

# Peninsula Learning Trust

## ORGANISATIONAL DELEGATED AUTHORITY FRAMEWORK

*Revised 10.1.15*

The Trust Board respects and acknowledges the importance of local self-government and contexts and operates the principle of earned autonomy. Whilst the Scheme of Delegation shows the same level of delegation for all schools, in practice the Trust board, with the CEO and FD operating on its behalf, calibrates its monitoring and influence in proportion to the educational and financial success of the academy.

The Chief Executive Officer and Trust Finance Director are responsible for monitoring the delivery of all Trust policies and actions as identified in this Framework.

The Local Governing Body is responsible, through the Principal, for the implementation of Trust strategy and policies within each individual Academy.

The Scheme of Delegation is reviewed annually or on the appointment of a new Chief Executive Officer.

### KEYs

|                               |            |                         |
|-------------------------------|------------|-------------------------|
| <b>delegated to</b>           | <b>TB</b>  | Trust Board             |
| <b>consults with/monitors</b> | <b>TC</b>  | Trust Committee         |
|                               | <b>CEO</b> | Chief Executive Officer |
|                               | <b>FD</b>  | Trust Finance Director  |
|                               | <b>LGB</b> | Local Governing Body    |
|                               | <b>AcP</b> | Academy Principal       |

| Key Function                    | Tasks                                                                                                                         | Decision Level |    |     |    |     |     |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------|----|-----|----|-----|-----|
|                                 |                                                                                                                               | TB             | TC | CEO | FD | LGB | AcP |
| <b>Central Services</b>         | To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies                   |                |    |     |    |     |     |
|                                 | To identify those additional services to be procured on behalf of individual Academies                                        |                |    |     |    |     |     |
|                                 | To ensure centrally procured services provide value for money                                                                 |                |    |     |    |     |     |
|                                 | To determine, on an annual basis, those policies which will be developed by the Academy Trust and mandatory for all Academies |                |    |     |    |     |     |
| <b>Premises &amp; Insurance</b> | Buildings insurance and personal liability                                                                                    |                |    |     |    |     |     |
|                                 | Developing school buildings strategy or master plan                                                                           |                |    |     |    |     |     |
|                                 | Procuring and maintaining buildings, including developing properly funded maintenance plan                                    |                |    |     |    |     |     |
| <b>Health &amp; Safety</b>      | To agree a health and safety policy                                                                                           |                |    |     |    |     |     |
|                                 | To ensure that health and safety regulations are followed locally                                                             |                |    |     |    |     |     |
| <b>School Organisation</b>      | To publish proposals to change category of school                                                                             |                |    |     |    |     |     |
|                                 | Proposal to alter or discontinue status                                                                                       |                |    |     |    |     |     |
|                                 | To set the times of school sessions and the dates of school terms and holidays                                                |                |    |     |    |     |     |
| <b>Information For Parents</b>  | To prepare and publish the school prospectus                                                                                  |                |    |     |    |     |     |
|                                 | To ensure provision of free school meals to those pupils meeting the criteria                                                 |                |    |     |    |     |     |
|                                 | Adoption and review of home-school agreements                                                                                 |                |    |     |    |     |     |

| Key Function    | Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Decision Level |    |     |    |     |     |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----|-----|----|-----|-----|
|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | TB             | TC | CEO | FD | LGB | AcP |
| <b>Budgets</b>  | To determine the proportion of the overall Academy budget to be delegated to individual Academies.<br><i>1<sup>st</sup> principle</i> – where schools create a surplus through income generation or prudent budgeting that funding should be spent on the children in that school.<br>CFO/TB need to know that there is a plan for the use of that surplus and that plan needs to be annually approved.<br><i>2<sup>nd</sup> principle</i> - capital costs, redundancy and maintenance costs will come from delegated academy budget.                                                                                                                                                                                                                       |                |    |     |    |     |     |
|                 | To develop and propose the individual Academy budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |    |     |    |     |     |
|                 | To approve the first formal budget plan each financial year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |    |     |    |     |     |
|                 | To establish a charging and remissions policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |    |     |    |     |     |
|                 | To monitor monthly Trust expenditure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |    |     |    |     |     |
|                 | To monitor monthly Academy expenditure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |    |     |    |     |     |
|                 | To approve virements between budgets and unbudgeted expenditure: see Financial Administration Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |    |     |    |     |     |
|                 | To agree financial decision levels and limits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |    |     |    |     |     |
|                 | To appoint the Accounting Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |    |     |    |     |     |
|                 | Appointment of Auditors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |    |     |    |     |     |
| <b>Staffing</b> | Headteacher appointments (selection panel)<br><i>TB believes HT appointments are vital to the success of the academy and there needs to be involvement of LGB and TB when making an appointment.</i><br><i>Accountability lies with TB and it will be upto CEO and LGB to make the arrangements for the appointment.</i><br><i>LGB will make the selection together with the CEO (part of selection panel).</i><br><i>LGB lead on appointment (with CEO representing the TB on the panel) – TB has to approve.</i><br><i>In a case where the LGB wishes to make an appointment which in the view of the CEO the TB would not support that appointment cannot be made. The LGB would be required to convince the TB that this was the right appointment.</i> |                |    |     |    |     |     |
|                 | Leadership Team appointments (selection panel). CEO <i>part of selection panel and</i> has the right of veto.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |    |     |    |     |     |
|                 | To appoint other Academy staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |    |     |    |     |     |
|                 | To appoint <i>senior</i> Central MAT staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |    |     |    |     |     |
|                 | Annual approval of pay policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |    |     |    |     |     |
|                 | Determination of pay ranges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |    |     |    |     |     |
|                 | Annual approval of pay point values, TLR values                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |    |     |    |     |     |
|                 | To agree disciplinary/capability procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |    |     |    |     |     |
|                 | Dismissal/suspension/ending suspension of Principal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |    |     |    |     |     |
|                 | Dismissal/suspension/ending suspension of other staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |    |     |    |     |     |
|                 | Determining staff complement within agreed budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |    |     |    |     |     |
|                 | Determining dismissal payments/ early retirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |    |     |    |     |     |
|                 | Authorisation of settlement agreements except for Principal/CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |    |     |    |     |     |

| Key Function                  | Tasks                                                                                                                                                                                                                                                                                                       | Decision Level |    |     |    |     |     |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----|-----|----|-----|-----|
|                               |                                                                                                                                                                                                                                                                                                             | TB             | TC | CEO | FD | LGB | AcP |
|                               | To agree the performance management policy                                                                                                                                                                                                                                                                  |                |    |     |    |     |     |
|                               | CEO Performance management and appraisal                                                                                                                                                                                                                                                                    |                |    |     |    |     |     |
|                               | Reviewing the Academy Principal's performance appraisal and salary review<br><i>Principle:</i><br>LGB with advice from External Adviser and CEO (representing the TB)                                                                                                                                       |                |    |     |    |     |     |
|                               | Reviews staff appraisals and salary and makes recommendation to LGB                                                                                                                                                                                                                                         |                |    |     |    |     |     |
| <b>Curriculum</b>             | To agree a curriculum policy.<br>TB sets out goals for each schools and is accountable for each school having a curriculum policy fit for purpose. Actual curriculum is the responsibility for each school.                                                                                                 |                |    |     |    |     |     |
|                               | Accountability for standards of teaching and pupil outcomes – overall in the Trust.<br>TB will holds LGBs to account for standards and outcomes.                                                                                                                                                            |                |    |     |    |     |     |
|                               | Responsibility-Accountability for standards of teaching and pupil outcomes – in each individual Academy                                                                                                                                                                                                     |                |    |     |    |     |     |
|                               | Provision of sex education – to establish and keep up to date a written policy                                                                                                                                                                                                                              |                |    |     |    |     |     |
|                               | To establish a charging and remissions policy for activities (non NC based)                                                                                                                                                                                                                                 |                |    |     |    |     |     |
| <b>Admissions</b>             | To agree an annual admissions policy and set (determine) admissions arrangements<br>TB has to ensure Admissions Code is adhered to by each school and will act as the admitting authority.<br>LGB will set its own oversubscription criteria subject to approval.<br>Setting the PAN rests with TB.         |                |    |     |    |     |     |
|                               | Admissions: application decisions                                                                                                                                                                                                                                                                           |                |    |     |    |     |     |
|                               | To appeal against LA directions to admit pupil(s)                                                                                                                                                                                                                                                           |                |    |     |    |     |     |
| <b>Discipline/ Exclusions</b> | To agree a Behaviour Management policy                                                                                                                                                                                                                                                                      |                |    |     |    |     |     |
|                               | To review the use of exclusion and to decide 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. |                |    |     |    |     |     |
|                               | To direct reinstatement of excluded pupils. Can be delegated to chair/vice-chair in cases of urgency                                                                                                                                                                                                        |                |    |     |    |     |     |
| <b>Religious Education</b>    | Responsibility for ensuring provision of RE in line with school's basic curriculum                                                                                                                                                                                                                          |                |    |     |    |     |     |
| <b>Collective Worship</b>     | To agree arrangements for collective worship (schools without religious character (after consulting GB)                                                                                                                                                                                                     |                |    |     |    |     |     |
| <b>Extended Schools</b>       | To decide to offer additional activities and to what form these should take                                                                                                                                                                                                                                 |                |    |     |    |     |     |
|                               | To put into place the additional services provided                                                                                                                                                                                                                                                          |                |    |     |    |     |     |
|                               | To ensure delivery of services provided                                                                                                                                                                                                                                                                     |                |    |     |    |     |     |
|                               | To decide to offer preschool nursery places                                                                                                                                                                                                                                                                 |                |    |     |    |     |     |
| <b>Safeguarding</b>           | To agree a safeguarding policy                                                                                                                                                                                                                                                                              |                |    |     |    |     |     |
|                               | To be informed about serious safeguarding issues                                                                                                                                                                                                                                                            |                |    |     |    |     |     |
|                               | To make decisions about safeguarding issues                                                                                                                                                                                                                                                                 |                |    |     |    |     |     |
|                               | Security and privacy of data                                                                                                                                                                                                                                                                                |                |    |     |    |     |     |

| Key Function         | Tasks                                                                                                                                                                                                             | Decision Level |    |     |    |     |     |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----|-----|----|-----|-----|
|                      |                                                                                                                                                                                                                   | TB             | TC | CEO | FD | LGB | AcP |
| <b>GB Procedures</b> | To draw up governing documents and any amendments thereafter                                                                                                                                                      |                |    |     |    |     |     |
|                      | To appoint (and remove) the chair and vice-chair of the local governing body<br><i>TB approves the LGBs proposal for Chair / VC. TB can remove Chair /VC where there are serious concerns around performance.</i> |                |    |     |    |     |     |
|                      | To appoint the clerk to the MAT Board                                                                                                                                                                             |                |    |     |    |     |     |
|                      | To appoint the clerk to the LGB                                                                                                                                                                                   |                |    |     |    |     |     |
|                      | To appoint and remove members of the local governing body<br><i>TB can remove in the case of serious concerns</i>                                                                                                 |                |    |     |    |     |     |
|                      | To set up a Register of Business Interests for Trust Board                                                                                                                                                        |                |    |     |    |     |     |
|                      | To set up a Register of Business Interests for Local Governing Body                                                                                                                                               |                |    |     |    |     |     |
|                      | To approve and set up an Expenses Scheme                                                                                                                                                                          |                |    |     |    |     |     |
|                      | To discharge duties in respect of pupils with SEN by appointing a “responsible person”                                                                                                                            |                |    |     |    |     |     |
|                      | To consider whether or not to exercise delegation of functions to individuals for Trust Board                                                                                                                     |                |    |     |    |     |     |
|                      | To consider whether or not to exercise delegation of functions to individuals for Local Governing Body                                                                                                            |                |    |     |    |     |     |
|                      | To regulate the LGB procedures (where not set out in law)                                                                                                                                                         |                |    |     |    |     |     |
|                      | To determine the development needs of Directors and put in place an appropriate programme                                                                                                                         |                |    |     |    |     |     |
|                      | To determine the development needs of LGB governors and put in place an appropriate programme.                                                                                                                    |                |    |     |    |     |     |
|                      | To consider requests from other schools to join the Academy Trust<br><i>- LGBs are consulted</i>                                                                                                                  |                |    |     |    |     |     |
|                      | To consider requests from schools to leave the Academy Trust                                                                                                                                                      |                |    |     |    |     |     |

**Revised 10.1.15**