

BATLEY GIRLS' HIGH SCHOOL - Scheme of Delegation

In this document the phrases used have the following meanings:

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the MAT Co-Heads this will be at Trust level. In the case of the Principal this will be at Academy level.

Determine: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of (i) the MAT Co-Heads they will be making recommendations to the Board and/or LGB (as appropriate), (ii) the LGB they will be making recommendations in relation to their Academy to the Board, MAT Co-Heads and/or Head Teachers (as appropriate) and (iii) the Head Teachers they will be making recommendations in relation to their Academy to the Mat Co-Heads and/or LGB (as appropriate).

Report: the individual/group that has responsibility for reporting on the delivery of tasks. In the case of (i) the MAT Co-Heads they will be making reports to the Board and/or LGB (as appropriate), (ii) the LGB they will be making reports in relation to their Academy to the Board and/or MAT Co-Heads (as appropriate) and (iii) the Head Teachers they will be making reports in relation to their Academy to the MAT Co-Heads and/or LGB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of (i) the Board they will be reviewing the MAT Co-Heads and/or LGB (as appropriate), (ii) the MAT Co-Heads they will be reviewing the Head Teachers and (iii) the LGB they will be reviewing the Head Teachers and his leadership team.

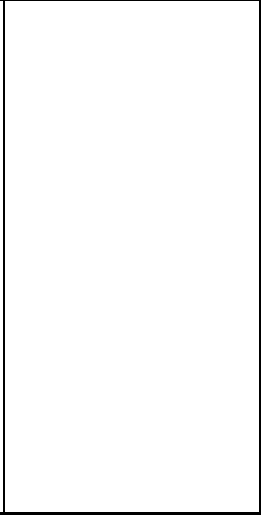
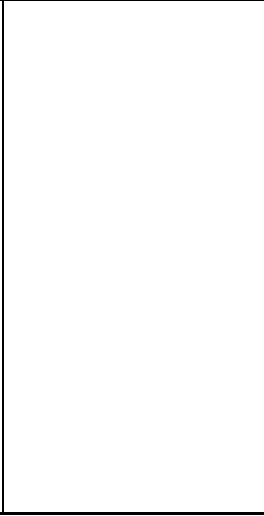
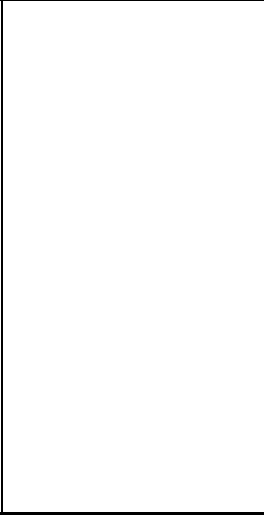
Comply: the individual/group will follow agreed policies and procedures.

To assist interpretation of the matters delegated the table below provides additional comment as appropriate.

	Trustees	CEO	LGB	Co-Heads
Set strategic objectives of the Trust & Academies	Determine - for the Trust & Academies	Develop - in the case of the Academies in consultation with LGB & Head Teachers	Recommend	Consult - in the case of their Academy
Deliver strategic objectives of the Trust & Academies	Review	Deliver	Review	Deliver
Scrutiny - review & challenge progress of the Trust against its strategic objectives and KPIs	Review - progress of the Trust & Academies	Report Review - reports from the LGBs/Head Teachers	Review - progress of the Academy Report - progress to the MAT Co-Heads & Board	Report - progress of the Academy to the LGB
Compliance: Funding Agreement - comply with all obligations including the Academies Financial Handbook	Review	Deliver	Comply	Comply
Compliance: Regulatory - with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	Review	Deliver Report - to Board	Review	Deliver Report - to LGB & MAT Co-Heads
Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Determine - policies to ensure compliance Review	Deliver Report - to Board	Review	Deliver Report - to LGB & MAT Co-Heads
Compliance - completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	Determine - policies to ensure compliance Deliver		Deliver	

S T R A T E G Y A N D L E A D E R S H I P S T R A T E	Appointments of Trustees and Governors - ensuring processes in place for appointment of trustees (including ensuring that the Trustees and Governors have the skills to run the Trust and the Academies)	<p>Determine - policies and criteria for the selection of Trustees and Governors</p> <p>Review - the Board's own performance</p> <p>Review - performance of the LGBs</p>	<p>Report - to the Board on the performance of the LGBs</p> <p>Review - annually the size, structure and composition and skill Determines of LGBs</p> <p>Recommend - if appropriate changes to the size and composition of the LGBs</p>	<p>Review - procedures for the election of staff and parent governors of the LGB</p> <p>Review - own performance</p>	
	Appointment of the Audit Committee	Deliver - appoint Responsible Officer and (if necessary) the Audit Committee	Deliver - the Responsible Officer role		
	Appointment of Clerk - Board and LGBs	Deliver - appoint the clerk to the Board & LGBs		Consult - in connection with the appointment of the LGB clerk	

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		Trustees	MAT Co-Heads	LGB	Head Teachers
S T R A T E G Y A N D L E A D E R S H I P	Policies - review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)	Determine	Deliver - presenting policies to the Board for approval Report - material non-compliance to the Board	Review - all policies approved by the Board and Academy specific policies	Deliver - presenting Academy specific policies for approval by the LGB Report - non-compliance to the LGB and the MAT Co-Heads
	Prepare terms of reference for LGB's and Committees	Deliver Review - annually	Develop		
	Training programme for trustees and governors	Deliver	Develop	Deliver	

		Trustees	CEO	LGB	Co Heads
L E A R N I N G A N D O U T C O M E S	Academy Development Plan - for each Academy in line with strategic aims of the Trust	Determine - the Academy Development Plan in consultation with the appropriate LGB	Deliver - drafting and agreeing the Academy Development Plan	Recommend - Academy Development Plan to the Board	Work with the MAT Co-Heads in producing the Academy Development Plan Review - the Academy Development Plan
	Key Performance Indicators - setting and reviewing performance of the Trust & the Academies	Determine - Trust wide and Academy KPIs Review - performance against KPIs	Consult - with the LGBs and propose KPIs to the Board Receive reports - from the LGBs and report performance of the LGBs against KPIs	Recommend - targets for performance of the Academy to the MAT Co-Heads Review - performance of the Academy and report to the MAT Co-Heads Deliver - holding leadership to account for delivery against KPIs	Deliver - performance of the Academy against KPIs Report - performance of the Academy to LGB

		Trustees	CEO	LGB	Co-Heads
L E A R N I N G A N D O U T C O M E S	Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	Review - the work of the MAT Co-Heads	Deliver - supporting the Academies and intervening where appropriate	Review - at the Academy	Review - management of staff to ensure teaching and learning objectives are met Report- strengths and concerns in the quality of teaching to LGB
	Curriculum - setting the curriculum for the Academies and reviewing its effectiveness	Determine - curriculum and standards Review - effectiveness of the curriculum across Trust	Deliver Recommend	Consult Review	Deliver
	Pupil Premium - reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	Review	Report - to Board effectiveness of use of the Pupil Premium across Trust	Determine & Review - how Pupil Premium is spent at the Academy	Deliver Report - on effectiveness of use of the Pupil Premium

		Trustees	CEO	LGB	Co Heads
L E A	Set admissions policy	Deliver	Develop		

R N I N G A N D O U T C O M E S	Admission decisions			Deliver	Consult
	Collective worship arrangements for school without religious character			Review	Deliver
	Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)	Review	Review delivery	Receiving reports from the Head Teachers Report any material issues to the Board and the MAT Co-Heads	Deliver - ensuring student issues are dealt with in accordance with Trust and Academy Policies Report - to the LGB on any material issues
	Academy Hours - setting the opening and closing times for the Academies	Determine - in consultation with LGBs		Consult - with the Board	Comply
	Term Dates and length of school day	Determine - in consultation with LGBs		Consult - with the Board	Comply
	School lunch - ensure provided to appropriate nutritional standards			Review	Deliver
	Provision of free school meals to those meeting criteria			Review	Deliver

		Trustees	CEO	LGB	Co Heads
F I N A N C E A N D P R E M I S E S	Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to the secure the Trust's financial health in the short term and the long term	Determine - in consultation with the LGBs	Recommend a funding model to the Board for approval Review	Consult - with the Board Review - compliance with the overall financial plan for the Academy	Comply
	Trust Annual Budget - formulating and setting the Trust wide budget	Determine	Deliver - on preparation of Trust budget and present to the Board for approval Review - submission of Trust budget to the EFA		
	Academy Annual Budgets - formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances)	Determine	Deliver - on preparation of Academy budgets in consultation with the LGBs and present to the Board for approval Review - submission of Academy budgets to the EFA	Consult - with MAT Co-Heads in respect of the Academy's requirements Comply	Deliver Comply

		Trustees	CEO	LGB	Co Heads
F I N A N C E A N D P R E M I S E S	Expenditure and ensuring delivery of Annual Budgets	Review	Report - to the board any material issues with delivery against the Annual Budget by the Academies Receive reports - on matters of concern in connection with compliance with the Annual Budgets	Review Report - to the MAT Co-Heads any issues with expenditure or compliance with the Annual Budgets by the Academy	Report - to the LGB any need for any matters of concern in respect of the Academy's annual budget
	Reporting: financial reporting and KPIs	Determine	Deliver	Review	Deliver
	Delegated Budgets and Finances - in the form of a scheme of delegation of financial authority to the Academies	Determine	Deliver - on recommending financial limits to the Board Review - effectiveness of limits	Review Delivery-Academy Comply - adherence to limits	Comply - adherence to limits

		Trustees	CEO	LGB	Co Heads
F I N A N C E A N D P R E M I S E S	Financial Policies -establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements	Determine	Review - compliance with policies Report - any issues or non-compliance to the Board	Review delivery - compliance with policies Report - any issues or non-compliance to the MAT Co-Heads	Deliver - compliance with finance policies
	Approving annual accounts	Approve	Deliver - arrange for auditing and filing of annual report and accounts	Comply - by keeping proper records in respect of the Academy and providing such information to assist the Trust in preparation of the Annual Accounts	
	Corporate Risk Register	Review delivery	Deliver - management of corporate risk register	Review - Academy risk register	Deliver - management of Academy risk register
	Investments - agreeing the investment policy in line with the Academies Financial Handbook and any internal polices and controls	Determine and review delivery	Deliver		

		Trustees	CEO	LGB	Co Heads
S T A F F I N G	Appointing the MAT Co-Heads	Appoint			
	Appointing the Head Teachers at each Academy	Approve -in consultation with the MAT CEO/ LGBs One Trustee to sit on appointment panel.	Recommend - sit on appointment panel along with two representatives of the relevant LGB	Recommend - two representatives to sit on the appointment panel with the MAT CEO and Trustee	
	Appointing of cross-Trust Staff (in line with recruitment policy)	Review	Appoint and report to the Board		
	Appointing Academy Staff			Appoint (in consultation with the Head Teachers) provided that such appointment within the Academy's annual budget Deliver and determine appointments provided that such appointment within the Academy's annual budget	Recommend and report to the LGB as appropriate

	Establishing Trust wide HR Policies (including recruitment , discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Determine Review	Comply Review	Review Consult Recommend	Comply
	Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust's pay policy and all statutory regulations)	Review with external SIP in respect of MAT CEO and Co-Head Receive reports - in respect of appraisal arrangements and outcomes Review - any appeals in respect of the Head Teachers and cross Trust staff	Review - and Report - (annually) to the Board on appraisal arrangements and outcomes	Review - in respect of performance management of Co Head Review - any appeals respect of all other staff	Review - in respect of all other staff Report - annually to the MAT CEO on appraisal arrangements and outcomes
	Pay reviews (In line with the Trust's Pay Policy and all statutory regulations)	Review in consultation with the BGHS LGB - in respect of MAT CEO/Co-Heads	Review - in respect of SLT and cross Trust staff	Recommend	Review - in respect of all other staff Recommend - in respect of all other staff
		Trustees	CEO	LGB	Co Heads
S T A F F I	Setting Terms and Conditions of Employment and Staff Handbook	Determine - and consider any proposals by LGBs to make amendments	Recommend	Consult - report to Board on any suggested changes to the Academy's terms and conditions	Comply

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	Dismissing MAT Co-Heads, Head Teachers, senior/ cross Trust staff (in accordance with the Trust disciplinary and capability policies)	Review - in respect of the MAT CEO Determine in respect of MAT CEO, Co-Head and Trust Staff	Review - in respect of cross academy staff and senior leadership teams of the Academy Report - any dismissals to the Board	Review and consult- in respect of the Co-Head of the Academy	Consult in respect of other senior staff at the Academy
	Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)		Review	Determine - in respect of dismissals of all other staff Review (in consultation with the Co-Head and MATCEO Report - to the Co-Head and MAT CEO	Comply Review Recommend
	Reviewing discipline and grievance policy	Review delivery	Recommend and deliver	Deliver- in line with Trust policy	Consult and deliver -in line with Trust policy
Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	Determine	Deliver	Comply	Comply	

		Trustees	CEO	LGB	Co Heads
G R O U P O R G A N I S A T I O N F I N A N C E	Setting academy specific procurement policies - in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	Determine	Review	Deliver - in accordance with Trust policy	Recommend
	Determining and allocating central services provided to the Academies by the Trust	Determine (in consultation with the LGBs)	Deliver- on recommending the allocation of services to the Board	Consult	Consult
	Overseeing the effectiveness of services provided centrally by the Trust	Review	Deliver and report to Board	Report - to the Board	
	Asset and Premises Maintenance Strategy - determining use of Academies' premises and ensuring premises are adequately maintained	Determine - Trust wide policy	Recommend	Determine - academy plan in accordance with Trust policy Review delivery of academy plan	Deliver - in accordance with Academy policy
	Acquiring and disposing of Trust land	Deliver	Recommend		
	Changing use of Assets	Deliver		Recommend to the Board of any changes to fixed assets used by the Academy	
	Arranging insurance for the Trust	Review	Deliver		
	Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community	Review	Deliver - Trust wide activities	Comply	Comply

	Trustees	CEO	LGB	Co Heads
Academy Prospectus		Review	Deliver	Recommend
Trust Prospectus and website	Review	Deliver		

Last Approved 2 July 2015