

EDUCATION SOUTH WEST SCHEME OF DELEGATION

Task		Notes	Members	Board	Finance Cttee	CEO	COO	DoSI	Chairs Cttee	LGB	Head
Key: Approve (A), Recommend (R), Propose (P), Consulted (C), Implement (I) The Scheme of Delegation lists those who are responsible for, and accountable for, the "approval", "recommendation", "proposal" and "implementation" indicated by the letters under their names in the matrix.											
1	Governance										
1.1	Guardians of Trust Governance, Ethos & Values		A			P					
1.2	Appoint (& remove) Members	Articles 15A-16	A								
1.3	Amend Trust Articles of Association	Companies Act S.21	A	R		P	I				
1.4	Direct Trustees (if failing/acting unlawfully)	Article 93	A								
1.5	Appoint up to 8 Trustees	Article 50	A	R		P					
1.6	Appoint (& remove) Co-opted Trustees	Article 58		A		P					
1.7	Remove Trustees	Companies Act s.168	A	C		C					
1.8	Appoint (& remove) Chair & Vice Chair	Articles 82-92		A		C					
1.9	Appoint (& remove) Clerk to Board	Article 81		A		C					
1.10	Trustees' Expenses Policy			A			CI				
1.11	Manage Trust & exercise all Powers of Trust	Article 93		A		C					
1.12	Set Ethos, Values, Vision, Mission & Strategic Objectives	LGB: C on Trust versions; R for academy versions	C	A		R	C	C		CR	C
1.13	Appoint (& remove) Chief Executive Officer	Article 107		A							
1.14	Organise, manage & control Trust (and implement all Policies approved by Trustees & direct Teaching & Curriculum at Academies), subject to Powers & Functions reserved to Board or Board Committees	Article 107		A		I					
1.15	Appoint (& remove) other Executiver Officers			A		R					
1.16	Set Scheme of Delegation & Terms of Reference for Board, Committees & LGBs	Articles 105-106; UTC: Article 103	C	A		R	C	C	C		
1.17	Establish Board Committees & determine their Constitution, Membership & Proceedings	Articles 100-101		A	C	R					
1.18	Appoint (& remove) Board Committee Members, including Chair & Vice Chair	Article 101		A	C	R					
1.19	Establish LGBs & regulate their Functions, Duties & Proceedings	Articles 100-101A, 104; UTC: Articles 102-103		A		R			C		
1.20	Appoint (& remove) LGB Members, Chair & Vice Chair	UTC: Article 102		A		R			C	C	
1.21	Appoint (& remove) Clerk to LGB					A	C	C		P	R
1.22	Advise Board (via Chairs Committee) & CEO on matters affecting Academy									A	R
1.23	Consider & represent Advice of LGBs to Board								AI	C	
1.24	Approve new Academies joining the Trust			A		R	C				
2	Academy Performance, Curriculum and Teaching										
2.1	Monitor, challenge & support implementation of 'Tasks'/Policies 2.3 to 2.13 in Academy									I	
2.2	Academy Performance Targets			A		R		R		P	PI
2.3	Academy Performance Review e.g. SEF			A		R		R		P	PI
2.4	Academy 3 year Plan					A		R		R	PI
2.5	Academy 1 Year Development Plan					A		R		R	PI
2.6	Teaching & Learning Policy			A		R		R		C	CI

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2.7	Curriculum Policy			A		R		R		C	CI
2.8	Social, Moral, Spiritual & Cultural Development Policy			A		R		R		C	CI
2.9	Sex Education & Relationships Policy			A		R		R		C	CI
2.10	Religious Education Policy			A		R		R		C	CI
2.11	Special Educational Needs Policy			A		R		R		C	CI
2.12	Early Years Foundation Stage Policy			A		R		R		C	CI
3	Academy Policies and Procedures										
3.1	Academy Times, Terms and Holidays			A		R	I				P
3.2	Expansion of Academy (PAN)			A		R	C	C			P
3.3	Reduction of Academy (PAN)			A	C	R	C	C			P
3.4	Extension of Age Range	Needs EFA approval		A		R	C	C			P
3.5	Extension of Academy Provision (Nursery)			A		R	C	C			P
3.6	Monitor, challenge & support implementation of 'Tasks'/Policies 3.7 to 3.35 in Academy									I	
3.7	Academy Uniform					A		C		C	RI
3.8	Admissions Policy			A		R		C		C	PI
3.9	Allocation of Places against Admissions Policy	Ranking pupils in order against oversubscription criteria				A				C	RI
3.10	Admissions Appeals	Independent				A				I	
3.11	Pupil Behaviour & Exclusions Policy			A		R				C	CI
3.12	Fixed Term Exclusion										AI
3.13	Permanent Exclusions					C				A	RI
3.14	Appeals against Permanent Exclusion	Independent								I	
3.15	Pupil Premium Policy			A		R	C	R			CI
3.16	Pupil Premium Plan	CEO moderates plans recommended by LGBs before final approval				A	C			R	PI
3.17	Academy Trips Policy			A		R					PI
3.18	Acceptable Use			A		R	P			C	CI
3.19	Accessibility Policy			A		R				C	CI
3.20	Attendance Policy			A		R		C		C	CI
3.21	Charging & Remissions Policy			A	R	C	P				I
3.22	Complaints Policy			A		R	C				I
3.23	Response to Complaints					CA				C	AI
3.24	Complaints Appeals									A	
3.25	Safeguarding & Child Protection Policy			A		R		C		C	CI
3.26	Health & Safety Policy			A		R	C	I	P		CI
3.27	Pupils with Medical Conditions Policy			A		R				C	CI
3.28	Intimate Care Policy			A				R			I
3.29	E-Safety Policy			A		R	PI			C	CI
3.30	Preventing Radicalisation Policy			A				R			I
3.31	Information Security Policy			A		R	PI	C			I
3.32	Privacy Policy			A		R	I	C			I
3.33	Data Protection Policy			A		R	PI	C			CI
3.34	GDPR Privacy Policy			A		R	PI	C			I
3.35	Public Sector Equality policy			A		R	PI	C		C	CI
4	Staff Policies and Pay										

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4.1	Teachers' Pay Policy			A		R	RI				
4.2	Changes to Employee Terms & Conditions or Collective Agreements			A		R	CI				
4.3	Performance Management & Appraisal Policy			A		R	I	C			CI
4.4	Adoption of Transferring Policies & Collective Agreements			A		R	C				
4.5	CEO Pay Award			A			I				
4.6	COO & DoSI Pay Awards			A		R	I				
4.7	Teachers' (including Headteachers') Annual Pay Award – overall increase					A	I	C			PR
4.8	Support Staff Annual Pay Award – overall increase					A	RI				
4.9	Individual Headteachers' Performance Pay Awards					A	CI	C			
4.10	Monitor, challenge & support implementation of Policies 4.11 to 4.30 in Academy									I	
4.11	Allegations of Abuse against Staff Policy			A		R	CI	C			I
4.12	Capability Policy			A		PR	CI	C			I
4.13	Code of Conduct for Employees Policy			A		R	CI	C			I
4.14	Disclosure & Barring Checks Policy & Procedure			A		R	C	C			I
4.15	Flexible Working Policy			A		R	CI	C			I
4.16	Gifts & Expenses Policy			A		R	CI				I
4.17	Leave of Absence Policy			A		R	CI	C			I
4.18	Managing Sickness Absence Policy & Procedure			A		R	CI	C			I
4.19	Maternity, Paternity, Adoption, Parental & Shared Parental Leave Policy			A		R	C	C			I
4.20	Recruitment & Selection Policy			A		R	C	C			I
4.21	Redundancy Policy			A		R	CI				I
4.22	Staff Acceptable Use of IT Policy			A		R	CI	C			I
4.23	Staff Conduct Policy			A		R	CI	C			I
4.24	Staff Disciplinary Policy			A		R	CI	C			I
4.25	Staff Grievance Policy			A		R	CI	C			I
4.26	Support Staff Appraisal Policy			A		R	CI	C			I
4.27	Support Staff Probationary Policy			A		R	CI	C			I
4.28	Teachers' Appraisal Policy			A		R		C			I
4.29	Volunteers in Schools Policy			A		R	C	C			I
4.30	Whistleblowing Policy			A		R	CI	C			I
5	Staff Management										
5.1	Staff Complement, Structure & Grades					A	IR				RI
	Headteacher:										
5.2	Appointment	Article 107		A		R	I	C		C	
5.3	Line Management					I					
5.4	Performance Review					AI		C		C	
5.5	Disciplinary & Capability Procedures					AI		C		C	
5.6	Appeals against Disciplinary or Capability Procedures	Appeals Committee		AI							
5.7	Suspension			C		AI		C			
5.8	Return after Suspension					AI		C			
5.9	Dismissal	Panel of the Board		AI		R		C			

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5.10	Appeal against Dismissal	Appeals Committee		I							
	Deputy & Assistant Headteachers & other Senior Leadership Positions:										
5.11	Appointment					A		C			RI
5.12	Line Management										I
5.13	Performance Review					C		C			AI
5.14	Disciplinary & Capability Procedures: Suspension, Return after Suspension, Dismissal					A		C			RI
5.15	Appeal against Dismissal	Appeals Committee		A							
	Academy Teaching & Support Staff:										
5.16	Appointment							C			AI
5.17	Line Management										I
5.18	Performance Review					C		C			I
5.19	Disciplinary & Capability Procedures: Suspension, Return after Suspension, Dismissal					C		C			AI
5.20	Appeal against Dismissal	Appeals Committee		A							
	Shared Services Staff:										
5.21	Appointment						AI				
5.22	Line Management						I				
5.23	Performance Review					C	I				
5.24	Disciplinary & Capability Procedures: Suspension, Return after Suspension, Dismissal					C	AI				
5.25	Appeal against Dismissal	Appeals Committee		A		R					
	All Staff:										
5.26	Response to Requests for Flexible Working					A	RI				RI
5.27	Response to Requests for Early Retirement					A	PI				PI
5.28	LGPS Discretions Policy				A	P	RI				
5.28	Staff wellbeing			A		P	C	C		I	CI
6	Financial										
6.1	Financial Policy			A	R	R	R				
6.2	Trustees' Annual Report & Financial Statements	Articles 129-130		A	R	R	RI				
6.3	Trust Academies Accounts Return to EFA					A	RI				
6.4	Appoint Auditors	Companies Act S.485	A	R	R		PI				
6.5	Response to Auditor's Management Letter			A	R		RI				
6.6	Risk Management Policy & Register			AP		CI	CI	C			
6.7	Insurance of Risks						AI				
7	Shared Services										
7.1	Scope of Shared Services to be provided to Academies			A		R	PI	C			C
7.2	Manage Shared Services						I				
8	Premises and Assets										
8.1	Acquisition of Freehold of Land or Building	ESFA must approve			A	R	RI			C	P
8.2	Disposal of Freehold of Land or Building	ESFA must approve			A	R	RI			C	P

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8.3	Entering/granting any Leasehold or Tenancy agreement for more than 5 years	ESFA must approve			A	R	RPI			C	P
9	External Relations										
9.1	Freedom of Information Policy			A		R	PI	C		C	CI
9.2	Educational Partnerships	Inc. UTC Sponsors		A		RI	C	C			C
9.3	Government Relations			A		RI					
9.4	Local Authority Relations			A		ARI	C	C		C	C
9.5	Local Community Relations					AC	C	C	C	R	CI
9.6	Extended Services On-site			A		R	PCI			P	P
9.7	Trust Marketing & Publicity Plan					A	PRI	C	C	C	C
9.8	Trust Website					A	RI	R			C
9.9	Academy Website					ARI	RI	C		C	CP
9.10	Academy Logo and Branding					AR	RI	CR		C	CP
9.11	Academy Prospectus					AR	PI	C		C	P
9.12	Parent/Carer Relations					A		C		R	AI
9.13	Home School Agreements					A		C		C	PI