

**APPENDIX ONE**

**ODST DELEGATION CHECK LIST**

<p><b>KEY</b></p> <p>Level 1: ODST</p> <p>Level 2: Local Governing Body</p> <p>Level 3: Individual governor/sub-cttee</p> <p>Level 4: Headteacher.</p> <p><b>*It should be remembered that although decisions may be delegated, the Trust/Local Governing Body as a whole remains responsible for any decision made under delegation*</b></p>
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Function	No	Tasks	Decision Level			
			ODST	LGB	GOV/SUB-CTTEE	HT
<b>Central Services</b> Ref section 5.1 of scheme of delegation	1.	To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies	X			
	2.	To identify those additional services to be procured on behalf of individual academies	X			
	3.	To ensure centrally procured services provide value for money	X			
<b>Budgets</b> 5.3 and 5.5	4.	To determine the proportion of the overall ODST Academy budget to be delegated to individual Local Governing Bodies	X			

Function	No	Tasks	Decision Level			
			ODST	LGB	GOV/SUB-CTTEE	HT
	5.a.	To develop and propose the individual Academy budget		X		
	5.b.	To approve the individual Academy budget	X			
	6.	To approve the first formal budget plan each financial year		X		
	7.	To monitor monthly expenditure		X		
	8.a	To approve any between budget headings and/or likely budget overspends.			X	
	8.b	NB The overall school budget must not be in deficit at year end.	X			
	9.	To establish financial decision levels and limits	X			
	10.	To establish a school charging and remissions policy		X		
	11.	To appoint the 'Responsible Officer', a trustee assigned to check the trust's internal controls	X			
	12.	Miscellaneous financial expenditure, (in accordance with limits prescribed in the Trust's Financial Handbook outside of the agreed budget			X	
	13.	To enter into contracts (Directors will set the financial limits) up to the limits of delegation and within an agreed budget			X	
	14.	To make payments within agreed financial limits			X	
<b>Staffing</b> 5.5	15.	Headteacher appointments (selection panel)	X			

Function	No	Tasks	Decision Level			
			ODST	LGB	GOV/SUB-CTTEE	HT
	16.	Deputy appointments (selection panel)		X		
	17.	Appoint other teachers		X		
	18.	Appoint non-teaching staff		X		
	19.	Agree a pay policy	X			
	20.	Pay discretions	X			
	21.	Establishing disciplinary/capability procedures	X			
	22.	Dismissal of Headteacher/Deputy	X			
	23.a	Recommendations on dismissal of other staff				X
	23.b	Employer's determination of recommendations for dismissal	X			
	24.	Suspending Headteacher	X			
	25.	Suspending other Staff				X
	26.	Ending suspension (Headteacher)	X			
	27.	Ending Suspension (other Staff)				X
	28.	Determining Staff complement within agreed budget				X
	29.	Determining dismissal payments/early retirement	X			

Function	No	Tasks	Decision Level			
			ODST	LGB	OV/SUB-CTTEE	HT
<b>Curriculum</b> 5.6	30.a	Establish a curriculum policy	X			
	30.b	To plan, set and monitor the school's curriculum		X		
	30.c	To review the curriculum	X			
	31.	To implement curriculum policy			X	
	32.	Responsible for standards of teaching				X
	33.	Accountability for standards of teaching		X		
	34.	Responsibility for individual child's education				X
	35.	Accountability for individual child's education.		X		
	36.a	Provide Sex and Relationships and Sex Education policies	X			
	36.b	Monitoring and reviewing the policies' implementation.	X			
	36.c	Provision of Sex and Relationships and Sex Education in accordance with policies		X		
	37.	To prohibit political indoctrination and ensuring the balanced treatment of political issues	X			
	38.	To establish a charging and remissions policy for activities			X	
<b>Performance Management</b> 5.5	39.	To develop a performance management policy	X			
	40.	To implement the performance management policy		X		

			Decision Level			
Function	No	Tasks	ODST	LGB	OV/SUB-CTTEE	HT
	41.	To review annually the performance management policy	X			
<b>Target Setting</b> 5.6	42.a	To ensure targets are appropriately set to maximise attainment and pupil progress	X			
	42.b	To propose targets for pupil achievement				X
	43.	To agree targets for pupil achievement		X		
	44.	Responsibility for pupil outcomes				X
	45.	Accountability for pupil outcomes		X		
	46.a	To establish a (school) discipline policy		X		
	46.b	To establish a (staff) discipline policy	X			
	47.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions 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/Vice-Chair in cases of urgency)		X		
	48.	To direct reinstatement of excluded pupils (Can be delegated to Chair/Vice-chair in cases of urgency)		X		
<b>Admissions</b> 5.6	49.a	To develop an admission policy for the Trust	X			
	49.b	To consult before setting an admissions policy		X		
	49.c	To review proposed changes to admissions policy	X			

Function	No	Tasks	Decision Level			
			ODST	LGB	GOV/SUB-CTTEE	HT
	50.	Admissions: application decisions		X		
	51.	To appeal against LA directions to admit pupil(s)		X		
<b>Religious Education</b> 5.6	52.a	Responsibility for ensuring provision of RE in line with school's basic curriculum		X		
	52.b	Responsibility for ensuring and monitoring delivery of RE		X		
<b>Collective Worship</b> 5.6	53.a	Responsibility for ensuring that all pupils take part in a daily act of collective worship	X			
	53.b	Responsibility for monitoring		X		
<b>Premises &amp; Insurance</b> 5.4, 5.5.2, 5.6	54.	Buildings insurance and personal liability	X			
	55.a	Develop the Trust's property strategy.	X			
	55.b	Ensuring oversight of all buildings and property matters	X			
	55.c	Developing ODST schools' buildings strategy or master plan	X			
	56.	Procuring and maintaining buildings, including developing properly funded maintenance plan	X			
	57.	To institute and review a Health and Safety policy	X			
	58.	To ensure that Health and Safety regulations are followed			X	
	59.	To publish proposals to change category of school	X			
	60.	To set the times of school sessions and the dates of school terms and holidays		X		

Function	No	Tasks	Decision Level			
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	61.	To ensure that the school meets for <b>380</b> sessions in a school year		X		
	62.	To prepare and publish the school prospectus			X	
	63.	To ensure provision of free school meals to those pupils meeting the criteria			X	
	64.	<i>No tasks allocated</i>				
	65.a	To draw up governance documents and any amendments thereafter	X			
	65.b	Recommend any reviews to governance documents		X		
Appendix to schemes: Section 1.	66a.	Annually, to elect, appoint (and remove) the Chair and Vice Chair of the LGB		X		
	67.	To appoint and dismiss the Clerk to the LGB		X		
	68.	To hold a full LGB meeting at least three times in a school year or a meeting of the temporary governing body as often as may require		X		
Scheme: 4.1	69a.	To recommend appointments (and removal) of Foundation members to the LGB		X		
	69b.	To appoint Foundation members of the LGB	X			
	69.c	To recommend appointment of elected/nominated and removal of other members of LGB as a result of election/nomination		X		
	69.d	Formal appointment of other members of LGB	X			
Appendix: Section 2	70a.	To set up a Register of Directors' Business Interests	X			
	70b.	To set up a Register of LGB Members' Business Interests		X		

Function	No	Tasks	Decision Level			
			ODST	LGB	GOV/SUB-CTTEE	HT
	71.	To approve and set up a LGB Members' Expenses Scheme		X		
	72.	To discharge duties in respect of pupils with special needs by appointing a "responsible person"		X		
	73.	To consider whether or not to exercise delegation of functions to individuals		X		
Scheme: 3.1	74.	To regulate the LGB procedures (where not set out in law)	X			
	75a.	To put in place Governors' support arrangements.	X			
	75b.	To determine the development needs of governors and put in place an appropriate program		X		
	76a.	To consider requests from other schools to join the Company	X			
	76b.	To approve such requests	X			
	77.	To decide to offer additional activities and to what form these should take	X			
	78.	To put into place the additional services provided			X	
	79.	To ensure delivery of services provided			X	
	80.a	To start to provide extended schools provision		X		
	80.b	To cease providing extended school provision				
	81.	To establish a Safeguarding policy	X			



Function	No	Tasks	Decision Level			
			ODST	LGB	GOV/SUB-CTTEE	HT
	82.	To ensure that the Safeguarding policy is implemented		X		
	83.	To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Local Governing Bodies	X			
	84.	To provide to the Company, on an annual basis, copies of all statutory required policies and procedures and a schedule for their review		X		
Scheme 2.1	85	To establish and to review and or amend the Ethos, Aims and Values of the Trust	X			
	86a.	To develop the Ethos and Mission Statement for individual schools, within the context of the Trust's Ethos, Aims and Values		X		
	86.b	To confirm the Ethos and mission statement for individual academies	X			

## APPENDIX TWO

### Key Principles of Delegation

<b>Key Function</b>	<b>Trust Responsibility:</b>  <b>The Directors</b>	<b>LGB Responsibility:</b>  <b>Governors</b>
<b>Vision and Ethos</b>	Sets Vision and Ethos for the Academy	Ensures implementation, provides scrutiny, monitors and reports on Vision and Ethos
<b>Target Setting</b>	Sets key performance indicators and agrees improvement targets	Recommends improvement targets and reports on progress
<b>Academy Budget</b>	Approval of annual budget and variations	Recommends school's annual budget to the Trust
	Sets and reviews delegation limits	Operates within defined financial delegation limits
<b>Staffing</b>	Appoints Headteacher	Recommends to the ODST appointment of all staff below/apart from the Headteacher
	Undertakes all disciplinary procedures at Headteacher level	Undertakes all disciplinary procedures below Headteacher level
	Sets pay policy and discretions	
	Establishes performance management policy	Ensures implementation, provides scrutiny of effectiveness, monitors and reports
<b>Curriculum</b>	Establishes curriculum policy	Ensure implementation, provides scrutiny of effectiveness, monitors and reports
<b>Discipline and Exclusions</b>	Establishes policy	Ensure implementation, provides scrutiny of effectiveness, monitors and reports
<b>Admissions</b>	Sets admissions policy and acts as admissions authority,	Determines applications against the policy criteria
	Including appeals against admissions decisions	

<b>Premises</b>	Develops and implements buildings strategy and management	
<b>Health and Safety</b>	Develops Health & Safety Policy	Ensures implementation, provides scrutiny of effectiveness, monitors and reports
<b>School Organisation</b>	Responsible for all aspects of school organisation, including expressions of interest in schools joining the Trust	
<b>Information for Parents</b>		Develops prospectus, reports to parents and parental engagement activities
<b>Governing Body Procedures</b>	Establishes Local Governing Bodies and ensures effective operation	
	Appoints Trust (Foundation) Governors to LGBs	Ensures election of parent and staff governors; appointment of other (co-opted) Governors
<b>Extended School</b>		Determines and manages range of extended activities with financial agreement

## APPENDIX 3

### MATTERS RESERVED TO THE BOARD OF DIRECTORS OF THE COMPANY

- 1 Altering the name of the Academy.
- 2 Any borrowing (or aggregate borrowings) by the Company in respect of the Academy otherwise than as expressly provided in the relevant Budget for the Financial Year and on terms agreed in advance in writing by the Directors.
- 3 Making any acquisition or disposal of any material asset(s) of the Academy in excess of limits prescribed in the Academy's(ies) Financial Handbook otherwise than in the ordinary course of business.
- 4 Creating or granting any encumbrance or giving of any security or guarantee over the whole or any part of the undertaking or assets of the Company or the Academy or agreeing to do so.
- 5 Entering into any partnering or collaboration arrangement, joint venture or other agreement or arrangement for the joint administration or sharing of services of the Academy other than with another academy of the Company.
- 6 The appointment or dismissal of Headteachers or the Chief Executive Officer
- 7 Entering into any capital commitment of £10,000 or more that has not been previously agreed as part of the budgeting process in any financial year of the Company.
- 8 Any commitment or expenditure that is not taken into account in the relevant Budget for the Financial Year.
- 9 Entering into any contract for goods or services or goods and/or services in respect of which the Directors have notified the Local Governing Body that the Company is in negotiations for or has entered into purchasing arrangements for the supply of goods or services or goods and/or services of a similar nature for more than one of the academies of the Company.
- 10 Employing or offering to employ or engage the services of any member of staff for a position within Central Services for which the Directors have notified the Local Governing Body that the Company intends to employ or engage the services of a person or persons to provide services for more than one of the academies of the Company.
- 11 Any acquisition or disposal or other transaction concerning the use or occupation of land.
- 12 Prosecution, defence or settlement of litigation.
- 13 The approval of Budgets and any material changes to them.
- 14 Approval of the appointment of the Academy's professional advisers.
- 15 This schedule of matters reserved for Directors' decisions.
- 16 Any decision to cease to operate all or a material part of the Academy's operations.