

Jotmans Hall Primary School

Scheme of Delegation



Key:

- Level 1:** Members of the Academy Trust
- Level 2:** Full Governing Body of the Academy Trust
- Level 3:** A Committee of the Board of Trustees
- Level 4:** The Accounting Officer (Headteacher)

Column blank: Action can be undertaken at this level

Column shaded: Function cannot legally be carried out at this level

A: Provide advice and support to those accountable for decision making

Key function	No	Task		1	2	3	4
Budgets & Accounts	1	To submit to members and publish an annual report on performance of the trust.			√	A	A
	2	Submit annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money.			√	A	A
	3	To approve the first formal budget plan for each financial year.			√	√	A
	4	Management of risk: establish, review and monitor.			√	√	A
	5	Appoint Chief Financial Officer.			√		
	6	To establish and review the school's scheme of financial delegation.			√	√	A
	7	To receive and respond to external auditors' report.				√	
	8	To ensure robustness of benchmarking and value for money.				√	A
	9	To appoint external auditors.	√	√	√	A	A
	10	To establish appropriate internal controls for the trust.				√	
	11	To monitor monthly expenditure.			√	√	√
Staffing	12	To appoint and dismiss the Headteacher.			√		
	13	To appoint Deputy Headteacher.				√	
	14	To agree school's staffing structure.			√	√	A
	15	To appoint teaching staff.					√
	16	To appoint non-teaching staff.					√
	17	To suspend the Headteacher.			√		
	18	To suspend other staff.					√
	19	To dismiss the Headteacher.			√		
	20	To dismiss other staff.					√
Performance Management	21	To undertake performance management of the Headteacher.				√	
	22	To implement performance management policy.					√
	23	To agree Headteacher's pay award.				√	

	24	To review and agree staff appraisal procedure and pay progression.			√	A
Discipline/Exclusions	25	To determine a behaviour and discipline policy.		√	√	A
	26	To draft content of school behaviour policy and publicise it to staff, pupils and parents.				√
	27	To review 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. (Exclusions involving a public examination can be delegated to chair/vice chair in case of urgency.)			√	
	28	To direct reinstatement of excluded pupils.			√	
Admissions	29	To determine and approve the admission criteria.			√	A
Curriculum	30	To ensure a broad and balanced curriculum is in place.		√	√	√
	31	To imbed agreed curriculum and enrichment offer within the day to day operation of the school.				√
Target setting	32	To set and publish targets for pupils achievements.				√
	33	To determine school's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured.		√	√	A
Collective worship	34	Arrangements for collective worship.				√
Premises & Insurance	35	Buildings insurance, personal liability and trustees' indemnity insurance.			√	
	36	To develop trust building strategy.		√	√	√
	37	To procure and maintain buildings, including properly funded maintenance programme.			√	
Health & Safety	38	To institute Health & Safety Policy.		√	√	
	39	To ensure Health & Safety regulations are followed.				√
People & Structure	40	To appoint and remove members.	√			
	41	To appoint and remove trustees.	√			
	42	To appoint and remove the clerk.		√		
	43	To review and agree the Articles of Association.	√			
	44	To establish and review annually the governance structure.	√	√		

	45	To review and agree annually the terms of reference for various committees.			√	
	46	To review and agree annually the scheme of delegation.		√		
	47	To complete and recruit to fill gaps following skills audit.		√		
	48	To complete annual self-review of board of trustees and its committees.		√		
	49	To plan succession.		√		
	50	To set up a register of trustees business interests.		√		
	51	To delegate 'chair's action' to the chair of trustees.		√		
	52	To ensure that governance details are published on the website.		√		
	53	To consider forming or joining a multi academy trust.		√		
Inclusions & Equality	54	To establish and publish annually an equality information and objectives statement and review equality objectives every four years.		√		A
	55	To designate a 'responsible person' for Safeguarding.		√		
	56	To designate a 'responsible person' for SEND.		√		
	57	To designate a 'responsible person' for Looked After Children.		√		
	58	To determine and approve trust wide policies which reflect the school's ethos and values including: admissions, charging and remissions, complaints, premises management, data protection and FOI, staffing policies including capability, discipline, conduct and grievance, performance management and pay.		√	√	A
	59	To determine and approve school level policies which reflect school's ethos and values to include e.g. admissions, SEND, safeguarding and child protection, curriculum, behaviour.		√	√	A