

## APPENDIX 1

### East Midlands Education Trust SCHEME OF DELEGATION IN RESPECT OF JOHN FLAMSTEED COMMUNITY SCHOOL / THE RIPLEY ACADEMY

This Scheme of Delegation shows the level of delegated responsibility and functions which are given to the LGB, the FD, the MAT and Personnel Committee (or named Trustee) and the Accounting Officer (CEO) in the areas as listed in the table below.

#### Key

**Level 1:** Full MAT Board

**Level 2:** MAT Sub-Committee [or Named Trustee]

**Level 3:** Finance Director

**Level 4:** Accounting Officer/CEO (Accounting Officer)

**Level 5:** LGB of the Academy

**Level 6:** The Principal of the Academy

**Column shaded:** An inappropriate level for taking the decision in question.

Although decisions may be delegated, the MAT as a whole remains responsible for any decision made at Levels 2 – 6\* and may intervene if it so chooses.

Tasks	Level of Delegated Responsibility					
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 LGB	6 Principal
<b>Finance and Regulatory Matters</b>						
To determine the proportion of the overall Academy budget to be delegated to individual Academies	✓					
To approve the formal budget plan	✓					
To approve the mid-year adjustments each financial year		✓				
To monitor monthly expenditure					✓	
To monitor quarterly expenditure			✓			
To enter into contracts up to £50k						✓
To enter into contracts between £50-£100k				✓		
To enter into contracts in excess of £100k		✓				
To appoint the Audit Committee	✓					
To sign the Annual Report	✓					
To appoint Auditors	✓					
To ensure the Company Trustees the Academies Financial Handbook, the Funding Agreements and all relevant aspects of Company Law and Charity Law are being satisfied. [This task cannot be delegated].				✓		

Tasks	Level of Delegated Responsibility					
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 LGB	6 Principal
<b>Finance and Regulatory Matters (continued....)</b>						
To be able to assure Parliament and the EFA the MAT is meeting the high standards of probity in the management of public funds. [This task cannot be delegated].				✓		
To comply with all the requirements as specified in the Academies Financial Handbook, to include the requirement to ensure <i>regularity, propriety</i> and <i>value for money</i> . (This task cannot be delegated).				✓		
To advise the Trustees of the MAT in writing if, at any time, in his or her opinion,  1. the board appears to be failing to act where required to do so by the terms and conditions of the Handbook or FA;  2. any action or policy under consideration by them is incompatible with the terms of the Handbook or FA.				✓		
To consider the reasons the Trustees of the MAT provide if they wish to proceed to act against the Accounting Officer's advice (as noted above).				✓		
To follow the mandatory requirement to advise the EFA's accounting officer if the Trustees of the MAT intend to proceed to act against the Accounting Officer's advice (as noted above).				✓		

Tasks	Level of Delegated Responsibility					
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 LGB	6 Principal
<b>Finance and Regulatory Matters (continued.....)</b>						
To send the Annual Report to the EFA			✓			
To send the Annual Report to Companies House			✓			
<b>Staffing Matters</b>						
Appointment of the Principal	✓					
Appointment of the Vice Principal(s), Assistant/Deputy Heads					✓	
Appointment of other teachers						✓
Appointment of support staff in local Schools						✓
Agreeing staff pay policies	✓					
Pay discretions excluding senior staff						✓
Establishing disciplinary/capability Procedures		✓				
Suspending the Principal	✓					
Ending suspension Principal	✓					
Suspending School staff except the Principal					✓	
Ending suspension of School staff except Principal					✓	

Tasks	Level of Delegated Responsibility					
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 LGB	6 Principal
<b>Staffing Matters (continued.....)</b>						
Determining staff complement						✓
To develop and amend a Staff Appraisal Policy	✓					
To implement the Staff Appraisal Policy						✓
Appraisal of the Principal				✓	✓	
Appraisal of all other staff					✓	✓
To review annually the Staff Appraisal Policy		✓				
Determining dismissal payments/early retirement		✓				
<b>Performance Management</b>						
To formulate and amend a Performance Management Policy	✓					
To implement a Performance Management Policy						✓
To review annually the Performance Management Policy		✓				
To determine annual pay review of CEO		✓				
To determine annual pay review of Principal and senior staff					✓	

	Level of Delegated Responsibility					
Tasks	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 LGB	6 Principal
<b>Curriculum</b>						
To ensure that the LGB establishes and implements the minimum statutory policies as required by the legislation				✓		
Ensure appropriate curriculum taught to all pupils and to consider any disapplication for pupil(s)						✓
To establish/implement the Curriculum Policy					✓	
Responsible for standards of teaching						✓
Responsible for individual child's education						✓
To prohibit political indoctrination and ensuring balanced treatment of political issues						✓
To propose targets for pupil achievement						✓
To agree targets for pupil achievement					✓	
Responsibility for pupil outcomes					✓	
To establish a Discipline Policy					✓	
To review the use of exclusion and to decide whether or not to confirm any permanent exclusion and fixed term exclusion where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to Chair/Vice Chair of LGB in cases of urgency).					✓	

	Level of Delegated Responsibility					
Tasks	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 LGB	6 Principal
<b>Curriculum (continued.....)</b>						
To direct reinstatement of excluded pupils. (Can be delegated to Chair/Vice Chair in cases of urgency).					✓	
<b>Admissions</b>						
To consult before setting an Admissions Policy and to set the Admissions Policy					✓	
Admissions: application decisions					✓	
<b>Premises and Insurance</b>						
Buildings insurance and personal liability			✓			
Developing School buildings strategy or master plan				✓		
Procuring new buildings	✓					
Maintaining buildings with a properly funded maintenance plan						✓
<b>Governing Body</b>						
To draw up governing documents and any amendments thereafter	✓					
To appoint and dismiss the Clerk to the LGB					✓	
To hold a full LGB meeting at least three times in a School year or a meeting of the temporary governing body as often may require					✓	

	<b>Level of Delegated Responsibility</b>					
<b>Tasks</b>	<b>1</b> Full MAT Board	<b>2</b> MAT Sub-Committee [or Named Trustee]	<b>3</b> Finance Director	<b>4</b> CEO [Accounting Officer]	<b>5</b> LGB	<b>6</b> Principal
<b>Governing Body (continued.....)</b>						
To set up a register of LGB members' business interests					✓	
To approve and set up a Trustees and Governors Expenses Scheme	✓					
To discharge duties in respect of pupils with special needs by appointing a 'responsible person'					✓	
To consider whether or not to exercise delegation of functions to individuals					✓	
To regulate the LGB procedures [where not set out in law]					✓	
To determine the development needs of governors and put in place an appropriate programme					✓	
To consider requests from other Schools to join the MAT	✓					