

LWCT – Scheme of Delegation

Area	Function	Delegation / Decision level							
		Members	Trust Directors	LGB / Academy Advocates	Head Teacher of School (Exec HT)	Head of School – Day to Day	School Finance Manager	CFO	HR / Facilities Director
Organisation Systems and Structures	Members: Appoint / remove	√							
	Directors (Trustees): appoint / remove	√							
	Role descriptions for members	√							
	Role descriptions for trustees/chair/ specific roles/committee members: agree		√						
	Governance structure (committees) for the trust: establish and review annually		√						
	Terms of reference for Trust Committees (including audit if required, and scheme of delegation for school committees): agree and review annually		√						
	Terms of reference for academy council: agree and review annually		√						
	Skills audit: review contribution / complete and recruit to fill gaps		√	√					
	Chair's performance: carry out 360 review periodically		√	√					
	Annual schedule of business for Trust Board / LGB: agree		√	√					
	To appoint or remove associate directors		√						
	Parent trustee/ LGB member: elected		√	√					
	Committee (including school committee) chairs: appoint and remove		√	√					
		Academy council chairs: appoint and remove		√					
	Clerk to board: appoint and remove		√						
	Clerk to school committees: appoint and remove		√						

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	To draw up any amendments to the Articles (Instrument of Governance)		√						
	To agree any proposals to change the category of a school		√						
	To consider joining or leaving an academy chain		√						
	To exercise delegation of functions to a LBG		√						
	Agree a policy and protocol for Governance visits to the school		√						
	Succession plan		√		√				
Strategic planning	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		√						
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			√	√	√			
	To agree priorities for the school development plan			√	√	√			
	To approve the school development plan			√					
	To monitor the development plan and progress against actions within					√			
	To monitor the school development plan overall			√					
	To ensure recommendations from OFSTED inspections are incorporated into the school development plan		√						
	To ensure recommendations from peer review are incorporated into the school development plan				√	√			

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Reporting:	Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: establish and publish		√						
	Trust governance details on trust and academies' websites: ensure		√						
	Academy governance details on academy website: ensure			√					
	Annual report on performance of the 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		√					√	
	Annual report on work of academy council: submit to trust and publish				√				
Curriculum RSE Safeguarding Progress and attainment	To monitor that the National Curriculum is taught to all students					√			
	To agree the school curriculum				√	√			
	To draft and implement a curriculum policy				√	√			
	To agree a curriculum policy			√					
	To monitor the implementation of the curriculum policy			√					
	To set school sessions, dates, terms and holidays		√						
	To set the schools training schedule				√	√			
	To ensure the curriculum supports British Values				√	√			
To decide on subject options, external qualifications, syllabuses are taken on board, paying attention to				√	√				

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	resources and provision, in meeting student needs and preparation for adulthood (inc. activities outside of school)								
	To be responsible for every student’s education and monitor progress and achievement					√			
	To monitor student achievement from H of S			√	√				
	To monitor standards of teaching					√			
	To develop, monitor and keep an up to date policy on RSE			√					
	To ensure all staff are trained in and aware of safeguarding, radicalisation, prohibit political indoctrination and ensure the balance of all political and British values		√						
	To set and publish targets or student achievement				√				
SEND	To review and make any amendments to the schools SEND policy			√					
	To ensure the school has an appointed SENCO				√				
	To discharge all other duties in respect of students with SEND					√			
Vulnerable Students	Reporting to LA on progress measures, including EYFS					√			
	Complete pupil premium, sports premium, year 7, LAC reports for websites and impact					√			
Educational Visits	Approve educational visits of 1 day (not involving water – at risk visits)					√			
	Approve educational visits of more than 1 day, or which may also involve a hazardous pursuit or journey by air or sea, or involves a water activity		√						

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Policies	To review, monitor and amend Trust policies, including with regard to safeguarding, inclusion, discrimination, equality... Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		√						
	To review, monitor and amend SCHOOL policies, including with regard to safeguarding, inclusion, discrimination, equality... Determine school level policies which reflect the school's ethos and values to include e.g.; SEND; safeguarding and child protection; curriculum; behavior, LAC: approve			√					
Safeguarding	Appoint a designated safeguarding / e safety, Governor			√					
	Carry out an annual review of safeguarding, child protection policy and procedures		√		√				
	Ensure the 5 year plan is in place, including staff training, updates for DSL				√	√			
RE / Collective Worship	To ensure provision in RE in line with the school's curriculum, monitor and implement					√			
	To ensure all students take part in acts of collective worship (in consultation with the LGB)					√			

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Admissions	To set and implement an admissions policy		√						
	SEND – To establish a policy for students both with and without an EHC plan, working in consultation with the LA		√		√				
	To review consultations to the SEND school for admission					√			
	To appeal against LA direction to admit students		√	√					
Behaviour Attendance	To decide, monitor a behaviour policy		√						
	To exclude a student on a fixed term basis				√	√			
	To search a student if suspected they are carrying a weapon					√			
	To exclude a student permanently			√					
	To review and monitor the use of exclusion and make further decisions (fixed or permanent)			√					
	To direct to reinstate an excluded student			√					
	To monitor and review all student attendance					√			
	To set attendance targets			√					
Student Welfare – Catering	To decide the content, presentation, cost of school food, meal allowances for FSM			√			√	√	
	To ensure school lunch nutritional standards are met				√	√			
Parents / Community	Local offer – on website and accessible				√				
	To plan strategies to ensure the LGB consults parents, seeks views and demonstrates accountability			√					
	To adopt and review home school agreements			√					
	Engagement with stakeholders		√	√	√	√	√	√	√

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	Consider all matters relating to the role of the school within the local community, inc. PR				√	√			
	To decide on extended school activities		√	√					
Finance	Budget plan to support delivery of trust key priorities: agree		√					√	
	To agree central spends and top slice costs		√						
	Management of risk: establish register, review and monitor		√						
	To prepare the first formal budget plan for each school				√		√		
	To approve the first formal budget plan for each school		√						
	To monitor daily cash flow						√	√	
	To monitor all monthly expenditure				√		√		
	To monitor specific budget areas as identified and agreed					√			
	To receive and consider monitoring reports at least 3 times per year		√						
	To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment			√	√				
	To enter into contracts above set limit of £10,000		√						
	To enter into contracts below set limit of £10,000				√				
	To approve / make payments according to approved system					√			
	To establish and review ordering and payment system		√					√	
	To set a charging and remissions policy		√						
	To monitor the funding allocations as identified for PP students / vulnerable groups						√		
To ensure the provision of FSM to those that meet the criteria						√			

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	To approve virement (transfer) between budget headings within agreed limits		√							
	To ensure the schools meet EFA criteria		√					√		
	To ensure any school fund is audited		√				√			
	To complete and monitor any BFR / EFA reporting		√					√		
	Develop trust wide procurement strategies and efficiency savings programme		√					√		
	Benchmarking and trust wide value for money: ensure robustness		√					√		
	Benchmarking and academy value for money: ensure robustness		√		√			√		
	Trust's scheme of financial delegation: establish and review		√					√		
	School's scheme of financial delegation: establish and review		√		√			√		
	External auditors' report: receive and respond		√					√		
Premises	To develop a school buildings strategy, inc. budgeting for repairs		√		√	√	√		√	
	To develop an asset management plan		√		√	√	√		√	
	To review security for school premises and equipment				√	√			√	
	To agree the level of maintenance service support the school will purchase from providers		√				√	√	√	
	To draw up an Accessibility plan for the school				√		√		√	
	To recommend a hiring policy and oversee its implementation		√	√	√		√		√	
	To approve hiring policy and charges		√							
	To procure a maintenance strategy and funded maintenance plan						√		√	

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Health and Safety	To develop a H&S policy		√						√
	To monitor H&S arrangements		√						√
	To implement all H and S arrangements					√			√
	To ensure all risk assessments are in place, to minimize any risks				√	√			
	To monitor accident reporting and agree appropriate action			√					√
Personnel / HR	To agree the trusts staffing structure		√						
	To agree academies staffing structure		√	√					
	To draft and amend whole school pay policy		√						
	In consultation with HT and LGB the trust retains the right to deploy / redeploy staff		√						
	To develop, review and monitor implementation of the trusts personnel policies		√	√					
Recruitment	To appoint / dismiss the CEO	√	√						
	To appoint Head teacher / Head of School (with LGB rep)		√						
	All staff recruitment delegated unless stated			√					
	To appoint teaching staff			√	√	√			
	To appoint teachers to leadership group within agreed budget			√	√				
	To appoint non-teaching staff				√	√	√		√
Performance Management	To establish and maintain a performance management (personal learning journey) policy		√	√					
	To implement the performance management of staff					√	√		√
	To implement the performance management of the CEO / Ex HT / HT and H of S, including PRP, disciplinary and capability		√						

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	To implement the performance management of the Head of School, including PRP, disciplinary and capability				√				
	To decide on pay recommendations for all staff (exception of Ex HT, HT, H of S)		√	√					
	To approve applications for early retirement / secondment / extended leave of absence (not covered in policy)		√						
	To draft, review and monitor a policy on absence management		√						
	To agree and monitor a programme of staff development for teachers and support staff			√	√	√			
	To agree a programme of training for LGB / trust Directors		√	√					
	To agree disciplinary / capability procedures				√				
	To implement disciplinary / capability procedures					√			
	To dismiss staff, including H of S, LGB dismissal committee, delegated to HT, in compliance with HR advice				√				
	To suspend Ex HT / HT		√						
	To end suspension EX HT / HT		√						
	To suspend other staff					√			
	To end suspension of other staff			√					

The Scheme of Delegation may be subject to change by the Lincolnshire Wolds Community Trust as and when necessary. This may be in response to each individual academy, government initiatives or to improve standards within any of the academies involved.