

SCHEME OF DELEGATION



Introduction: What is a scheme of delegation?

A scheme of delegation in an Academy Trust is a plan that sets out who has the right to make decisions in the Trust. It explains who can make decisions about things like the budget, hiring staff, and setting policies. We review our scheme of delegation each year to make sure it is working well.

The scheme of delegation is important because it helps make sure that everyone knows what they are responsible for and who they need to talk to if they need help or want to make a suggestion. This can help make the trust run more smoothly and make sure that decisions are made fairly and efficiently. These decisions should always be in line with our **Vision and Values**.

Our Purpose

- Excellence in education for all pupils
- Support and collaboration across schools
- Fully prepare our pupils for the next stage of their life

Our Values



Trust



Collaboration



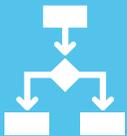
Ambition



Responsibility



Innovation



Accountability and decision making in Peak Edge

In an Academy Trust, accountability means that people are responsible for their actions and decisions.

Legally, the **Trustee Board**, which is made up of people who oversee the Trust as a whole, is accountable for making sure all of the schools in the Trust are doing well and that they are following the Academies Handbook. They are also responsible for making sure the Trust is using its money and resources properly. Trustees are selected by the **Members Board** based on the skills they have. Some Trustees are also parents of children who attend one of our schools. The Members make sure the Trustees are carrying out their roles properly as set out in our **Articles of Association**, and can appoint new Trustees or remove Trustees from their role.

In Peak Edge, the Trustee Board delegates some powers to the **Chief Executive Officer** (CEO) or the **Central Executive Team** (CET) by giving them the authority to make certain decisions and take certain actions on behalf of the Trust. This means that the CEO can make decisions without having to check with the Trustee Board and keeps the Trust running smoothly on a day to day basis. Similarly, some powers are delegated to the **Local Governing Boards** or **Headteachers** who run the individual schools.



Community involvement: Local Governing Boards

We believe it is really important that communities have a voice in how their schools are run. Peak Edge have established Local Governing Boards to help with this. A Local Governing Board is a sub-committee of the Trustee Board who help to make important decisions for a school. In an Academy Trust, which is a group of schools working together, the Local Governing Board can be really important. The Local Governing Board can help the CEO and CET make decisions that are best for all of the schools in the trust, not just one. Sometimes they have control of a decision but at other times they need to seek the approval of the Trust Board. This is where the scheme of delegation comes in

For example, the Local Governing Board might help to decide what kinds of policies a school should follow or help the Headteacher to make sure that the curriculum meets the needs of all of its pupils. They can also help to make sure that all of the schools in the trust are working together well and sharing effective practice.

Having a Local Governing Board is important because it means that there are more people thinking about what is best for the schools in the Trust. This can help to make sure that all of the schools are getting the support they need to be successful. Additionally, the Local Governing Board can provide guidance and support to the school leaders, who can then make the best decisions for their schools.



The scheme of delegation checklist

Although the Trustee Board are legally responsible for all decisions made in the Trust, the table below explains who the responsible people are for making decisions that have been delegated. It also explains who is involved in advising on decisions.

In the table, the 'decision levels' key means: **TB** - The Trustee Board, **CET** - The CEO and/or Central Executive Team, **LGB** - A Local Governing Board, **HT**- The Headteacher or Executive Headteacher and relates to decisions about individual academies only.

The checklist uses this key:

 Shows who is responsible

 Shows who can advise or is consulted



Need more detail?

It may also be useful to look at some of our other policies and information:

[Meet Our Team](#)

[Our Articles of Association](#)

Our Financial Procedures Policy (internal document)

Our Strategic Plan (internal document)



Trust Strategy

Tasks	TB	CET	LGB	HT	Notes
1. Set the vision and approve strategy					
2. Oversee implementation of strategy					
3. Compliance with funding agreement					
4. Regulatory Compliance					
5. Appointment of Accounting Officer and Clerk to Trustees					
6. Appointment of external auditors					
7. Statutory policy approval					
8. Training for Trustees					
9. Legal claims, with a potential impact for Trust					
10. Establishment of Trust risk register					
11. Individual academy outcomes					
12. To consider whether or not to exercise delegation of functions to individuals					
13. To approve requests from other schools to join the Trust					
14. To determine on an annual basis those policies which will be developed by the Trust and mandatory for all Trust academies					



Central Services

Tasks	TB	CET	LGB	HT	Notes
15. To determine the scope of the mandatory core services to be delivered by the company on behalf of its academies					
16. To identify those additional services to be procured on behalf of individual academies					Local Governing Board to challenge where this may impact 'local' identity.
17. To ensure centrally procured services provide value for money					Executives to provide evidence to Trustees and Local Governing Board.

 Shows who is responsible for the decision

 Shows who can advise/is consulted



Budgets

Tasks	TB	CET	LGB	HT	Notes
18. To determine the proportion of the overall academy budget to be delegated to individual academies					Based on the funding agreement. Academies to be consulted on any changes.
19. Establishing the need for a budget recovery plan					CEO will establish recovery plan with Headteacher.
20. To develop and propose the individual academy budget					Chief Operations Officer and Headteacher. Headteacher will consult with Local Governing Board.
21. To approve the first formal budget for each financial year and authorise submission to DfE					By mid-July of each year.
22. Agreeing spending decisions when the school is projected to go into deficit or in deficit					
23. To establish the procedure for mid-year budget reporting					Chief Operations Officer will review with Headteacher prior to submission to CEO and Trustees.
24. To monitor monthly expenditure					Local Governing Board to have access to finance information issued by COO. Local Governing Board to question any local expenditure where there are concerns.
25. To approve any 'between budget' headings and/or likely budget overspends					Chief Operations Officer with Headteacher.
26. To approve financial decision levels and limits					In line with Academies Handbook and set in consultation with the Academies.
27. To appoint a Responsible Officer					
28. Miscellaneous financial expenditure outside of agreed budget					An overspend on a budget line must be no more than 10% without Peak Edge approval and any such overspend must have corresponding underspend in value terms somewhere else on the budget.
29. To enter into additional contracts which exceed the agreed annual cost centre allocation.					Initially limited to £5,000 without written agreement of Peak Edge in accordance with the Financial Procedures Handbook.
30. To make payments within agreed financial limits					
31. Sign/approve leasing arrangements					HT may propose, the approval is for support purposes.

 Shows who is responsible for the decision

 Shows who can advise/is consulted



Staffing

Tasks	TB	CET	LGB	HT	Notes
32. Head of School/Headteacher/Executive Head appointments (selection panel)					A representative of the CEO must be included as a member of the appointments/selection panel.
33. Deputy appointments (selection panel)					A representative of the CEO must be included as a member of the appointments/selection panel.
34. Appoint other teachers.					Headteacher/Executive Head must be a member of the appointments/selection panel. School to notify Central Executive Team of ECT appointments. NB Best practice is that a representative of the Local Governing Board is involved in the process where capacity allows.
35. Appoint non-teaching staff					Headteacher/Executive Head must be a member of the appointments/selection panel. NB Best practice is that a representative of the Local Governing Board is involved in the process where capacity allows.
36. Agree a pay policy					
37. Pay discretions					Must be within the pay policy and agreed by Executive team to ensure equal pay considerations.
38. Job re-evaluations					Headteachers or Local Governing Board can request.
39. Establishing disciplinary/capability procedures					The one employer status of Peak Edge requires single policy.
40. Dismissal of Headteacher/Executive Head/Deputy or Upper Pay Scale and above					A representative of the CEO must be included as a member of the decision making panel.
41. Dismissal of other staff					A representative of the CEO must be included as a member of the decision making panel.
42. Suspending Headteacher/Executive Head					A representative of the CEO must be included as a member of the decision making panel.
43. Suspending Deputy Headteacher or other member of the Senior Leadership Team					A representative of the CEO must be included as a member of the decision making panel.
44. Suspending other staff					A representative of the CEO must be included as a member of the decision making panel.
45. Ending suspension of Headteacher/Executive Head					A representative of the CEO must be included as a member of the decision making panel.
46. Ending suspension of Deputy Headteacher or other member of the Senior Leadership Team					A representative of the CEO must be included as a member of the decision making panel.
47. Ending suspension of other staff					A representative of the CEO must be included as a member of the decision making panel.
48. Determining staff complement within agreed budget					Headteacher to make proposals as per budget protocols and as determined by the school improvement plan.
49. Determining dismissal payment/early retirement					Any costs incurred will be paid from the individual academy's budget. If above agreed limits, Trustees to fully approve.
50. Authorising paid time off for Headteachers					In line with Management of Leave of Absence Policy.

 Shows who is responsible for the decision

 Shows who can advise/is consulted

Tasks	TB	CET	LGB	HT	Notes
51. Authorising unpaid time off for Headteachers					In line with Management of Leave of Absence Policy.
52. Authorising paid and unpaid time off for other staff					In line with Management of Leave of Absence Policy.
53. Monitoring application of Leave of Absence Policy					In line with Management of Leave of Absence Policy.



Performance Management

Tasks	TB	CET	LGB	HT	Notes
54. To ensure that an approved Appraisal policy is in place					
55. To secure the statutory appraisal of the Headteacher/Executive Head					Local Governing Board to provide local comment prior to any conclusion of process.
56. To performance manage other teaching and support staff					Local Governing Board to monitor application of the policy re: pay progression rates.
57. To review the Performance Management policy					



Curriculum

Tasks	TB	CET	LGB	HT	Notes
58. To develop a curriculum policy for individual academy					Core activity for Headteacher, reflecting school context and local needs.
59. Implement a curriculum policy for individual academy					Core activity for Headteacher, reflecting school context and local needs.
60. Responsibility for standards of teaching for individual academy					Core activity for Headteacher, reflecting school context and local needs.
61. Accountability for standards of teaching					Local Governing Board to have access to data to be able to question local delivery and impact.
62. Responsibility for quality of provision in relation to an individual child's education in an individual academy					Local Governing Board to have access to data to be able to question local delivery and impact.
63. Accountability for overall quality of education					
64. Provision of relationships, health and sex education – to establish and keep written policy up to date					

 Shows who is responsible for the decision

 Shows who can advise/is consulted

Tasks	TB	CET	LGB	HT	Notes
65. To prohibit political indoctrination and ensure balanced treatment of political issues					
66. To establish a local Charging and Remission policy for activities					In accordance with Trust guidance.
67. Responsibility for ensuring provision of RE in line with statutory requirements					
68. To ensure that all pupils take part in a daily act of collective worship					Parents do have the right to withdraw their children from collective worship if notified in writing to the school. The Headteacher/ Executive Head must make appropriate provision if a parent exercises this right.

Target Setting

Tasks	TB	CET	LGB	HT	Notes
69. To propose targets for pupil achievement					
70. To agree targets for pupil achievement					
71. Propose targeted outcomes for disadvantaged groups					

Exclusions

Tasks	TB	CET	LGB	HT	Notes
72. To take the decision to exclude a pupil					Trust to be made aware of any exclusions or fixed term suspensions.
73. To review the use of exclusion, and to decide whether or not to confirm all permanent exclusions and fixed-term suspensions 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 or vice chair in cases of urgency)					Trust to be made aware of any appeals, review processes or outcomes
74. To direct reinstatement of excluded pupils					Trust to be made aware of any appeals, review processes or outcomes

 Shows who is responsible for the decision

 Shows who can advise/is consulted



Admissions

Tasks	TB	CET	LGB	HT	Notes
75. To consult before setting an Admissions policy					The Local Governing Board will be responsible for consultation of changes to the Admissions policy. Peak Edge must give its written approval for any changes to the Admissions policy.
76. Admissions – application decisions					CEO/Central Executive team to ensure legality, Headteacher to propose and implement.
77. To attend LA admissions appeal panels on behalf of the academy					



Premises, Legal and Insurance

Tasks	TB	CET	LGB	HT	Notes
78. Building Insurance and Personal Liability is in place					Includes responsibility for RPA
79. Developing School Buildings Strategy or Master plan					The Company will procure a full survey of the buildings every five years. The Headteacher will then take responsibility for producing and implementing a Premises Development Plan with the support of the Central Executive Team.
80. Procuring buildings management services and substantive maintenance including development of a properly funded Maintenance Plan.					Routine daily maintenance is under the control of the school.
81. To institute a Health and Safety policy					The generic policy will be issued by the Trust and adapted by the Local Governing Board to suit the individual academy.
82. To ensure Health and Safety regulations are followed					
83. Agreement of settlements in legal disputes					



Other

Tasks	TB	CET	LGB	HT	Notes
84. To publish proposals to change category of school					
85. To set the times of the school sessions and the dates of school terms and holidays					Any changes must be agreed in writing with the Trust.

 Shows who is responsible for the decision

 Shows who can advise/is consulted

Tasks	TB	CET	LGB	HT	Notes
86. To ensure the school meets for 380 sessions in a school year and provide a 32.5 hour school week					
87. To develop the school prospectus					Executive team to monitor during website compliance checks.
88. To ensure provision of free school meals to those pupils who meet the criteria					Headteacher to administer and ensure provision; Central Executive Team to monitor.
89. Adoption and review of home school agreement					
90. To propose Local Governing Board documents and any amendments thereafter					
91. To appoint the chair of the Local Governing Board					
92. To appoint the clerk to the Local Governing Board					
93. To hold a full Local Governing Board meeting at least three times in a school year or a meeting of a temporary Local Governing Board as often as required					Local Governing Boards will also arrange committee meetings in addition.
94. To appoint (and remove) members of the Local Governing Board					In practice the Local Governing Board will appoint and remove in most cases unless there has been a serious issue e.g., a Code of Conduct breach.
95. To set up a system for the registration of Local Governing Board business interests					To be completed annually on GovernorHub
96. To complete the registration of Local Governing Board business interests					To be completed annually on GovernorHub
97. To discharge duties in respect of pupils with special needs by appointing a "responsible" person					Trust is responsible for ensuring the task is undertaken; the responsibility is delegated to the Headteacher.
98. To regulate the Local Governing Board procedures (where not set out in law)					For example, return of Local Governing Board minutes to trust via GovernorHub.
99. To determine the development needs of Local Governing Board members and put in place an appropriate programme					
100. To decide to offer additional activities and to determine what form these should take					
101. To put into place the additional services provided					On an individual academy level.
102. To ensure delivery of services provided					On an individual academy level.
103. To cease to provide extended school provision					On an individual academy level.
104. To develop, and be accountable for, Safeguarding policy and procedure in line with statutory requirements and best practice					
105. Implement the Safeguarding policy					

 Shows who is responsible for the decision

 Shows who can advise/is consulted

Tasks	TB	CET	LGB	HT	Notes
106. Maintain accurate, effective and secure pupil records					Monitoring of compliance by Central Executive Team.
107. Maintain accurate, effective and secure employee records					Monitoring of compliance by Central Executive Team.
108. Comply with all Data Protection legislation and good practice					Monitoring of compliance by Central Executive Team.

 Shows who is responsible for the decision

 Shows who can advise/is consulted