

EDUCATION SOUTH WEST
Scheme of Delegation
 July 2022



| Task | | Notes | Members | Board | Finance Cttee | Performance & Standards Cttee | CEO | COO | DoSI | Chairs Cttee | LGB | Head |
|---|--|--|---------|-------|---------------|-------------------------------|-----|-----|------|--------------|-----|------|
| Key: | 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 | | | | | | | | |
| 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 | | | P | 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 Executive Officers | | | A | | | R | | | | | |
| 1.16 | Set Scheme of Delegation & Terms of Reference for Board, Committees & LGBs | Articles 105-106; UTC: Article 103 | | 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 | | C | | | | | |
| 1.19 | Establish LGBs & regulate their Functions, Duties & Proceedings | Articles 100-101A, 104; UTC: Articles 102-103 | | A | | C | 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 | | | | | R | | | | | I | |
| 2.2 | Academy Performance Targets | | | A | | R | R | | R | | P | PI |
| 2.3 | Academy Performance Review e.g. SEF | | | A | | R | R | | R | | P | PI |
| 2.4 | Academy 3 year Plan | | | | | R | A | | R | | R | PI |
| 2.5 | Academy 1 Year Development Plan | | | | | R | A | | R | | R | PI |
| 2.6 | Teaching & Learning Policy | | | A | | R | R | | R | | C | CI |
| 2.7 | Curriculum Policy | | | A | | R | R | | R | | C | CI |
| 2.8 | Social, Moral, Spiritual & Cultural Development Policy | | | A | | R | R | | R | | C | CI |
| 2.9 | Sex Education & Relationships Policy | | | A | | R | R | | R | | C | CI |
| 2.10 | Religious Education Policy | | | A | | R | R | | R | | C | CI |
| 2.11 | Special Educational Needs Policy | | | A | | R | R | | R | | C | CI |

EDUCATION SOUTH WEST
Scheme of Delegation
 July 2022

| Task | | Notes | Members | Board | Finance Cttee | Performance & Standards Cttee | CEO | COO | DoSI | Chairs Cttee | LGB | Head |
|--|--|---|---------|-------|---------------|-------------------------------|-----|-----|------|--------------|-----|------|
| Key: | 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. | | | | | | | | | | | |
| 2.12 | Early Years Foundation Stage Policy | | | A | | R | 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 | R | | | | C | CI |
| 3.12 | Fixed Term Exclusion | | | | | R | | | | | | AI |
| 3.13 | Permanent Exclusions | | | | | R | C | | | | A | RI |
| 3.14 | Appeals against Permanent Exclusion | Independent | | | | P | | | | | I | |
| 3.15 | Pupil Premium Policy | | | A | | R | R | C | R | | | CI |
| 3.16 | Pupil Premium Plan | CEO moderates plans recommended by LGBs before final approval | | | | R | A | C | | | R | PI |
| 3.17 | Academy Trips Policy | | | A | | 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 | A | 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 | | | RC | I P | | | | CI |
| 3.27 | Pupils with Medical Conditions Policy | | | A | | | R | | | | C | CI |
| 3.28 | Intimate Care Policy | | | A | | A | | | R | | | I |
| 3.29 | E-Safety Policy | | | A | | A | R | PI | | | C | CI |
| 3.30 | Preventing Radicalisation Policy | | | A | | 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 | | | | | | | | | | | | |
| 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 | | | | |

EDUCATION SOUTH WEST
Scheme of Delegation
 July 2022

| Task | | Notes | Members | Board | Finance Cttee | Performance & Standards Cttee | CEO | COO | DoSI | Chairs Cttee | LGB | Head |
|---------------------------|--|--------------------|---------|-------|---------------|-------------------------------|-----|-----|------|--------------|-----|------|
| Key: | 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. | | | | | | | | | | | |
| 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 | | | | A | | | | | | 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 | | | |
| 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 | | | | | | | | |

| Task | | Notes | Members | Board | Finance Cttee | Performance & Standards Cttee | CEO | COO | DoSI | Chairs Cttee | LGB | Head |
|--|--|-------------------|---------|-------|---------------|-------------------------------|-----|-----|------|--------------|-----|------|
| Key: | 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. | | | | | | | | | | | |
| 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 | Approve & review Financial Policies: Finance & Financial Regulations, Expenses, Charging & Remissions, Reserves & Investment, Procurement | | | A | | | | | | | | |
| 6.2 | Recommend annual budgets | | | A | R | | C | P | C | | R | P |
| 6.3 | Monitor academy and trust budgets | | | | A | | | I | | | | |
| 6.4 | Appoint Auditor | | | A | C | | C | C | | | | |
| 6.5 | Financial Policy | | | A | R | | C | R/I | | | | |
| 6.6 | Trustees' Annual Report & Financial Statements | Articles 129-130 | | A/C | R | | I/C | I | | | | |
| 6.7 | Trust Academies Accounts Return to EFA | | | | | | A | I | | | | |
| 6.8 | Response to Auditor's Management Letter | | | A | R | | C | C | | | | |
| 6.9 | Risk Management Policy & Register | | | A | P | | CI | CI | C | | | |
| 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 |
| 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 |

EDUCATION SOUTH WEST
Scheme of Delegation
 July 2022



| Task | | Notes | Members | Board | Finance Cttee | Performance & Standards Cttee | CEO | COO | DoSI | Chairs Cttee | LGB | Head |
|---------------|--|-------|---------|-------|---------------|-------------------------------|-----|-----|------|--------------|-----|------|
| Key: | 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. | | | | | | | | | | | |
| Approve (A) | | | | | | | A | RI | R | | | C |
| Recommend (R) | | | | | | | ARI | RI | C | | C | CP |
| Propose (P) | | | | | | | AR | RI | C | | C | CP |
| Consulted (C) | | | | | | | | R | | | | |
| Implement (I) | | | | | | | AR | PI | C | | C | P |
| | | | | | | | A | | C | | R | AI |
| | | | | | | | A | | C | | C | PI |