

Appendix C

DELEGATION PLANNER

Approves	Makes the decision.	Board, CC1, CC2, CC3, PC Principal's Committee, AO Accounting Officer, Hub* , AC Academy Committee, Principal Remuneration
Recommends	Make a recommendation to the decision maker – often implements.	
Consulted	Those whose opinions are sought; and with whom there is two-way communication.	
Informed	Those who are informed after the decision is made; and with whom there is one-way communication.	

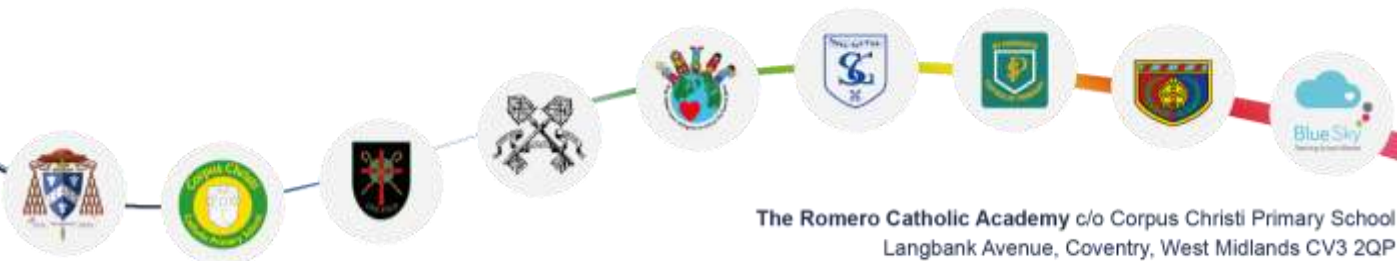
* The hub consists of specialised staff managed by the Academy Business Director. The linked hub staff member for each area is: Head of Finance for Finance; Facilities Manager for Premises and Health & Safety; Head of HR for Staffing.

Finance (refer to the Financial Scheme of Delegation for payment limits and ability to enter in to contracts)

Tasks / Decision	B	1	2	3	PC	R	AO	H	AC	P
To set the three year financial plan	A	R	CI	CI	CI			CI	CI	CI
To ratify the budget plan each financial year	A	R	CI	CI	CI			CI	CI	CI
To monitor monthly expenditure/budgets via termly review		A						R	I	R
To determine the Financial Scheme of Delegation and any Financial Policies (including Charging and Remissions, Expenses)		A			C			R	I	
To maintain a register of pecuniary interests of Directors, key staff, and other local governors		A						RC	C	C
To manage relationships with auditors (both internal and external)		A								
To investigate any activity deemed relevant to enquiries		A								

Premises

Tasks / Decision	B	1	2	3	PC	AO	H	AC	P
To obtain buildings and personal liability insurance		A					R		
To develop a school buildings strategy (including budgeting for repairs etc.) and contributing to Asset Management Planning arrangements		A			C		R	C	
To procure and agree a maintenance strategy for buildings including developing a properly funded maintenance plan based on an annual inspection of the premises and grounds		A			C		R	C	
To review security of school premises and equipment		A					R	C	C
To agree level of maintenance service the school will buy from service providers		A			C		R	C	
Adopting, implementing, monitoring, evaluating and reviewing the academies' accessibility plan		A			R			C	
Adopting, implementing, monitoring, evaluating and reviewing the academies' Lettings Policy		A			R			C	



Health & Safety

Tasks / Decision	B	1	2	3	PC	AO	H	AC	P
To ensure that Health and Safety regulations are followed (including annual electrical safety checks)		A					R		
To monitor health and safety arrangements		A					R	R	
To ensure that suitable risk assessments are prepared and action taken to minimise risk								A	R
To monitor accident book and agree appropriate action								A	R

Strategy

Tasks / Decision	B	1	2	3	PC	AO	H	AC	P
To establish and maintain a strategic framework	A		R						
Establishing academies' aims, objectives, policies, priorities and plans for improvement & monitoring and evaluating their impact			A						
Self Evaluation Processes	A		R						
Ensuring that there is an effective academies' improvement plan	I		A			R			

Staffing

Tasks / Decision	B	1	2	3	PC	R	AO	H	AC	P
To develop, review and oversee implementation of the Board of Directors' personnel policies (with reference to Employment Law and HR Guidance)			A					R		
To appoint Principal/ Head of School/ School Chaplain / Head of Religious Education in the secondary Academy (on recommendation of selection panel)	A								CI	
To appoint other teachers (including to leadership group as defined by agreed staffing structure) and non teaching staff									A	
To draft/amend and review the pay policy			A							
To decide on recommendations relating to the pay of all members of staff			A							
To implement disciplinary procedures										A
To agree disciplinary/capability procedures (Based on model pay policy as agreed with unions)			A							
To dismiss Principal (BoD must act via Dismissal Committee)	A									
To dismiss other staff (must act through dismissal Committee but normally delegated to Principal)									A	
To suspend / end suspension of a Principal	A								CI	
To suspend / end suspension of a member of staff (except Principal)	CI						A		CI	A
To determine minimum staff structure			A							
To approve applications for early retirement, external secondment and leave of absences not covered by local agreements			A					R	CI	R
To establish and maintain a performance management policy			A		R					
To implement the performance management of school staff (except Principal)										A
To implement the performance management of Principal *	I			C		A			CI	
To agree and monitor a training strategy for teachers, support staff and directors.			A		R					
Produce and maintain a central record or recruitment and vetting checks								A		
Appoint the School Improvement Partner to carry out the appraisal of the Principal	A				R				I	
Principal's pay award	A					R			CI	

* The Academy Business Director is accountable for performance management of other Hub staff, the Board is accountable for the performance management of the Academy Business Director.

Organisation

Tasks / Decision	B	1	2	3	PC	AO	H	AC	P
To draw up instrument of government and any amendments thereafter	A								
To ensure the Board adheres to the Articles of Association, Scheme of Delegation and Funding Agreements (including Academies Financial Handbook)	A	R							
To ensure requirements regarding quorum are communicated and adhered to across the Committees	A	I	I	I	I			I	
To appoint (and remove) the chair and vice chair of the Board of Directors	A								
To appoint and dismiss the clerk to the Directors	A								
To appoint (and remove) the Directors (staff/parent)	A								
To appoint and remove associate members	A								
To set up a Register of Directors' Business Interests	A								
To regulate the Company procedures (where not set out in law)	A								
To consider whether or not to exercise delegation of functions to individuals or committees	A				C			C	
To regulate the BoD procedures (where not set out in law) e.g. Standing Orders	A								
To establish and review Committees annually	A								
Agree a policy and protocol for Director visits to the school					A				
To establish a data protection policy and review it at least every two years		A							
Maintain a register of pupil attendance				I				I	A
To establish a Freedom of Information scheme & ensure the schools compliance	A				R				

Curriculum

Tasks / Decision	B	1	2	3	PC	AO	H	AC	P
Establish, monitor and review the implementation of curriculum policy, including ensuring that National Curriculum is taught to all pupils (and any disapplication) and that the curriculum contributes to community cohesion.				A	R			C	
Ensure that the school meets for 380 sessions in a school year				A					R
Set times of the school sessions and dates of school terms and holidays					A				R
Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)		C		A	C			CI	R
Ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age									A
Monitor standards of teaching				A					R
Take responsibility for individual child's education				A					R
Provision of relationship sex education – to establish and keep up to date a written policy				A	R			C	
Prohibit indoctrination/ensure balanced treatment of political issues				A					R
Ensure that the school appoints a Special Educational Needs Coordinator (SENCo)					A				R
Review (amend) and monitor the school's SEN policy				A				R	
Discharge other duties in respect of the pupils with SEN				A					R
Review (amend) and monitor the Board of Directors' other policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination).	I		A				R	I	C
Publish annually an 'Equality information and objectives statement' and review equality objectives every four years	I		A				R	I	C
Ensure that the Principal submits statutory assessments				I				A	
Monitor pupil achievement against set targets	I			A	R			I	C

Tasks / Decision (Curriculum cont.)	B	1	2	3	PC	AO	H	AC	P
Approve off-site visits and activities of up to one day									A
Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air and sea								A	R
Establish and review a family policy and ensure that parents are informed of their right to withdraw their children								A	R
To research and review the opportunities/challenges arising from extended school provision (from a pupil learning perspective)				A	C			R	
To research and review the opportunities/challenges arising from extended school provision (from a premises and resources perspective)				A	C			R	
To decide to offer additional activities under extended schools provision - or to cease provision				A	C			R	
To put into place additional services provided									A
To ensure delivery of services provided									A

Ofsted/School Improvement

Tasks / Decision	B	1	2	3	PC	AO	H	AC	P
To ensure that recommendations following OFSTED inspection are incorporated into the School Business and Development Plan/School Improvement Plan	A					CI		CI	R
To agree priorities and monitor implementation of the MAC Improvement Plan	A			C	C	R		C	
To agree priorities and monitor implementation of the School Improvement Plan				C		C		A	R

Religious Education / Collective Worship

Tasks / Decision	B	1	2	3	PC	AO	H	AC	P
Provide RE in line with Diocesan guidelines									A
Ensure the provision of RE is in line with the school's basic curriculum									A
Ensure that all pupils take part in a daily act of collective worship									A

Behaviour

Tasks / Decision	B	1	2	3	PC	AO	H	AC	P
Draft the content of the school behaviour policy									A
Ratify schools' discipline policies across the MAC				A	R			I	C
Principal has powers to search with or without consent a pupil whom they reasonably suspect is carrying a knife or other weapon									A
To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently								I	A
To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)				I				A	
To direct reinstatement of excluded pupils after an appeal								A	
To review the overall pattern and use of exclusions within the MAC				A					
To set attendance targets and monitor and review pupil attendance				A				C	R

