

Hull Collaborative Academy Trust Scheme of Delegation

Hull Collaborative Academy Trust Scheme of Delegation V9 2017

Area	Ref	Decision-making authority / Responsibility	Non-Supported Academies					Supported Academies/SCITT					Notes	
			Members	Trustee	CEO	LGB	Principal	Members	Trustee	CEO	LGB	Principal		
Trust Governance	0.1	Review and amend the Articles of Association	*					*						
	0.2	To change the name of the Academy Trust	*					*						
	0.3	To Receive the Annual Report from Trustees and the CEO on the Trusts Performance and Standards	*					*						
	0.4	To appoint External Auditors	*					*						
	0.5	To approve any contracts between the Academy Trust and Trustees	*					*						
	0.6	To appoint/remove Trustees	*					*						
	0.7	To appoint/remove new Members	*					*						
Finance	1.1	Approve formal budget plan for each financial year		*					*					LGB/Principal to draft for approval
	1.2	Set financial policy and procedures		*					*					Levels of responsibility need to be differentiated check Anti Fraud and corruption policy
	1.3a	Investigate financial irregularities at academy level		*					*					
	1.3b	Investigate financial irregularities at Trust level	*					*						
	1.4	Agree contracts and make payments Trust wide or not relating to an academy		*					*					
	1.5	Agree contracts or other binding agreements		*	*	*	*		*	*	*	*		Note See tender document for levels
	1.6	Make payments		*	*	*	*		*	*	*	*		Note See tender document for levels
	1.7	Approve charging policy in school/SCITT		*					*					Common policy but flexible i.e. up to £2 for breakfast club
	1.8	Approve charging policy Trust level		*					*					
	1.9	Agree scheme of delegation		*					*					
	1.10	Appoint Chief Financial Officer		*					*					
	1.11	Approve School budget and any in year changes			*					*				In consultation with CFO and inline with tender policy and within a balanced
1.12	Ensure Pupil Premium funding is used to raise achievement of disadvantaged pupils				*					*				

Note that the CEO of the Company can act on behalf of the Directors or Company in taking on any of the duties delegated should the need arise where to not do so would have a detrimental effect on staff or pupils in the Trust. Any concerns about any of the above will be dealt with at member level.

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Staffing	2.1	Determine staffing structure below leadership level				*				*			CEO to discuss SIT input. Within the current years approved staffing budget
	2.2	Determine staffing structure leadership level			*				*				On Leadership spine
	2.3	Determine staffing structure Trust level		*					*				
	2.4	Determine dismissal payments and agree early retirements		*					*				EFA consent may be required to ex-gratia payments
	2.5	Determine all HR/personnel policies and procedures		*					*				
	2.6	Agree general employment terms and conditions (not an individual's pay/package) for staff		*					*				
	2.7	Appoint the Principal		*					*				
	2.8	Approve appointment staff on leadership pay spine			*					*			
	2.9	Approve appointment of teaching staff					*			*			
	2.10	Appoint up to= leadership point one in monetary value			*					*			Pay Committee
	2.11	Appoint support staff Hull 8 or equivalent and above					*				*		HCAT scale. Within the current years approved staffing budget.
	2.12	Determine pay decisions school level on TLR3 or equivalent				*					*		Follow the pay policy. Within the current years approved staffing budget.
	2.13	Determine pay decisions leadership level			*					*			Follow the pay policy
	2.14	Appoint support staff below Hull 8 or equivalent					*					*	HCAT scale. Within the current years approved staffing budget.
	2.15	Dismiss the Principal		*						*			Relevant policy to be followed
	2.16	Dismiss other staff				*	*				*	*	Relevant policy to be followed
	2.17	Suspend the Principal				*					*		
	2.18	Suspend other staff					*					*	Principal
	2.19	End suspension of the Principal.		*						*			LGB to be informed.
	2.20	End suspension of other staff				*					*		To be done via sub committee

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Standards	3.1	Approve challenging pupil progress targets (school level)		*				*					LGBs to have oversight Trustees approve plus SIT
	3.2	Monitor pupil progress against targets(school level)				*				*			
	3.3	Evaluate the schools impact on pupil progress against targets for all groups of pupils				*				*			
	3.4	Evaluate Trust wide standards and progress		*				*					
Curriculum and Quality of Provision	4.1	Agree curriculum				*				*			Trustees can give directions to the Principals.
	4.2	Ensure agreed curriculum is taught				*				*			
	4.3	Evaluate impact of curriculum		*				*					Trustees can give directions to headteachers through the SIT
Appraisal	5.1	Approve and keep under review appraisal policy (linked with pay and capability policies)		*				*					
	5.2	Implement the appraisal and capability process in relation to the Principal		*				*					
	5.3	Implement the appraisal and capability process in relation to other staff					*					*	
Behaviour and Conduct	6.1	Establish company-wide code of conduct for staff		*				*					
	6.2	Establish and keep under review academy wide behaviour policy for pupils		*				*					
	6.3	Implement academy wide behaviour policy for pupils					*					*	
	6.4	Monitor impact of academy wide behaviour policy for pupils		*				*					Informed by SIT

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Exclusions	7.1	Exclude a pupil					*					*	SIT to monitor exclusion rates and report. Inform CEO as soon as possible.
	7.2	To review permanent exclusions and fixed term exclusions exceeding 15 days in a term		*					*				Not less than 3 Trustees comprising no more than 1 Principal; no more than 1 LGB Chair; and at least 1 Trustee not employed in a school
	7.3	Direct reinstatement of a pupil		*					*				
Admissions	8.1	Establish appeals policy, procedure and panel		*					*				
	8.2	Consult annually before agreeing admissions policy		*					*				
	8.3	Make admissions decisions (prior to appeal)		*					*				
Collective Worship	9.1	Ensure statutory requirements are met				*				*			
Premises	10.1	Insure the building(s)		*					*				Trust uses RPA this 'insures' buildings and contents
	10.2	Set FM policy		*					*				
	10.3	Implement Site FM policy					*					*	
	10.4	Prepare and keep under review a Health and Safety Policy		*					*				
	10.5	Implement the Health and Safety Policy					*					*	
	10.6	Monitor and evaluate the implementation of the Health and Safety Policy and intervene where necessary		*					*				
School Improvement	11.1a	Prepare a school improvement plan, including SMART objectives and resource implications					*					*	
	11.1b	Approve the improvement plan				*				*			Ops committee involved for supported schools
	11.1c	Prepare a trustwide school improvement plan			*					*			
	11.1d	Approve a Trustwide school improvement plan		*					*				
	11.2a	Evaluate the impact of the improvement plan and overall school performance				*					*		
	11.2b	Evaluate the impact of the improvement plan and overall academy performance	*					*					

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Supported Academies	12.1	Assess whether an academy requires support in one or more areas		*					*				
School Governance	13.1	Appoint/remove governors		*					*				
	13.2	Appoint/remove the Chair of Governors		*					*				
	13.3	Appoint/dismiss the Clerk to Governors		*					*				
	13.4	Establish register of governors/ Trustees /members business interests	*	*		*		*	*		*		
	13.5	Ensure potential conflicts of interest (pecuniary/ personal) are declared and recorded at each meeting	*	*		*		*	*		*		
	13.6	Agree scheme of delegation		*					*				
	13.7	Hold a meeting of the local governing body at least once per term				*					*		
	13.8	Approve a scheme for paying governors' expenses		*					*				
School Organisation	14.1	Set times of school day and term dates		*					*				
Information for Parents	15.1	Provide parents with written reports on their child's achievement					*					*	
Website	16.1	Include legal disclosures on corporate website(s)		*					*				
	16.2	Publish required information relating to the Academy on Academy website				*					*		Trust and SIT

As approved by Trustees at the full board meeting 19/09/2017