

**APPENDIX ONE**

**ODST DELEGATION CHECK LIST**

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| **KEY**  Level 1: ODST  Level 2: Local Governing Body  Level 3: Individual governor/sub-cttee  Level 4: Headteacher.  **\*It should be remembered that although decisions may be delegated, the Trust/Local Governing Body as a whole remains responsible for any decision made under delegation\*** |

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|  |  | |  | | **Decision Level** | | | | |
| **Function** | **No** | | **Tasks** | | **ODST** | **LGB** | **GOV/SUB-CTTEE** | **HT** | |
| **Central Services**  Ref section 5.1 of scheme of delegation | | 1. | To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies | X | |  |  |  |
|  | | 2. | To identify those additional services to be procured on behalf of individual academies | X | |  |  |  |
|  | | 3. | To ensure centrally procured services provide value for money | X | |  |  |  |
| **Budgets**  5.3 and 5.5 | | 4. | Todetermine the proportion of the overall ODST Academy budget to be delegated to individual Local Governing Bodies | X | |  |  |  |

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| **Function** | **No** | **Tasks** | **ODST** | **LGB** | **GOV/SUB-CTTEE** | **HT** |
|  | 5.a.    5.b. | To develop and propose the individual Academy budget  To approve the individual Academy budget | X | X |  |  |
|  | 6. | To approve the first formal budget plan each financial year |  | X |  |  |
|  | 7. | To monitor monthly expenditure |  | X |  |  |
|  | 8.a  8.b | To approve any between budget headings and/or likely budget overspends.  NB The overall school budget must not be in deficit at year end. | X |  | X |  |
|  | 9. | To establish financial decision levels and limits | X |  |  |  |
|  | 10. | To establish a school charging and remissions policy |  | X |  |  |
|  | 11. | To appoint the ‘Responsible Officer’, a trustee assigned to check the trust’s internal controls | X |  |  |  |
|  | 12. | Miscellaneous financial expenditure, (in accordance with limits prescribed in the Trust’s Financial Handbook outside of the agreed budget |  |  | X |  |
|  | 13. | To enter into contracts (Directors will set the financial limits) up to the limits of delegation and within an agreed budget |  |  | X |  |
|  | 14. | To make payments within agreed  financial limits |  |  | X |  |
| **Staffing**  5.5 | 15. | Headteacher appointments (selection panel) | X |  |  |  |

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| **Function** | **No** | **Tasks** | **ODST** | **LGB** | **GOV/SUB-CTTEE** | **HT** |
|  | 16. | Deputy appointments (selection panel) |  | X |  |  |
|  | 17. | Appoint other teachers |  | X |  |  |
|  | 18. | Appoint non-teaching staff |  | X |  |  |
|  | 19. | Agree a pay policy | X |  |  |  |
|  | 20. | Pay discretions | X |  |  |  |
|  | 21. | Establishing disciplinary/capability procedures | X |  |  |  |
|  | 22. | Dismissal of Headteacher/Deputy | X |  |  |  |
|  | 23.a  23.b | Recommendations on dismissal of other staff  Employer’s determination of recommendations for dismissal | X |  |  | X |
|  | 24. | Suspending Headteacher | X |  |  |  |
|  | 25. | Suspending other Staff |  |  |  | X |
|  | 26. | Ending suspension (Headteacher) | X |  |  |  |
|  | 27. | Ending Suspension (other Staff) |  |  |  | X |
|  | 28. | Determining Staff complement within agreed budget |  |  |  | X |
|  | 29. | Determining dismissal payments/early retirement | X |  |  |  |

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| **Function** | **No** | **Tasks** | **ODST** | **LGB** | **OV/SUB-CTTEE** | **HT** |
| **Curriculum**  5.6 | 30.a  30.b  30.c | Establish a curriculum policy  To plan, set and monitor the school’s curriculum  To review the curriculum | X  X | X |  |  |
|  | 31. | To implement curriculum policy |  |  | X |  |
|  | 32. | Responsible for standards of teaching |  |  |  | X |
|  | 33. | Accountability for standards of teaching |  | X |  |  |
|  | 34. | Responsibility for individual child's education |  |  |  | X |
|  | 35. | Accountability for individual child's education. |  | X |  |  |
|  | 36.a  36.b  36.c | Provide Sex and Relationships and Sex Education policies  Monitoring and reviewing the policies’ implementation.  Provision of Sex and Relationships and Sex Education in accordance with policies | X  X | X |  |  |
|  | 37. | To prohibit political indoctrination and ensuring the balanced treatment of political issues | X |  |  |  |
|  | 38. | To establish a charging and remissions policy for activities |  |  | X |  |
| **Performance Management**  5.5 | 39. | To develop a performance management policy | X |  |  |  |
|  | 40. | To implement the performance management policy |  | X |  |  |

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|  | 41. | To review annually the performance management policy | X |  |  |  |
| **Target Setting**  5.6 | 42.a  42.b | To ensure targets are appropriately set to maximise attainment and pupil progress  To propose targets for pupil achievement | X |  |  | X |
|  | 43. | To agree targets for pupil achievement |  | X |  |  |
|  | 44. | Responsibility for pupil outcomes |  |  |  | X |
|  | 45. | Accountability for pupil outcomes |  | X |  |  |
|  | 46.a  46.b | To establish a (school) discipline policy  To establish a (staff) discipline policy | X | X |  |  |
|  | 47. | 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) |  | X |  |  |
|  | 48. | To direct reinstatement of excluded pupils (Can be delegated to Chair/Vice-chair in cases of urgency) |  | X |  |  |
| **Admissions**  5.6 | 49.a  49.b  49.c | To develop an admission policy for the Trust  To consult before setting an admissions policy  To review proposed changes to admissions policy | X    X | X |  |  |

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| **Function** | **No** | **Tasks** | **ODST** | **LGB** | **GOV/SUB-CTTEE** | **HT** |
|  | 50. | Admissions: application decisions |  | X |  |  |
|  | 51. | To appeal against LA directions to admit pupil(s) |  | X |  |  |
| **Religious Education**  5.6 | 52.a  52.b | Responsibility for ensuring provision of RE in line with school’s basic curriculum  Responsibility for ensuring and monitoring delivery of RE |  | X  X |  |  |
| **Collective Worship**  5.6 | 53.a  53.b | Responsibility for ensuring that all pupils take part in a daily act of collective worship  Responsibility for monitoring | X | X |  |  |
| **Premises & Insurance**  5.4, 5.5.2, 5.6 | 54. | Buildings insurance and personal liability | X |  |  |  |
|  | 55.a    55.b  55.c | Develop the Trust’s property strategy.  Ensuring oversight of all buildings and property matters  Developing ODST schools’ buildings strategy or master plan | X  X  X |  |  |  |
|  | 56. | Procuring and maintaining buildings, including developing properly funded  maintenance plan | X |  |  |  |
|  | 57. | To institute and review a Health and Safety policy | X |  |  |  |
|  | 58. | To ensure that Health and Safety regulations are followed |  |  | X |  |
|  | 59. | To publish proposals to change category of school | X |  |  |  |
|  | 60. | To set the times of school sessions and the dates of school terms and holidays |  | X |  |  |

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|  | 61. | To ensure that the school meets for **380** sessions in a school year |  | X |  |  |
|  | 62. | To prepare and publish the school prospectus |  |  | X |  |
|  | 63. | To ensure provision of free school meals to those pupils meeting the criteria |  |  | X |  |
|  | 64. | *No tasks allocated* |  |  |  |  |
|  | 65.a  65.b | To draw up governance documents and any amendments thereafter  Recommend any reviews to governance documents | X | X |  |  |
| Appendix to schemes:  Section 1. | 66a.  . | Annually, to elect, appoint (and remove) the Chair and Vice Chair of the LGB |  | X |  |  |
|  | 67. | To appoint and dismiss the Clerk to the LGB |  | X |  |  |
|  | 68. | To hold a full LGB meeting at least three times in a school year or a meeting of the temporary governing body as often as may require |  | X |  |  |
| Scheme:  4.1 | 69a.    69b.  69.c  69.d | To recommend appointments (and removal) of Foundation members to the LGB  To appoint Foundation members of the LGB  To recommend appointment of elected/nominated and removal of other members of LGB as a result of election/nomination  Formal appointment of other members of LGB | X  X | X  X |  |  |
| Appendix:  Section 2 | 70a.  70b. | To set up a Register of Directors’' Business Interests  To set up a Register of LGB Members' Business Interests | X | X |  |  |

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|  | 71. | To approve and set up a LGB Members' Expenses Scheme |  | X |  |  |
|  | 72. | To discharge duties in respect of pupils with special needs by appointing a "responsible person" |  | X |  |  |
|  | 73. | To consider whether or not to exercise delegation of functions to individuals |  | X |  |  |
| Scheme:  3.1 | 74. | To regulate the LGB procedures (where not set out in law) | X |  |  |  |
|  | 75a.    75b. | To put in place Governors’ support arrangements.  To determine the development needs of governors and put in place an appropriate program | X | X |  |  |
|  | 76a.  .  76b. | To consider requests from other schools to join the Company  To approve such requests | X  X |  |  |  |
|  | 77. | To decide to offer additional activities and to what form these should take | X |  |  |  |
|  | 78. | To put into place the additional services provided |  |  | X |  |
|  | 79. | To ensure delivery of services provided |  |  | X |  |
|  | 80.a  80.b | To start to provide extended schools provision  To cease providing extended school provision |  | X |  |  |
|  | 81. | To establish a Safeguarding policy | X |  |  |  |
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|  | 82. | To ensure that the Safeguarding policy is implemented |  | X |  |  |
|  | 83. | To determine, on an annual basis, those policies which will be developed by the  Trust and mandatory for all Local Governing Bodies | X |  |  |  |
|  | 84. | To provide to the Company, on an annual basis, copies of all statutory required policies and procedures and a schedule for their review |  | X |  |  |
| Scheme  2.1 | 85 | To establish and to review and or amend the Ethos, Aims and Values of the Trust | X |  |  |  |
|  | 86a.    86.b | To develop the Ethos and Mission Statement for individual schools, within the context of the Trust’s Ethos, Aims and Values  To confirm the Ethos and mission statement for individual academies | X | X |  |  |

**APPENDIX TWO**

Key Principles of Delegation

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| **Key Function** | **Trust Responsibility:**  **The Directors** | **LGB Responsibility:**  **Governors** |
| **Vision and Ethos** | Sets Vision and Ethos for the  Academy | Ensures implementation, provides scrutiny, monitors and reports on Vision and Ethos |
| **Target Setting** | Sets key performance indicators and agrees improvement targets | Recommends improvement targets and reports on progress |
| **Academy Budget** | Approval of annual budget and variations | Recommends school’s annual budget to the Trust |
|  | Sets and reviews delegation limits | Operates within defined financial delegation limits |
| **Staffing** | Appoints Headteacher | Recommends to the ODST appointment of all staff below/apart from the Headteacher |
|  | Undertakes all disciplinary procedures at Headteacher level | Undertakes all disciplinary procedures below Headteacher level |
|  | Sets pay policy and discretions |  |
|  | Establishes performance management policy | Ensures implementation, provides scrutiny of effectiveness, monitors and reports |
| **Curriculum** | Establishes curriculum policy | Ensure implementation, provides scrutiny of effectiveness, monitors and reports |
| **Discipline and**  **Exclusions** | Establishes policy | Ensure implementation, provides scrutiny of effectiveness, monitors and reports |
| **Admissions** | Sets admissions policy and acts as admissions authority, | Determines applications against the policy criteria |
|  | Including appeals against admissions decisions |  |
| **Premises** | Develops and implements buildings strategy and management |  |
| **Health and Safety** | Develops Health & Safety Policy | Ensures implementation, provides scrutiny of effectiveness, monitors and reports |
| **School Organisation** | Responsible for all aspects of school organisation, including expressions of interest in schools joining the Trust |  |
| **Information for Parents** |  | Develops prospectus, reports to parents and parental engagement activities |
| **Governing Body**  **Procedures** | Establishes Local Governing Bodies and ensures effective operation |  |
|  | Appoints Trust (Foundation) Governors to LGBs | Ensures election of parent and staff governors; appointment of other (co-opted) Governors |
| **Extended School** |  | Determines and manages range of extended activities with financial  agreement |

**APPENDIX 3**

**MATTERS RESERVED TO THE BOARD OF DIRECTORS OF THE COMPANY**

1. Altering the name of the Academy.
2. Any borrowing (or aggregate borrowings) by the Company in respect of the Academy otherwise than as expressly provided in the relevant Budget for the Financial Year and on terms agreed in advance in writing by the Directors.
3. Making any acquisition or disposal of any material asset(s) of the Academy in excess of limits prescribed in the Academy’s(ies) Financial Handbook otherwise than in the ordinary course of business.
4. Creating or granting any encumbrance or giving of any security or guarantee over the whole or any part of the undertaking or assets of the Company or the Academy or agreeing to do so.
5. Entering into any partnering or collaboration arrangement, joint venture or other agreement or arrangement for the joint administration or sharing of services of the Academy other than with another academy of the Company.
6. The appointment or dismissal of Headteachers or the Chief Executive Officer
7. Entering into any capital commitment of £10,000 or more that has not been previously agreed as part of the budgeting process in any financial year of the Company.
8. Any commitment or expenditure that is not taken into account in the relevant Budget for the Financial Year.
9. Entering into any contract for goods or services or goods and/or services in respect of which the Directors have notified the Local Governing Body that the Company is in negotiations for or has entered into purchasing arrangements for the supply of goods or services or goods and/or services of a similar nature for more than one of the academies of the Company.
10. Employing or offering to employ or engage the services of any member of staff for a position within Central Services for which the Directors have notified the Local Governing Body that the Company intends to employ or engage the services of a person or persons to provide services for more than one of the academies of the Company.
11. Any acquisition or disposal or other transaction concerning the use or occupation of land.
12. Prosecution, defence or settlement of litigation.
13. The approval of Budgets and any material changes to them.
14. Approval of the appointment of the Academy's professional advisers.
15. This schedule of matters reserved for Directors' decisions.
16. Any decision to cease to operate all or a material part of the Academy's operations.