**APPENDIX TWO**

**Levels of Delegation**

# TRUST DELEGATION CHECK LIST

**KEY**

Level 1: The Multi-Academy Trust (the Company)

Level 2: Local Governing Body (LGB)

Level 3: A committee of the Local Governing Body

Level 4: Headteacher

*It should be remembered that although decisions may be delegated, the LGB together with the Trust as a whole remains responsible for any decision made under delegation*

| | | | Decision Level | | | |
|---|---|---|---|---|---|---|
| **Function** | **No** | **Tasks** | **1** | **2** | **3** | **4** |
| **Central Services** | 1. | To determine the scope of core services to be delivered by the Company on behalf of its Academies | √ | | | |
| | 2. | To identify those additional services to be procured on behalf of individual academies | √ | | | |
| | 3. | To ensure centrally procured services provide value for money | √ | | | |
| **Budgets** | 4. | To determine the proportion of the overall Academy budget to be delegated to individual Academies | √ | | | |
| | 5. | To develop and propose the individual Academy budget | | √ | | |
| | 6. | To approve the Academy's formal budget plan each financial year | √ | | | |
| | 7. | To monitor monthly expenditure | | | | √ |
| | 8. | To monitor the impact of Pupil Premium | | | | √ |

| | | | Decision Level | | | |
|---|---|---|---|---|---|---|
| **Function** | **No** | **Tasks** | **1** | **2** | **3** | **4** |
| | | and PE and Sport Premium funding | | | | |
| | 9. | To establish financial policy and procedures, decision levels and limits | √ | | | |
| | 10. | To establish a charging and remissions policy | | √ | | |
| | 11. | Miscellaneous financial expenditure outside of the agreed budget in accordance with the Trust's financial policy and procedures | | √ | | |
| | 12. | To make payments within agreed financial limits (up to £8000) in accordance with the Trust's financial policy and procedures | | | | √ |
| **Staffing** | 13. | To appoint a Headteacher (selection panel) | √ | | | |
| | 14. | To appoint a Deputy (selection panel) | | | √ | |
| | 15. | To appoint other teachers | | | | √ |
| | 16. | To appoint support staff | | | | √ |
| | 17. | To agree a pay policy | √ | | | |
| | 18. | To make pay decisions in relation to the Headteacher (Trust adviser with pay committee) in line with pay policy | √ | | √ | |
| | 19. | To make pay decisions in relation to other staff in line with pay policy | | | √ | |
| | 20. | To establish disciplinary and capability procedures | √ | | | |
| | 21. | To dismiss Headteacher | √ | | | |
| | 22. | To dismiss staff on grounds of ill health and capability, subject to MAT and HR advice | | | | √ |
| | 23. | To suspend and end suspension of Headteacher | √ | | | |
| | 24. | To suspend and end suspension of staff | | | | √ |
| | 25. | To determine staff complement within agreed budget | | √ | | |
| | 26. | To determine redundancy and early | √ | | | |

| | | | Decision Level | | | |
|---|---|---|---|---|---|---|
| **Function** | **No** | **Tasks** | **1** | **2** | **3** | **4** |
| | | retirement policy and payments | | | | |
| | 27. | To determine need for redundancy | | √ | | |
| | 28. | To select for redundancy | | | √ | |
| | 29. | To dismiss staff on grounds of redundancy, subject to MAT and HR advice | | | √ | |
| **Performance Management** | 30. | To approve a performance management policy | √ | | | |
| | 31. | To implement the performance management policy | | | | √ |
| | 32. | To arrange for the performance management of the Headteacher | √ | | | |
| **Curriculum** | 33. | To develop a curriculum policy | | √ | | |
| | 34. | To establish and keep up to date a sex and relationships education policy | | √ | | |
| **Target Setting** | 35. | To propose targets for pupil achievement | | | | √ |
| | 36. | To agree targets for pupil achievement | | √ | | |
| | 37. | To be responsible for pupil outcomes | | √ | | |
| **Behaviour** | 38. | To establish a behaviour policy | | √ | | |
| | 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) | | | √ | |
| | 40. | To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency) | | | √ | |
| **Admissions** | 41. | To consult before setting an admissions policy | √ | | | |
| | 42. | To propose oversubscription criteria, subject to compliance with the current School Admissions Code | | √ | | |
| | 43. | To make decisions on pupil admission | | | √ | |

| | | | Decision Level | | | |
|---|---|---|---|---|---|---|
| **Function** | **No** | **Tasks** | **1** | **2** | **3** | **4** |
| | | applications | | | | |
| | 44. | To appeal against LA directions to admit pupil(s) | | √ | | |
| **Religious Education** | 45. | To ensure provision of RE in line with Trust's policy | | √ | | |
| **Collective Worship** | 46. | To ensure that all pupils take part in a daily act of collective worship in line with Trust's policy and current legislation | | √ | | |
| **Premises & Insurance** | 47. | To ensure buildings insurance and public liability insurance (RPA) | √ | | | |
| | 48. | To develop school buildings strategy or master plan | | √ | | |
| | 49. | To maintain buildings, including developing a properly funded maintenance plan | | √ | | |
| **Health and Safety** | 50. | To develop a health and safety policy | √ | | | |
| | 51. | To ensure that health and safety regulations are followed | | √ | | √ |
| **School Organisation** | 52. | To set the dates of school terms and holidays | | √ | | |
| | 53. | To set the times of school sessions | | √ | | |
| | 54. | To ensure that the school meets for 380 sessions in a school year | | √ | | |
| | 55. | To ensure provision of free school meals to those pupils meeting the criteria | | √ | | |
| **Information for parents** | 56. | To prepare and publish the school prospectus | | √ | | |
| | 57. | To maintain the school website to ensure compliance with all legislative requirements | | √ | | |
| | 58. | To approve a complaints procedure | √ | | | |
| | 59. | To adopt and review home-school agreements | | √ | | |
| **Governance** | 60. | To appoint (and remove) the chair of the LGB | √ | | | |
| | 61. | To appoint and dismiss the clerk to the LGB | √ | | | |

| | | | Decision Level | | | |
|---|---|---|---|---|---|---|
| **Function** | **No** | **Tasks** | **1** | **2** | **3** | **4** |
| | 62. | To hold a full LGB meeting at least three times in a school year | | √ | | |
| | 63. | To appoint and remove members of the LGB, other than staff and parent governors | √ | | | |
| | 64. | To arrange for the election of parent and staff governors by parents and staff respectively | | √ | | |
| | 65. | To maintain a Register of Governors' Business and Pecuniary Interests | | √ | | |
| | 66. | To approve and set up a governors' Expenses Scheme | | √ | | |
| | 67. | To consider whether or not to exercise delegation of functions to individuals | | √ | | |
| **Safeguarding** | 68. | To approve a safeguarding policy | | √ | | |
| | 69. | To ensure that the safeguarding policy is implemented and safer recruitment procedures are followed | | √ | | |
| | 70. | To maintain a single central record of recruitment and vetting checks | | | | √ |
| **Policies** | 71. | To determine those policies which will be developed by the Trust and mandatory for all Trust Academies | √ | | | |