

APPENDIX

ODST DELEGATION CHECK LIST

KEY

Level 1: ODST

Level 2: Local Governing Body

Level 3: Individual governor/sub-cttee

Level 4: Headteacher.

***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**

Key

R - Responsible - who is responsible for carrying out the entrusted task?

A - Accountable (also the Approver) - who is responsible for the whole task and who is responsible for what has been done?

S - Support - who provides support during the implementation of the activity / process / service?

C - Consulted - who can provide valuable advice or consultation for the task?

I - Informed - who should be informed about the task progress or the decisions in the task?

Function	No	Tasks	Decisions			
			ODST	LGB	GOV/SUB-CTTEE	HT
Central Services 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	RA	I		
	2.	To identify those additional services to be procured on behalf of individual academies	RA	CI		
	3.	To ensure centrally procured services provide value for money	RA	SC		
Budgets 5.3 and 5.5	4.	To determine the proportion of the overall ODST Academy budget to be delegated to individual Local Governing Bodies	RA	SCI	SCI	SCI

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

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

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

			Decision Level			
Function	No	Tasks	ODST	LGB	Gov/SUB-CTTEE	HT
	41.	To review annually the performance management policy	RA	I		
Target Setting 5.6	42.a	To ensure targets are appropriately set to maximise attainment and pupil progress	RA			
	42.b	To propose targets for pupil achievement		SC		RA
	43.	To agree targets for pupil achievement	I	RAS		
	44.	Responsibility for pupil outcomes	I	I		R
	45.	Accountability for pupil outcomes	I	A		
	46.a	To establish a (school) discipline policy		RA		
	46.b	To establish a (staff) discipline policy	RA			
	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)	SCI	RA		I
	48.	To direct reinstatement of excluded pupils (Can be delegated to Chair/Vice-chair in cases of urgency)	SCI	RA		
Admissions 5.6	49.a	To develop an admission policy for the Trust	RASC			
	49.b	To consult before setting an admissions policy		RAC		
	49.c	To review proposed changes to admissions policy	RAC			

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

Function	No	Tasks	Decision Level			
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	61.	To ensure that the school meets for 380 sessions in a school year	SI	RA		
	62.	To prepare and publish the school prospectus			RAS	
	63.	To ensure provision of free school meals to those pupils meeting the criteria			RA	
	65.a	To draw up governance documents and any amendments thereafter	RAS	I		I
	65.b	Recommend any reviews to governance documents	AI	SC		
Appendices to schemes: Section 1.	66a.	Annually, to elect, appoint (and remove) the Chair and Vice Chair of the LGB	I	RA		
	67.	To appoint and dismiss the Clerk to the LGB	I	RA		
	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		RA		
Scheme: 4.1	69a.	To recommend appointments (and removal) of Foundation members to the LGB	I	RA		
	69b.	To appoint Foundation members of the LGB	RA	I		
	69.c	To recommend appointment of elected/nominated and removal of other members of LGB as a result of election/nomination	I	RA		
	69.d	Formal appointment of other members of LGB	RAS	I		
Appendices: Section 2	70a.	To set up a Register of Directors' Business Interests	RA			
	70b.	To set up a Register of LGB Members' Business Interests		RA		

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

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

APPENDIX TWO

Key Principles of Delegation (October 2016)

Key Function	Trust Responsibility: The Directors	LGB Responsibility: Governors
Vision and Ethos	Sets Vision and Ethos for the Academy	Ensures implementation, provides scrutiny, monitors and reports on Vision and Ethos
Target Setting	Sets key performance indicators and agrees improvement targets	Recommends improvement targets and reports on progress
Academy Budget	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
Staffing	Appoints Headteacher	Recommends to the ODST appointment of all staff below/apart from the Headteacher
	Exercise discretion (from LGBs) to the appointment of all staff below 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
Curriculum	Establishes curriculum policy	Ensure implementation, provides scrutiny of effectiveness, monitors and reports
Discipline and Exclusions	Establishes policy	Ensure implementation, provides scrutiny of effectiveness, monitors and reports

Admissions	Admissions Authority: establishes model policies and a point of escalation for admissions issues (such as Fair Access and Directions) including appeals against admissions decisions	Delegated responsibility to determine and manage admissions arrangements Delegated responsibility for managing admissions appeals
Premises	Develops and implements buildings strategy and management	
Health and Safety	Develops Health & Safety Policy	Ensures implementation, provides scrutiny of effectiveness, monitors and reports
School Organisation	Responsible for all aspects of school organisation, including expressions of interest in schools joining the Trust	
Information for Parents		Develops prospectus, reports to parents and parental engagement activities
Governing Body Procedures	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
Extended School		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 Academies 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.