Vale Academy Trust

Scheme of Delegated Authority

Approved by the Board of Directors, September 2022

The Vale Academy Trust is a multi-academy trust; a single legal entity, a charitable company with a Board of Directors that is accountable for the performance of all schools within the Trust and for ensuring effective financial management. As the accountable body, the Board is the key decision maker.   It may delegate operational responsibilities to executive leaders, and governance responsibilities to its committees or individuals, however the Board cannot delegate its legal accountability and therefore remains accountable for all decisions made, and executive and governance leaders operate within the autonomy, powers and functions delegated to them by the Board.

While great care has been taken in preparing this document, no Scheme of Delegated Authority can possibly cover every conceivable scenario. Executive and governance leaders are encouraged to seek guidance from the Board when questions on responsibilities or duties arise.

The Board reserves the right to review and make changes to this document at any time, without notice. The Board will take action, including the full or partial withdrawal of delegated authorities to individuals and groups, should they fail to carry out their duties and responsibilities effectively.

Note: The Board is required by its funding agreement with the Secretary of State for Education to designate a named individual as the 'accounting officer' and this designation confers legal responsibility for financial and administrative matters. In the Vale Academy Trust the accounting officer is the Chief Executive Officer.

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1. Governance

*Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk**

Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
1.1	Structure of the Board of Directors	AR						
1.2	Articles of Association	A**R***	R				R	
1.3	Approval of new schools joining the Trust		AM				R	
1.4	Changes to the Governance structure, Terms of Reference, Schemes of Delegation		A**R***	M5			R	
1.5	Monitor performance of the Board	A**R***	R					Board undergoes annual self-review
1.6	Monitor performance of LGB		AR				**R***	LGB undergoes annual self-review
1.7	Appoint the Chair and Vice Chair of the Board		AR					
1.8	Establish Board Committees		AR					
1.9	Appoint the Chairs of Board Committees		A	R1				
1.10	Appoint Chairs of Local Governing Bodies		A		R		C	LGB recommends new chair to Board for approval
1.11	Appoint the Company Secretary	C	A**R***				R	
1.12	Appoint LGB Clerks				C		AR	
1.13	Organise calendar of LGB & Trust meetings		A		C		**A***R	
1.14	Succession Planning for Trust Board		AR					
1.15	Succession Planning for LGB				AR		C	
1.16	Set vision, strategy and ethos for the Trust	C	AR		C	C	**R***	
1.17	Set vision, strategy and ethos for the school		**A***		A**R***	AR	C	Board must approve to ensure consistency of values across all Trust schools
1.18	Trust Risk Management Plan		A	**R1***	C		R	
1.19	School Risk Management Plan				A	R	M	

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2. Policy

*Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk**

Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
2.1	Decide policies to be held at Trust-wide level		A				R	Heads and LGBs must ensure policy compliance at school level
2.2	Draft/update, review and approve Trust wide policies		**A***	AM1			R	
2.3	Implement Trust-wide policies in individual school				M	R		
2.4	School-specific policy and procedure				AM	R	C	Heads and LGBs must ensure school-specific policy and procedure do not conflict with Trust-wide policy and procedure
2.5	Ensure school website compliance with requirements				**M***	AR	M	

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3. Making Significant Changes to an Open Academy (School)

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Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
3.1	Identify when a proposed change falls under the DfE 'significant changes' guidance		C		C	C	R	In general, 'significant' means any change to an open school that will have an impact on the number, type and/or location of school places
3.2	Determine if proposed change can be fast-tracked or requires a business case, in accordance with guidance				C	C	R	DfE guidance: [Academies: making significant changes or closure by agreement - GOV.UK (www.gov.uk)](https://www.gov.uk)
3.3	Prepare business case/fast track submission for RSC				C	C	R	
3.4	Approve before submission to RSC		**A***				A	
3.5	Submit to RSC						R	

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4. Financial Governance and Management

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Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
4.1	Set Trust-wide budgets for financial year		A	M2	C	R	**R***	
4.2	Set Trust-wide 3 year budget plans		A	M2	C	R	**R***	
4.3	Produce Trust consolidated budget updates			M2			R	
4.4	Review and monitor Trust-wide budgets in year			M2			R	
4.5	Monitor school budget in year			**M2***	M	R	M**R**	
4.6	Appoint the auditors	**A***	AM	A5 C2			R	
4.7	Produce and approve the audited accounts		A	M5			R	
4.8	Receive the director approved audited accounts	M					R	

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5. Financial Authorisation

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Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
5.1	Set the Trust's Internal Financial Regulations, including policy and scheme of financial delegation		A	**M2*** M5		C	R	Refer to the Trust's Internal Financial Regulations, which includes guidance on spending limits, procurement and authorisations
5.2	Adhere to the Trust's Internal Financial Regulations			**M2*** M5	M	**R**	RM	

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6. Workforce

*Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in **bold** with an asterisk**

Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
6.1	Appoint school headteacher		A		C		**R**	
6.2	Appoint and carry out performance management of the Chief Executive, including pay recommendation		AR					
6.3	Agree staffing structure for Trust central team, appoint staff and carry out performance management		A				R	
6.4	Appoint executive headteachers		A	M3	C		R	
6.5	Recommendations to Trust Pay Committee (all teachers, excluding headteachers)			A6	R	**R***	C	
6.6	Recommendations to Trust Pay Committee (school headteachers)			A6	R		**AR***	
6.7	Agree staffing structure within school (within budget)		A		C	**R***	R	
6.8	Appoint senior staff within school				C	R	A	
6.9	Appoint other staff (within the agreed staffing structure)					RA	M	
6.10	Performance management of school staff				A	R	M	
6.11	Performance management of school headteachers			M6	R		A**R***	
6.12	Suspend/reinstate (all staff)		A**R***				R	
6.13	Dismissal/Appeals Process (all staff)		A**R***				R	
6.14	Changes to school staffing structures including recruitment (outside agreed budget)		A	M2	C	C	R	
6.15	Ensure compliance with all HR related policy and procedure				M	R	**M***	CEO is 'R' (responsible) for Central Team

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7. Academic Performance, Curriculum and Teaching

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Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
7.1	Trust Development Plan	C	A	M1	C		R	
7.2	Ensure compliance with all policy and procedure and related school procedures		A		**M***	R	M	
7.3	Review progress against Trust Development Plan			**R1***	C	C	R	
7.4	Draft and review Self-Evaluation Form (SEF) within school				M	R	**M***	
7.5	Individual school development and curriculum plans			C3	A	R	M	
7.6	Within school, improve quality of teaching, attendance and outcomes for all pupils, including disadvantaged, those with SEND and the most able				A**M***	R	M	
7.7	Trust-wide, improve quality of teaching, attendance and outcomes for all pupils, including disadvantaged, those with SEND and the most able		A	M3			R	
7.8	Ensure and monitor safeguarding in schools			A3	M	**R***	R	The LGB is responsible for approving their school's safeguarding policy, which should be based on the template provided by central and reviewed every 12 months.
7.9	Proactively monitor and take appropriate action upon feedback from pupils, parents and staff				A	R	M	Includes solicited (surveys etc) and unsolicited feedback
7.10	Ensure that the provision of RE in all schools is in line with the agreed syllabus				A	R	M	
7.11	Ensure that Ofsted requirements are met			**M3***	A	R	M	

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8. Church Schools

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Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
8.1	Ensure the Christian character of Church Schools is protected and promoted appropriately and in accordance with policy and procedure			**M3***	A	R	M	In collaboration with diocese
8.2	Ensure that SIAMS requirements are met			**M3***	A	R	M	

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9. Discipline / Exclusions

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Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
9.1	Draft/update, review and approve Pupil behaviour school-specific procedures				A	R	M	School must ensure local behaviour procedures do not conflict with Trust-wide behaviour policy
9.2	Monitor implementation and compliance with pupil behaviour policy and procedures			M4 **M3***	M	R	M	
9.3	Exclude a pupil permanently					R	C	CEO **must** be consulted before final decision made. LGB chair to be informed of exclusion by headteacher.
9.4	Review an exclusion				AR4			This is to review an exclusion made by the HT
9.5	Direct reinstatement of excluded pupils				AR4			
9.6	Suspend a pupil for a fixed period				M4	AR	C	

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10. Admissions

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Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
10.1	Admissions policy		A		C		R	Review every 7 years unless changes required
10.2	Application decisions and managed moves			**M4***	M	R	A	CEO to approve. M4* only when a managed move has arisen from a discipline matter in a Trust school
10.3	Admissions prospectus		A		M	R	**M***	
10.4	Marketing and pupil recruitment			A2	M	R	C	If numbers are low, talk to CEO for advice on strategy

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11. Premises and Insurance

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Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
11.1	Ensure Premises-related insurance policies are in place		A	M2			R	
11.2	Trust premises & capital strategy		A	**R2***			R	
11.3	Allocation of SCA funding		**A***	A2		C	R	
11.4	Dealings in land and estates		A				R	

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12. Health and Safety

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Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
12.1	Monitor implementation of and compliance with H&S Policy			**M2***	M	**R***	R	
12.2	H&S Risk Management Plan		A	**R2***	M		R	
12.3	Monitor H&S Risks			M2	M	R	**MR***	

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13. Data Protection and Freedom of Information

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Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
13.1	Ensure compliance with DP and FOI policy			**M5***	M	R	R	
13.2	Carry out DP impact assessments as and when required			**M5***	M	**R***	AR	The school will perform DP impact assessment under guidance from Data Protection Officer

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14. School Organisation and Attendance

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Item	Task	Members	Board	Board Committees	LGB	Headteacher	CEO and Exec Team	Notes
14.1	Set dates of the school terms, holidays and INSET days				C	R	A	
14.2	Set times of the school day		A			R	C	Consult with CEO very early in any consideration

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