proposed change falls under the DfE 'significant changes' guidance		A		R		In general, 'significant' means any change to an open school that will have an impact on the number, type and/or location of school places
3.2	Determine if proposed change can be fast-tracked or requires a business case, in accordance with guidance				R		DfE guidance: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/751304/Making_significant_changes_and_closure_academy.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/751304/Making_significant_changes_and_closure_academy.pdf</a>
3.3	Prepare business case/fast track submission for RSC		M		R		
3.4	Approve before submission to RSC		<b>A*</b>				
3.5	Submit to RSC		A		R		

## 4. Financial Governance and Management

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
4.1	Set School budgets for financial year		A	M1	<b>R</b>		
4.2	Set School 3 year budget plans		A	AM2	<b>R</b>	<b>R</b>	
4.4	Review and monitor Trust-wide budgets in year			M2			
4.5	Monitor school budget in year		<b>A</b>	M2*	R		
4.6	Appoint the auditors	A	M	C2	R		
4.7	Produce and approve the audited accounts		A	M2	R		
4.8	Receive the director approved audited accounts	A			R		

## 5. Financial Authorisation

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
5.1	Set the Trust's Internal Financial Regulations, including policy and scheme of financial delegation		A	<b>M2*</b>	C	R	Refer to the Trust's Internal Financial Regulations, which includes guidance on spending limits, procurement and authorisations
5.2	Adhere to the Trust's Internal Financial Regulations			<b>M2*</b> M	R		

## 6. Workforce

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
6.1	Appoint school headteacher		A				
6.5	Recommendations to Trust Pay Committee (all teachers, excluding headteachers)			A M	<b>R*</b>		
6.6	Recommendations to Trust Pay Committee (school headteachers)			A			
6.7	Agree staffing structure within school (within budget)		A	M	<b>R*</b>	C	
6.8	Appoint senior staff within school		A		R		
6.9	Appoint other staff (within the agreed staffing structure)				RA		
6.10	Performance management of school staff			M	AR	C	
6.11	Performance management of school headteacher		A	R			
6.12	Suspend/reinstate (all staff)		<b>A*</b>		R		
6.13	Dismissal/Appeals Process (all staff)		<b>AR*</b>				
6.14	Changes to school staffing structures including recruitment (outside agreed budget)		A	M	R	C	
6.15	Ensure compliance with all HR related policy and procedure as per the policy index		A		R		

## 7. Academic Performance, Curriculum and Teaching

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
7.1	School Development Plan	C	A	M3	R	C	
7.2	Ensure compliance with all policy and procedure		A		R		
7.3	Review progress against School Development Plan		A	<b>M</b>	R	C	
7.4	Draft and review Self-Evaluation Form (SEF) within school		A	M	R	<b>C</b>	
7.6	Within school, Improve quality of teaching, attendance and outcomes for all pupils, including disadvantaged, those with SEND and the most able		A	M	R		
7.7	Trust-wide, Improve quality of teaching, attendance and outcomes for all pupils, including disadvantaged, those with SEND and the most able		A	M3	R		
7.8	Ensure and monitor safeguarding in schools		A	M	<b>R*</b>		
7.9	Proactively monitor and take appropriate action upon feedback from students, parents and staff		A	M	R		Includes solicited (surveys etc) and unsolicited feedback
7.10	Ensure that the provision of RE in all schools is in line with the agreed syllabus		A		R		
7.11	Ensure that Ofsted requirements are met		A	<b>M3*</b>	R		



## 8. Discipline / Exclusions

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
9.1	Draft/update, review and approve Pupil behaviour school-specific procedures		A1	M3	R	C	
9.2	Monitor implementation and compliance with pupil behaviour policy and procedures		A	M3*	R		
9.3	Exclude a pupil permanently		A6	<b>M1</b>	R		
9.4	Review an exclusion			AR6			This is to review an exclusion made by the HT
9.5	Direct reinstatement of excluded students		A				
9.6	Exclude a pupil for a fixed period			M	AR		

## 9. Admissions

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
10.1	Admissions policy		A		R		
10.2	Application decisions and managed moves			<b>M</b>	AM R		Approval where necessary
10.3	Admissions prospectus				AR	<b>R</b>	
10.4	Marketing and student recruitment			AM3	R	C	

## 10. Premises and Insurance

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
11.1	Ensure Premises-related insurance policies are in place		A	M2	R		
11.2	Trust premises & capital strategy			<b>AM 2*</b>	R		
11.4	Dealings in land and estates		A		R		



## 11. Health and Safety

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
12.1	Monitor implementation of and compliance with H&S Policy		A	<b>M2*</b>	<b>R*</b>		
12.2	H&S Risk Management Plan			<b>A2*</b>	N	R	
12.3	Monitor H&S Risks		A	M2	R		

## 12. Data Protection and Freedom of Information

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
13.1	Ensure compliance with DP and FOI policy			<b>A2*</b>	M	R	
13.2	Carry out DP impact assessments as and when required			<b>A2*</b>	M	R	The school will perform DP impact assessment under guidance from Data Protection Officer

### 13. School Organisation and Attendance

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk\*

Item	Task	Members	Board	Board Committees	Headteacher	SLT	Notes
14.1	Set dates of the school terms, holidays and INSET days		A		R	C	
14.2	Set times of the school day		A		R	C	