

Ludlow Junior School Scheme of Delegation

Key:

√ A < ^ > D Board F&R Std. Comm H&SC EX HT SBM	Action undertaken at this level (see Terms of Reference remits for further detail) Advice & support given from this committee/individual to those accountable for decision-making Indicates the direction towards whom the advice & support is given Delegation of specific policies Board of Trustees Finance & Resources Committee Standards Committees Health & Safety Committee (at school) Executive Headteacher School Business Manager
---	--

Area	Function	Members	Board	F&R	Std. Comm	Executive Headteacher	SLT
Strategic direction	Setting the vision, values and strategic aims of the Trust		√				
	Setting the vision, values and strategic aims of the Academy (aligned to those of the Trust)					√	<A
	Trust Strategic Plan: establish & monitor		√				<A
	Academy Development Plan: establish					√	<A
	Academy Development Plan: approve & monitor				√		<A
	Academy self-evaluation process: evaluate & monitor					√	<A
	Management of risk: establish & monitor Trust Risk Register & risk management systems		√	<A			<A SBM

Ludlow Junior School Scheme of Delegation

Area	Function	Members	Board	F&R	Std. Comm	Executive Headteacher	SLT
	Management of risk: establish & monitor Academy Risk Register			A>		✓	<A SBM
	Management of Trust resources – financial, human etc		✓	<A	<A		
Communication	Provide a national voice for the Trust, managing reputation & identity with national & regional parties		A>			✓	
Financial & Operational Management	Budget plan for Trust: agree & approve		✓	<A		<A	<A SBM
	Budget plan for Trust: develop and monitor		✓	✓		<A	<A SBM
	DfE indicative funding of Academies: consider & assess implications			✓		<A	<A SBM
	Academy budget headings & areas of expenditure: receive & recommend, incl. level & use of contingency funds or balances			✓		<A	<A SBM
	Income & expenditure: monitor, review & ensure compliance with Trust Financial Plan & Academies Financial Handbook			✓			<A SBM
	Financial procedures: approve in accordance with legal & DfE requirements, best practice & auditor recommendations		✓				<A SBM

Ludlow Junior School Scheme of Delegation

Area	Function	Members	Board	F&R	Std. Comm	Executive Headteacher	SLT
	Financial procedures: monitor & review to ensure effective implementation & operation incl. bank account arrangements; recommend improvements			√			<A SBM
	Financial Statements/Annual Report: approve		√				<A SBM
	Financial Statements/Annual Report: receive	√					<A SBM
	Financial Statements/Annual Report: receive, review & make recommendations to Board			√			<A SBM
	Auditors' reports: receive, consider & recommend action to findings & good practice			√			<A SBM
	External Audit: determine nature & scope			√			<A SBM
	Internal control systems: establish		√	<A			<A SBM
	Internal control systems of Trust & Academies: review effectiveness			√			<A SBM
	Internal Audit provision: ensure it meets relevant standards & is compliant with guidelines		√				<A SBM
	Appointment of external auditors	√	√				<A SBM
	Trust's internal and external financial statements & reports: review to ensure sound financial management			√			<A SBM

Ludlow Junior School Scheme of Delegation

Area	Function	Members	Board	F&R	Std. Comm	Executive Headteacher	SLT
	Security of premises & equipment: establish					√	<A SBM
	Security of premises & equipment: oversee & monitor academy activities			√		<A	<A SBM
	Premises related funding bids: oversee			√			<A SBM
	Building Development Programme & Asset Management Plan: approve		√	<A		<A	<A SBM
	Capital development projects: monitor academy activities, advise & make recommendations to Board			√		<A	<A SBM
	Insurance arrangements: oversee			√			<A SBM
	Health & Safety: oversee & monitor Trust/ Academy policies & procedures			√		<A H&SC	<A SBM
	Health & Safety: ensure risk assessment processes in place			√		<A H&SC	<A SBM
	Health & Safety: receive reports and delegate necessary actions		√				<A SBM
	Risk Management: approve policy framework, receive & consider reports		√				<A SBM
	IT: receive reports and delegate necessary actions		√			<A	<A SBM
	IT: oversee & monitor Trust / Academy strategy, developments & implementation			√		<A	<A SBM

Ludlow Junior School Scheme of Delegation

Area	Function	Members	Board	F&R	Std. Comm	Executive Headteacher	SLT
	Information Security: receive reports and delegate necessary actions		✓				<A SBM
	Information Security: oversee & monitor policies & procedures		✓			<A	<A SBM
	Information Security: monitor & review procedures for ensuring effective implementation & operation of information security control processes		✓			<A	<A SBM
Governance	Members: appoint/remove	✓					<A Clerk to Board
	Member-appointed Trustees: appoint/remove	✓					<A Clerk to Board
	Co-opted Trustees: appoint/remove		✓				<A Clerk to Board
	Board/ Board Committee Chairs/Vice Chairs: appoint/remove		✓				<A Clerk to Board
	Company Secretary: appoint/remove		✓				<Clerk to Board
	Clerk to Board: appoint/remove		✓				<A
	Articles of Association: agree & review	✓	<A				<A Clerk to Board

Ludlow Junior School Scheme of Delegation

Area	Function	Members	Board	F&R	Std. Comm	Executive Headteacher	SLT
	Governance Structure (Committees) for the Trust: Establish & Review		✓				<A Clerk to Board
	Scheme of Delegation: Agree & Review		✓				<A Clerk to
	Terms of Reference for Trust Committees: Agree & Review		✓				<A Clerk to Board
	Policies & procedures: establish, approve & review (delegated in accordance with Policy Approval Schedule)		✓	D	D	<A	< Clerk to Board
	Financial Regulations and Procedures: Approve		✓	<A			<A SBM
	Register of Business & Pecuniary Interests for Members/Trustees: Establish, maintain & publish						✓ Clerk to Board
	Register of Business & Pecuniary Interests for Academy Senior Staff: Establish & maintain					✓	
	Skills Audit of Board: Complete & recruit to fill gaps		✓				< A Clerk to Board
	Self-review of Board performance		✓				<A Clerk to Board

Ludlow Junior School Scheme of Delegation

Area	Function	Members	Board	F&R	Std. Comm	Executive Headteacher	SLT
	Annual schedule of business for Trust Board: Agree		✓				<A Clerk to Board
	Annual Report and Financial Statements: approve		✓	<A			
	Compliance with legislative requirements		✓				
	Standards of Conduct & Values: establish		✓				
	Accounting Officer: Appoint		✓				
HR & Staffing	Executive Headteacher: Appoint/Remove		✓				< A
	School Business Manager: appoint		✓				< A
	Senior Central Post Holders: Appoint/Remove		>A			✓	
	Trust Senior Staffing Structure: agree & review		✓			< A	
	Academy Staffing Structure: agree		✓	A>		<A	< A
	Performance Management of EX HT: undertake						✓ Chair of Board
	Performance Management of Senior Leadership Team Post Holders: undertake					✓	
	Performance Management of staff (other than Executive Headteacher & Senior Leadership Team Posts)						✓ Line Managers

Ludlow Junior School Scheme of Delegation

Area	Function	Members	Board	F&R	Std. Comm	Executive Headteacher	SLT
	Pay Policy: approve		✓			< A	
	Cost of living pay awards for teachers & leadership including related allowances: approve		✓			< A	
	Cost of living pay award for support staff: approve		✓			< A	
	Cost of living pay award for Trust senior postholders on management contracts & outside the pay review		✓			<A	
	Outcomes of annual performance appraisal processes in relation to incremental progression for teachers,		✓			<A	
	Outcomes of annual performance management and appraisal processes for central Trust senior postholders		✓			<A	
	Terms & conditions including remuneration for central Trust staff posts: determine		✓			<A	
	Staff Appraisal Policy: agree policy & review process & procedure in line with policy		✓			<A	
	Personnel Policies: develop, review, oversee implementation & monitor impact via KPIs		✓			<A	
	Pay outside Pay Policy guidelines: approve		✓			<A	
	Additional payments awarded by Executive Headteacher outside set budget parameters: monitor		✓			<A	
	Appoint/remove staff (other than Senior Leadership Team Posts or as mentioned above)					✓	

Ludlow Junior School Scheme of Delegation

Area	Function	Members	Board	F&R	Std. Comm	Executive Headteacher	SLT
Safeguarding	Safeguarding Policy & Procedures: approve		√D				<AE
	Safeguarding Policy & Procedures: review & monitor		√			<A	<A
	Safeguarding Annual Report: receive		√				<A
	Safeguarding Systems: ensure systems in place to ensure implementation		√				<A
	Safeguarding Audits of Academy						√
	Safeguarding Training: provision and monitoring					√	<A
	Safeguarding: ensure local procedures are in place		√			√	<A
Student Development	Academic Performance: setting targets		√		<A	<A	<A
	Academic Performance: monitor & review student progress, attainment & achievement against targets				√	<A	<A
	Academy Improvement/ Raising Standards				A>	√	<A
	Holding the Principal & staff to account for performance		√		<A		<A
	Admissions		√			<A	<A
	Behaviour, Attendance & Wellbeing of Students: review & monitor				√	<A	<A

Ludlow Junior School Scheme of Delegation

Area	Function	Members	Board	F&R	Std. Comm	Executive Headteacher	SLT
	Curriculum: review & monitor scope, impact & implications				✓	<A	<A
	Curriculum: develop/ ensure compliant with legal requirements & funding agreement					✓	<A
	Spiritual, Moral, Social & Cultural (SMSC)/ Personal Social Health Education & Citizenship (PSHE)/: development					✓	<A
	British Values & strategies to avoid radicalisation: promote & monitor impact					✓	<A
	Teaching & Learning: monitor quality					✓	<A
	Selected Groups e.g. SEND/EAL/Pupil Premium/Most Able: monitor progress & provision				✓	<A	<A
	Inclusion, equality & diversity: promote & monitor		✓			✓	<A
	Pupil Exclusions: policy & procedure				✓	<A	<A
	Complaints: approval of policy & procedure		✓			<A	<A
	Term time dates: set				✓	<A	<A