

Scheme of Delegation

Key:

Level 1:	Central Governing Body (CGB)
Level 2:	Committee of the CGB
Level 3:	Chief Executive
Level 4:	Local (Academy) Governing Body (LGB)
Level 5:	Principal (of an Academy)
TMF:	The Mossbourne Federation
Column ticked:	Action to be undertaken at this level
Two ticks:	Either body/person can undertake this action

Note: Where the CEO is shown as having the delegated responsibility, in some cases this is taken to mean that Central Services would advise or execute.

Where the Principal is shown as having the delegated responsibility, in some cases this is taken to mean that Central Services or local Academy staff could advise or execute.

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Title:	Scheme of Delegation	Last MCA Review Date:	Draft 2 June 2015
Written by:	RD	CGB Approved:	16 December 2015

Function	Task	1 CGB	2 CGB C'ttee	3 CEO	4 LGB	5 P	
GOVERNANCE	1. Approve changes to Federation Governance structure, Terms of Reference, Articles or Funding Agreement	✓					
	2. Recommend changes to Federation Governance structure, Terms of Reference, Articles or Funding Agreement			✓	✓		
	3. Recommend changes to the Scheme of Delegated Authority			✓			
	4. Approve changes to the Scheme of Delegated Authority	✓					
	5. Appoint the Chair and Vice Chair of the CGB	✓					
	6. Appoint Chairs of the Federation Committees	✓					
	7. Recommend Chairs of Local Governing Bodies	✓					
	8. Approve the appointment of the Chairs of Academy Governing Bodies	Trustees					
	9. Appoint Clerk to CGB & LGB	✓					
	10. Recommend the appointment of appropriate named Governors for Academy Governing Bodies					✓	
	11. Appoint staff and parent governors					✓	
	12. Review performance of Local Governing Bodies	✓					
	13. Suspend and/or dismiss Academy Governing Body members	✓					
	14. Set up Register of TMF gifts/hosp. and Governors' business Interests				✓		
	15. Review and monitor Academy Register of Federation gifts/hosp. and Governors' / Senior staff business Interests					✓	
	16. Review and monitor Federation Register of Federation gifts/hosp. and Governors' / Senior staff business Interests	✓					
	17. Recommend & Appoint Chief Executive Officer	✓					
	18. Recommend appointment of a Principal				✓	✓	
	19. Appoint a Principal	✓					
	20. Recommend staff appoints to the Federation SLT	✓					
	21. Appoint staff to Federation SLT				✓		
	22. Recommend appointment of Director of Central Services				✓		
	23. Appoint Director of Central Services	✓					
	24. Appoint senior staff – Central Services				✓		
	25. Recommend appointment to an Academy's SLT					✓	✓
	26. Appoint staff to an Academy's SLT				✓		
	27. Recommend Responsible Officer			✓			
	28. Approve appointment of Responsible Officer	✓					
	29. Recommend changes impacting the ethos and vision of the Federation				✓		
	30. Approval of changes impacting the ethos and vision of the Federation	✓					
	31. Recommend for new schools/ academies to join the Federation				✓		
	32. Approve new schools/ academies joining the Federation	✓					

Function	Task	1 CGB	2 CGB C'ttee	3 CEO	4 LGB	5 P
FINANCE	1. Bring forward Academy budget plans for the academic year			✓		
	2. Endorse Academy budget plans for the academic year		✓			
	3. Agree Academy budget plans for the academic year	✓				
	4. Bring forward Federation (consolidated) budget plans for the academic year			✓		
	5. Endorse Federation (consolidated) budget plans for the academic year		✓			
	6. Agree Federation (consolidated) budget plans for the academic year	✓				
	7. Monitor Academy budgets at least termly and report to CGB		✓			
	8. Monitor Federation (consolidated) budgets at least termly		✓			
	9. Monitor monthly expenditure – Academy in accordance with pre-set budgets, margins and KPI's					✓
	10. Monitor monthly expenditure – Federation (consolidated)				✓	
	11. Agree Academy virements and budget adjustments (excluding staffing) to £5,000 (individually) and £15,000 (cumulatively)					✓
	12. Agree Academy virements and budget adjustments (excluding staffing) to £10,000 (individually) and £50,000 (cumulatively)				✓	
	13. Agree Federation virements and budget adjustments between £50,000 & £200,000			✓		
	14. Agree Federation virements and budget over/under spends over £200,000	✓				
	15. Agree transfer of funds between Academies and report to CGB?			✓		
	16. Propose setting of the percentage top slice from each Academy re central services			✓	✓	
	17. Agree setting of the percentage top slice from each Academy re central services	✓		✓		
	18. Agree financial, accounting and procurement policies			✓		
	19. Enter into contracts, leases or agreements where total spend is up to £10,000 and duration is less than 1 year except salaries					✓
	20. Enter into contracts, leases or agreements where total spend is between £10,001 and £50,000 or those in excess of one year				✓	
	21. Enter into contracts, leases or agreements above £50,000			✓		
	22. Enter into contracts, leases or agreements above £200,000. Note: under no circumstance should a contract, lease or agreement exceeding three years be entered into without Secretary of State approval.	✓				
	23. Propose the appointment of auditors				✓	
	24. Approve the appointment of auditors			✓		
	25. Approve Banking Arrangements			✓		
	26. Review Year end Accounts			✓		
	27. Approve Year End Accounts	✓				

Function	Task	1 CGB	2 CGB C'ttee	3 CEO	4 LGB	5 P
HUMAN RESOURCES	1. Recommend appointments of a Principal			✓	✓	
	2. Appoint a Principal	✓				
	3. Appoint staff to Federation SLT			✓		
	4. Recommend appointment of Director of Central Services			✓		
	5. Appoint Director of Central Services	✓				
	6. Appoint senior staff – Central Services			✓		
	7. Approve Central Service staffing structure and levels			✓		
	8. Recommend appointments to an Academy's SLT				✓	✓
	9. Appoint staff to an Academy's SLT			✓		
	10. Appoint teaching and support staff in line with Federation terms and condition, for the post					✓
	11. Bring forward staff, HR, pay, performance and disciplinary policies (and related policies)			✓		
	12. Agree staff, HR, pay, performance and disciplinary policies (and related policies)	✓				
	13. Bring forward and agree changes to Academy staffing structure (within agreed budget)					✓
	14. Recommend and agree changes to Academy staffing structure (outside agreed budget) including recruitment			✓		
	15. Approve changes to Central Service staffing structure including recruitment within budget			✓		
	16. Approve changes to Central Service staffing structure including recruitment outside budget		✓			
	17. Performance review of CEO		✓			
	18. Performance review of Principals			✓		
	19. Suspension of/ end suspension of / dismiss the Chief Executive Officer/ Principal	✓				
	20. Suspension/dismissal of Senior Staff (SLT or equivalent)			✓		
	21. Appeals against dismissal, Senior Staff (SLT or equivalent)		✓			
	22. Performance review of Senior Staff (SLT or equivalent)					✓
	23. Suspension/dismissal of other staff					✓
	24. Appeals against dismissal, other staff			✓		
	25. Approve any dismissal payments/early retirement up to £50,000			✓		
	26. Approve any dismissal payments/early retirement above £50,000	✓				
	27. Performance review of other staff					✓

Function	Task	1 CGB	2 CGB C'ttee	3 CEO	4 LGB	5 P
TMF and Academy Performance/Curriculum	1. Devise Federation Development Plan			✓		
	2. Review and approve progress against Federation Development Plan	✓				
	3. Devise Academy Development Plan					✓
	4. Approve Academy Development Plan			✓		
	5. Review progress against Academy Development Plan			✓	✓	
	6. Review progress across Federation against all Academy Development Plans with CEO	✓				
	7. Propose Performance and Curriculum Policies			✓		✓
	8. Approval of Curriculum Policy	✓				
	9. Responsibility for standards of teaching			✓		✓
	10. Approve arrangements for provision of sex education				✓	
	11. Propose targets for student achievement (Single Academy)					✓
	12. Approve targets for student achievement (Single Academy)			✓		
	13. Review targets for student achievement (Single Academy)				✓	
	14. Propose targets for student achievement (Federation)			✓		
	15. Approve targets for student achievement (Federation)	✓				
	16. Review targets for student achievement (Federation)	✓				
	17. Implement minor changes to an academy's curriculum					✓
	18. Recommend Significant changes to the academy curriculum			✓	✓	✓
	19. Decide if a change is significant			✓		
	20. Approve significant changes to an academy's curriculum	✓				
Behaviour and Safety	1. Approve student pastoral & behaviour policies	✓				
	2. Monitor implementation of student behaviour policies			✓		✓
	3. Monitor issues associated with each academy's implementation of student behaviour policies	✓			✓	
	4. Exclude a student more than 5 days or permanently			✓		✓
	5. Review exclusion on appeal and direct reinstatement of excluded students	✓			✓	
	6. Review impact of exclusions across the Federation					
Admissions	1. Consult and propose an Admissions Policy			✓	✓	✓
	2. Agree Admissions Policy	✓				
	3. Admissions: application decisions				✓	
	4. Approve Admissions Prospectus			✓		
Premises & Insurance	1. Provision of appropriate Buildings and other relevant insurance (including Governors)		✓			
	2. Approve Premises related policies		✓			
	3. Develop Academy Maintenance Strategy			✓		
	4. Approve Academy Maintenance Strategy		✓			

Function	Task	1 CGB	2 CGB C'ttee	3 CEO	4 LGB	5 P
RISK MANAGEMENT	1. Propose a Health & Safety Policy			✓		
	2. Approve Federation Health & Safety Policy	✓				
	3. Approve Academy Health and Safety Policy				✓	
	4. Monitor Implementation of Academy Health & Safety Policy					✓
	5. Monitor Implementation of Federation Health & Safety Policy			✓		
	6. Propose Academy Risk Management Plan					✓
	7. Approve and review Academy Risk Management Plan		✓			
	8. Monitor Academy Risk Management Plan		✓			
	9. Propose Federation Risk Management Plan			✓		
	10. Approve and review Federation Risk Management Plan	✓				
	11. Monitor Federation Risk Management Plan	✓				
	12. Approve Business Continuity Plans		✓			
	13. Monitor implementation of Academy Business Continuity Plans		✓			
	14. Review Federation wide implementation of Academy Continuity Plans			✓		
FEDERATION TIMELINE	1. Recommend times of Academy day and dates of Academy terms and holidays			✓		
	2. Approve changes to the times of Academy day and length of school year	✓				
	3. Approve dates of Academy terms and holidays			✓		
MEALS	1. Approve Federation nutritional meals policy	✓				
	2. Ensure that Academy nutritional standards are met					✓
	3. Ensure provision of free academy meals to those students meeting the criteria					✓
	4. Ensure the provision of Universal Free Academy Meals offering to Infant age students					✓
EXTENDED ACADEMY PROVISION	1. Recommend additional activities and what form these should take	✓	✓	✓	✓	✓
	2. Decide to offer additional activities and what form these should take					✓
	3. Put in place and ensure delivery of services to be provided					✓
	4. Recommend the ceasing of extended Academy provision			✓	✓	✓
	5. Approve the ceasing of extended Academy provision			✓		
	6. Review provision of Extended Services across the Federation to help ensure Federation consistency where appropriate			✓		

Function	Task	1 CGB	2 CGB C'ttee	3 CEO	4 LG B	5 P
SAFE GUARDING	1. Complete and maintain Academy Single Central Record					✓
	2. Complete and maintain Single Central Record across the Federation for all Academies			✓		
	3. Appoint Safeguarding Governor	✓				
	4. Undertake annual review of academy safeguarding		✓			
	5. Annual approval of TMF safeguarding review		✓			
OTHER	1. Freedom of Information Requests			✓		
	2. Data Protection Registration			✓		
	3. Immigration (Sponsoring body registration et al)			✓		