

The Eveleigh LINK Academy Trust

Governing Body Scheme of Delegation at Larkrise Primary School revised January 2019

INTRODUCTION

This document provides a backcloth against which the Local Governing Body of Larkrise Primary School would receive delegated powers and responsibility to act on behalf of The Eveleigh LINK Academy Trust. Respective agreed levels of responsibility are indicated by letters in the appropriate columns. Through the scheme of delegation, Governors will recognise that although decisions may be delegated, it is the Trust that remains responsible for any decisions made under delegation.

This delegation will be reviewed annually

KEY

Decision Level 1 The Eveleigh LINK Academy Trust

Decision Level 2: Chief Executive Officer (CEO)

Decision Level 3: Full academy local governing body

Decision Level 4: Headteacher

Decision Level 5: Deputy Headteacher

The different levels of delegated powers are listed below but it should be noted that not every task requires all levels of delegated power to be defined.

Approve (A)

Recommend (R)

Develop (D)

Consulted (C)

Monitor (M)

Implement (I)

Approve (A), Recommend (R), Develop (D), Consulted (C), Monitor (M), Implement (I)

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			Decision Level				
Key Function	No	Tasks	1	2	3	4	5
Compliance Budget Costs	1	Academy Trust establishes central budget for central services	A				
Budgets	2	To approve the formal Academy budget plan for the financial year	A	R			
	3	To monitor monthly expenditure	M	M	M	M	M
	4	To establish a charging and remissions policy	A	R	C	I	
	5	Miscellaneous financial decisions				A	
	6	To enter into contracts at Trust level	A	R	C	C	
	7	To make payments	M	M	A	I	I
Staffing	8	Headteacher appointments (selection panel)	A	C	C		
	9	Senior and middle leader appointments (selection panel)	A	C	R	R	
	10	Appoint other teachers				A	
	11	Appoint non-teaching staff				A	A
	12	Agree a pay policy	A	R	C		
	13	Pay discretions	A	R	C		
	14	Establishing disciplinary/capability procedures	A	R	C		
	15	Dismissal of headteacher	A		C		
	16	Dismissal of other staff	C	C	A	R	
	17	Suspending headteacher	A		C		
	18	Suspending staff (except headteacher)	C		A	R	
	19	Ending suspension (headteacher)	A		C		
	20	Ending suspension (except headteacher)	C		A	R	
	21	Determining staff complement including notification of possible redundancy and restructure	A	R	R	R	
	22	Determining dismissal payments/ early retirement	A		R		
	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	M	M	M	M	M
	24	To establish a curriculum policy	M	C	A	R	
	25	To implement curriculum policy	M	C	A	R	
	26	Responsible for standards of teaching	I	I	I	I	I
	27	To write and implement a complaints policy	A	R	C		
	28	Updating the trust's website	M	I	M	M	
	29	Responsibility for individual child's education	I	I	I	I	I

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	30	Provision of sex education – to establish and keep up to date a written policy		C	A	R	
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues	I	I	I	I	I
	32	To establish a charging and remissions policy for activities (non NC based)	A	R	C		
Performance Management	33	To formulate a performance management policy	A	R	C		
	34	To establish a performance management policy	A	R	C		
	35	To implement the performance management policy	M	M	I	I	I
	36	To review annually the performance management policy	A	R	C		
Target Setting	37	To set and publish targets for pupil achievement	M	A	C	C	
Discipline/Exclusions	38	To establish and implement a positive behaviour policy	M	C	A	R	
	39	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions 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 in cases of urgency)	M	C	A	R	
	40	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	M	C	A		
Admissions	41	To consult annually before setting an admissions policy	M	C	A	R	
	42	To establish an admissions policy	M	C	A	R	
	43	Admissions: application decisions	M	C	M	A	
	44	To appeal against LA directions to admit pupil(s)	M	C	A	R	
Premises & Insurance	45	Buildings insurance and personal liability	A	R	C		
	46	Developing school buildings strategy or master plan	A	R	C	C	
	47	Procuring and maintaining buildings, including developing properly funded maintenance plan	A	R	C	C	
Health & Safety	48	To institute a health and safety policy	A	R	C		
	49	To ensure that health and safety regulations are followed	M	I	I	I	I
School Organisation	50	To publish proposals to change category of school	A				
	51	Proposal to alter the character of the Academy day	A		R		
	52	To set the times of school sessions and the dates of school terms and holidays	A		R		

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	53	To ensure that the school meets for 380 sessions in a school year	M	M	A	R	
	54	To ensure that school lunch nutritional standards are met where provided by the governing body	M	M	A	R	
Information For Parents	55	To prepare and publish the school prospectus				D	
	56	To ensure provision of free school meals to those pupils meeting the criteria	M	M	A	R	
	57	Adoption and review of home-school agreements where required			A	R	
	58	To draw up instrument of government and any amendments thereafter	C		A	R	
GB Procedures	59	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	A	C	R	R	
	60	To ensure there is a full complement of governors	I	I	I		
	61	To appoint and dismiss the clerk to the governors	A	C	R		
	62	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	M	M	I		
	63	To appoint and remove governors	A		R	R	
	64	To set up a Register of Governors' Business Interests	M	M	I	I	
	65	To approve and set up a Governors Expenses Scheme	A	R	C		
	66	To discharge duties in respect of pupils with special needs by appointing a "responsible" person	A	R	R	R	
	67	To consider whether or not to exercise delegation of functions to individuals or committees	A	R			
Academy Trust	68	To regulate the GB procedures (where not set out in law)	A	R			
	69	To consider requests from other schools to join the MAT	A	R			
	70	To decide the delegation of powers schedule for each academy within the MAT	A	R			
	71	To Appoint and Remove a Trustee	A				
Extended Schools	72	To work within locally agreed initiatives	I	R	R	R	
	73	To decide to offer additional activities and to what form these should take	M	M	A	D	
	74	To put into place the additional services provided			M	I	I
	75	To ensure delivery of services provided			I	I	I

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	76	To cease providing extended school provision			A	R	
Headteacher's Pay	77	Headteacher's Pay Discretion	A		C		
	78	Starting salaries of Executive Headteachers, Headteachers, Head of Schools, Deputy Headteachers and Assistant Headteachers	A		C		
MAT & School Planning	79	Writing the Academy Trust Development Plan	M	D	C	C	
	80	Writing the School Development Plan	M	M	A	D	
	81	Writing the annual Trustees' Report	A	R			
	82	Liaising with the media	I	I	I	I	
	83	Liaising with the DfE, RSC and ESFA		I			

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