

HOPE LEARNING COMMUNITY

Scheme of Delegation

June 2021

Hope Learning Community

Scheme of Delegation

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of Hope Learning Community and its member academies.

The bodies may include:

1. Trust Members
2. Trust Board of Trustees
3. Trust Finance Audit Premises and Risk Committee
4. HR & Standards Committee
5. Local Governing Body – note there will be no sub committees of the local governing body
6. Chief Executive Officer
7. Headteachers of individual academies

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A) – Final Authorisation
- Recommend (R) – draft document reviewed, and course of action recommended
- Advise (AD) – present options for consideration or provide expert knowledge
- Inform (I) – Need to make body aware.

The Scheme of Delegation should be read in conjunction with the Terms of Reference and relevant policies. While the Scheme is designed to be comprehensive it will not cover every task.

	Task Key: Approve (A), Recommend (R) Advise (AD) Inform (I)	Members	Board	Finance, Audit Premises and Risk C'ttee	LGB	CEO	Headteacher/ Head of School
1.	Governance						
1.1.	Approve Trust Articles of Association	A					
1.2.	Approve Trust Board Terms of Reference	A	I				
1.3.	Approve Trust Scheme of Delegation		A	I	I	I	I
1.4.	Approve new convertor or sponsored academies joining MAT		A	AD		AD	
1.5.	Establish Trust Committees		A	I			
1.6.	Approve Trust Committee Terms of Reference		A	R			
1.7.	Approve Local Governing Body (LGB) Terms of Reference		A		I	AD	
1.8.	Appoint Chair of Trust Board		A		I		
1.9.	Appoint Chair and Vice Chair of LGB		I		A		
1.10.	Remove Chair or Vice Chair of LGB		A		R		
1.11.	Appoint LGB members				A		
1.12.	Remove LGB members		A		AD		
1.13.	Appoint (and remove) Chair(s) of Trust Committees		A				
1.14.	Appoint (and remove) Trust Committee members		A				
1.15.	Appoint (and remove) Clerk to Trust Board		A				
1.16.	Appoint (and remove) Clerk to LGB				A		
1.17.	Appoint (and remove) Accounting Officer/CEO		A		I		
1.18. A	Appoint (and remove) Chief Financial Officer		A		I		
1.19.	Trustees Expenses Policy		A	R			
1.20	Register of business interest of heads and trustees (live document)		A				
1.21	Register of business interests of Local governors		I		A		
2.	Trust & Academy Performance, Curriculum and Teaching						
2.1.	Trust Strategic Development Plans		A		I	AD	
2.2.	Academy Performance Targets		A				
2.3.	Academy Performance Review <i>e.g. SEF</i>		A		R		
2.4.	Academy Strategic Development Plans		I		A	R	R
2.5.	Teaching & Learning Policy		A			AD	
2.6.	Curriculum Policy		A			AD	
2.7.	Relationship and sex education policy		A		I	R	AD
2.8.	Religious Education policy		A			AD	
2.9.	SEN & Inclusion policy		A			AD	
2.10.	Trust Inset Days		A	R		R	R

		Members	Trust	FAP&R Committee	LGB	CEO	Head
3.	Staff Policies and Pay						
3.1.	Pay & Remuneration Policy		A	R	I		
3.2.	Performance Management Policy		A		I	R	R
3.3.	Code of Conduct		A		I	AD	
3.4.	Disciplinary Policy		A		I		
3.5.	Grievance Policy		A		I		
3.6.	Capability Policy		A		I		
3.7.	Whistleblowing Policy		A	R	I		
3.8.	Re-structuring & Redundancy Policy		A		I		
3.9.	Recruitment Policy		A		I		
3.10	Single central record of recruitment and vetting checks (live document)		I		I		A
3.11	Statement of procedures dealing with allegations of abuse against staff		A		I	R	Ad
3.12	Equality information and objectives (public sector equality duty) statement for publication		A		I		
3.13	Newly qualified teachers (NQTs)		A		I		
3.14	Employee Health & Safety Policy		A		I		
3.15	Flexible working		A		I		
3.16	Employee Terms & Condition changes		A	AD	I		
3.17	Teachers Annual Pay Award		A	AD	I		
3.18	Support Staff Annual Pay Award		A	AD	I		
3.19	CEO Performance Review and Pay		A			I	
3.20	Headteacher Performance Review & Pay		A	AD	AD	AD	I
3.21	Individual Performance Pay Awards					A	A
3.22	Special staff payments including redundancy		A	AD	AD	AD	AD
3.23	Agency Workers Regulations		A		I		
4.	Staff Management						
4.1.	Central Trust staff structure & complement		A	AD		AD	
4.2.	Central Trust staff appointments		A	AD		AD	
4.3.	School staff structure & complement		I		A	I	R
4.4.	Headteacher/Head of school appointment		A		R	R	
4.5.	Deputy head appointment		I		A	I	AD
4.6.	Teaching and support staff appointments						A
4.7.	Suspension of Head		A		R	AD	
4.8.	Return of Head after suspension		A		R	AD	

		Members	Trustees	FAP&R committee	LGB	CEO	Head
4.9.	Dismissal of Head		A		R	AD	
4.10.	Suspension of teaching and support staff (excluding Headteacher/CEO)					A	A
4.11.	Return of teaching and support staff after suspension (excluding Headteacher/CEO)					A	A
4.12.	Absence Management		A		I	AD	
5.	Financial Governance						
5.1.	Trust & Academy Financial Regulations		A	AD	I	I	I
5.2.	Appoint Trust auditors	A	R	AD	I		
5.3.	3-year Budget Plans			A	R	AD	AD
5.4.	1-year Budget Plan		A	R	AD	AD	AD
5.5.	Trust Annual Accounts		A	R			
5.6.	Trust Academies Accounts Return to ESFA			A			
5.7.	Response to Auditor's Management Letter			A			
5.8.	Accounting Policy			A	I		
5.9.	Anti-Fraud and Corruption			A	I		
5.10.	Investment Management			A			
5.11.	Reserves Policy		A	R	I		
6.	School Policies & Procedures						
6.1.	School times, terms and holidays		I		A	I	A
6.2.	Change of School Age Range		A			R	R
6.3.	Expansion of school PAN		A		R	AD	AD
6.4.	Extension of school provision				A		R
6.5.	Child Protection, Welfare & Safeguarding Policy and procedures		A		I		AD
6.6	Children with health needs that cannot attend school		A			R	AD
6.7	Designated teacher for looked after and previously looked after children		A				AD
6.8	Early years foundation stage EYFS - Schools are not required to have separate policies to cover EYFS requirements where they are already met through an existing policy.				A		
6.9	Special educational needs and disability		A		I	R	AD
6.10	Supporting pupils with medical conditions		A		I	R	AD
6.11	Attendance Policy		A		I		R
6.12	Pupil Premium Policy		A		I		R
6.13	Education Visits Policy		A		I		R
6.14	Exclusions Policy				I	AD	A
6.15	Behaviour in schools				I	AD	A
6.16	Complaints Policy		A		I		R
6.17	Admissions Arrangements		I		A		R

		Members	Trustees	FAP&R committee	LGB	CEO	Head
6.18	School prospectus				A		R
6.19	School website				A		R
6.20	School logo & branding				A		R
6.21	School uniform				A		R
6.22	Accessibility plan				I		A
6.23	Anti Bullying policy				I	AD	A
6.24	Charging and Remissions				A		R
6.25	Data Protection Policy		A		I	AD	R
6.26	Protection of biometric information of children		A		I		
6.27	Freedom of Information		A		I	R	
6.28	Register of pupil's admission to school and attendance (live document)						A
6.29	School information published on a website (live document)						A
7.	Premises & Assets						
7.1.	Asset Management Policy				A		AD
7.2.	Health & Safety Policy				I		A
7.3	First Aid				I		A
7.4	Lettings policy				A		R
7.5	Significant Premises Modifications – Academy			A	R		AD

Approved by trustees date: 9th June 2021