

Delegation within AST

KEY

√ = indicates responsibility at this level	Board Committees:
<> = provide advice and support to those accountable for decision making, indicating direction of advice and support	A&R = Audit and Risk
	F = Finance
SSC = School Stakeholder Committee	P&C = People and Compliance
	SWHB = South West Hub Governance Board
	LTS = Learning Teaching and Standards Committee
	R = Remuneration

Decision	Delegation					
	Members	The Board	Board Committee	CEO / Executive	Principal	SSC
GOVERNANCE: PEOPLE						
Members: appoint and remove	√					
Trustees: appoint and remove	√	<				
Role descriptions for members: agree	√					
Role descriptions for trustees/chair/specific roles/committee members: agree		√				
SSC chairs: appoint and remove		√				
SSC Parent and Staff members: elected						
Clerk to the Board: appoint and remove		√				
Clerk to Board Committees: appoint and remove			√ all			
Clerk to SSC: appoint and remove						√
CEO: appoint and dismiss		√				
COO, CFO, Dir. Ed.: appoint and dismiss		√		< (CEO)		
School Principal: appoint and dismiss		>		√		<
School SLT members and PRE teachers: appoint and dismiss		>		√	<	<
Appeals panels for dismissals, complaints, capability or grievance resolution: coordinate			√ P&C			

GOVERNANCE: STRUCTURES						
Articles of Association: agree and amend	√	<		<		
Religious designation of schools: determine or amend	√					
Scheme of Delegation: agree and review		√	< P&C	<		
Trust Committees: establish and review		√		<		
Terms of Reference for Committees: agree and review		√	< P&C	<		
Terms of Reference for SSC: agree and review		√		<		
Skills audit: complete and recruit to fill gaps		√		√		
Self-review of Board: complete annually		√				
Trust schedule of business: agree annually		√		<		
REPORTING						
Publication on Trust and schools' websites all statutory information required: ensure			P&C <	√		
Register of all interests, business, pecuniary, loyalty for members/directors/committee members: establish and publish	√	√	√ all			√
Annual report on performance of trust: submit to members and publish		√		<		
Annual report and accounts, including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		√	< F	<		
Reports on employment matters, data protection and freedom of information requests: receive and review			√ P&C	<		
Minutes of meetings: submit to Board			√ all			
Meeting report forms: submit to Board						√
Provide perspectives from stakeholders on day-to-day functioning of school						√
BEING STRATEGIC						
Setting the vision, values and strategic aims of the Trust		√		<		
Trust strategic plan: establish and monitor		√		<		
Determine Trust-wide policies which reflect the ethos and values: approve		√*	√* A&R, P&C, LTS	<		
Determine school-level policies which reflect the ethos and values: approve			√ LTS, <SWHB	<	<	<

Key priorities and key performance indicators (KPIs) against which progress can be measured: determine		√	< P&C	<		
Central hold-back percentage: agree		√	< F	<		
Budget plan to support delivery of Trust and school priorities: agree and monitor		√	< F	<	<	
Income and expenditure: ensure compliance with legal and statutory regulations, financial regulations and Academies Financial Handbook		√	< F	<		
Management of risk: establish, register, review and monitor		√	< A&R, SWHB	<		
Trust's staffing structure: agree		√		<		
School staffing structure: agree			> LTS, SWHB	√	<	
Engagement with stakeholders	√	√	√ SWHB	√	√	√
Ambassadorial function	√	√		√	√	√
HOLDING TO ACCOUNT						
Auditing and reporting arrangements for matters of trust compliance: agree		√	< P&C	<		
Auditing and reporting arrangements for matters of school compliance: agree				>	√	
Reporting arrangements for progress on key priorities: agree		√	< all	<	<	<
Performance management of CEO: undertake		√				
Performance management of COO, CFO, Dir.Ed.				√ (CEO)		
Performance management of school Principals: undertake				√		
Holding schools to account for provision, outcomes and school effectiveness		√	√ LTS, SWHB	√	√	<
Monitoring the school curriculum in regard to the ethos of the Trust and requirements of DoE			√ LTS			
Determining strategies related to specific educational, medical, social, emotional and behavioural needs of pupils			√ LTS			
Involvement in school-level panels (admissions, exclusions, complaints, disciplinary, appointments)			√ P&C	<>	>	√
SSC: monitor effectiveness			√ LTS			
School visits: agree arrangements				>	√	

ENSURING FINANCIAL PROBITY						
Financial Control Environment: establish and review		√	F	<		
Scheme of financial delegation: establish and review		√	< F	<		
External auditors: appoint	√	<		<		
External auditors' report: receive and respond		√	< F	<		
CEO and other Exec pay policy: agree and review			√ R			
CEO and other Exec pay award: agree			√ R			
School Principal pay award: agree			R >	√		
School staff appraisal and pay progression: monitor and agree			R >	√		
Involvement in panels relating to pay appeals		√	√ R			
Benchmarking and value for money: ensure robustness				√		
Trust wide procurement strategies and efficiency savings programme: determine				√		

* see Appendix below, setting out delegation of policies

Appendix: Approval level for policies and other documents

Table 1: Statutory Policies

Policy/Document	Approval level
Accessibility plan	Audit & Risk Committee
Admissions Arrangements (Policies)	Learning, Teaching & Standards Committee
Capability of staff	People & Compliance Committee
Careers Guidance	Board
Charging and remissions	Audit & Risk Committee
Child protection policy and procedures	Learning, teaching & Standards Committee
Children with health needs who cannot attend school	Board
CLA Policy (Children Looked After)	Board
Complaints	People & Compliance Committee
Data protection	People & Compliance Committee
Early years foundation stage (EYFS)	Learning, Teaching & Standards Committee
Equality information	People & Compliance Committee
First aid in schools	Audit & Risk Committee
Health and safety	Audit & Risk Committee
Newly qualified teachers (NQTs)	Board
Pay Policy: Teachers	Remuneration Committee
Premises management documents	Executive Team
Protection of biometric information of children in schools and colleges	Board
Register of business interests of headteachers and governors	People & Compliance Committee
Register of pupils' admission to school and attendance	Principal
Register of pupils' admission to school and attendance	Learning, Teaching & Standards Committee
Remote Learning	Learning, Teaching & Standards Committee
School Behaviour	Learning, Teaching & Standards Committee
School exclusion	Learning, Teaching & Standards Committee
School information published on a website	Executive Team
Sex and relationships education	Learning, Teaching & Standards Committee
Single central record of recruitment and vetting checks	Executive Team
Special educational needs and disability	Learning, Teaching & Standards Committee

Staff discipline, conduct and grievance (procedures for addressing)	People & Compliance Committee
Statement of procedures for dealing with allegations of abuse against staff	People & Compliance Committee
Supporting pupils with medical needs and conditions	Learning, Teaching & Standards Committee

Table 2: Other policies

Policy/Document	Approval level
Acceptable Use Policy	Audit & Risk Committee
Accountabilites Framework & Scheme of Delegation	People & Compliance Committee
Anti-Bullying and Cyber Bullying (Can be part of the Behaviour Policy)	Learning, Teaching & Standards Committee
Behaviour Framework	Learning, Teaching & Standards Committee
Bring Your Own Device (BYOD)	Audit & Risk Committee
Code of conduct	People & Compliance Committee
Collective Worship	Learning, Teaching & Standards Committee
Conflicts of Interest	People & Compliance Committee
Contributions to eye Tests & Glasses VDU users	People & Compliance Committee
COVID 19 Absence Policy	People & Compliance Committee
Data Breach Procedure	People & Compliance Committee
Data Recovery / Backup	Audit & Risk Committee
Dignity at Work	People & Compliance Committee
Ethos Handook	Standards Committee
Exit Interview Policy	People & Compliance Committee
Family Friendly Policies - Paternity	People & Compliance Committee
Financial Controls Policy	Audit & Risk Committee
Flexible working	People & Compliance Committee
General Privacy Notice	People & Compliance Committee
Grievance Resolution	People & Compliance Committee
Home school conduct	Learning, Teaching & Standards Committee
Menopause Policy	People & Compliance Committee
Model Publication Scheme (Freedom of Information)	People & Compliance Committee
Non-sickness absence	People & Compliance Committee
Parental Bereavement Leave	People & Compliance Committee
Pay Policy - Trust Central Team & School Support Staff	Remuneration Committee
Physical Intervention and Reasonable Force Policy	Learning, Teaching & Standards Committee

Probation policy	People & Compliance Committee
Pupil Privacy Notice	People & Compliance Committee
Records Management Policy	People & Compliance Committee
Recruitment Selection Policy and Procedure	People & Compliance Committee
Redundancy and Restructuring Policy	People & Compliance Committee
Reference Giving	People & Compliance Committee
Safer Recruitment Policy	People & Compliance Committee
Sickness Absence Policy	People & Compliance Committee
Staff Mental Health & Wellbeing	People & Compliance Committee
Subject Access Procedure	People & Compliance Committee
Unacceptable Behaviour	Learning, Teaching & Standards Committee
Vendor Access	Audit & Risk Committee
Whistleblowing Policy	People & Compliance Committee