

FUTURE SCHOOLS TRUST SCHEME OF INTERNAL DELEGATION

KEY

Level 1: The Trust

Level 2: LGB

Level 3: A Committee

Level 4: An individual member

Level 5: Principal

It should be remembered that although decisions may be delegated, the LGB together with the Company as a whole remains responsible for any decision made under delegation

Areas shaded 'Green' represent agreed levels of delegation

Function	No	Tasks	Decision Level				
			1	2	3	4	5
Central Services	1.	To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies					
	2.	To identify those additional services to be procured on behalf of individual academies					
	3.	To ensure centrally procured services provide value for money					
Finance	4.	To determine the proportion of the overall Academy budget to be delegated to individual Academies					
	5.	To develop and propose the individual Academy budgets					
	6.	To approve the first formal budget plan each financial year					

Function	No	Tasks	Decision Level				
			1	2	3	4	5
	7.	To monitor monthly expenditure					
	8.	To approve any between budget headings and/or likely budget overspends					
	9.	To establish financial decision levels and limits					
		To sign the Annual Reports to EFA and Companies House					
		To appoint auditors					
	10.	To establish a charging and remissions policy					
	11.	To appoint the Responsible Officer					
	12.	Miscellaneous financial expenditure outside of the agreed budget					
With reference to agreed policy and authorisation levels set in the record of Financial Responsibility	13.	To enter into contracts (Directors may wish to agree financial limits) up to the limits of delegation and within an agreed budget					
	14.	To make payments within agreed financial limits					
Staffing	15.	Principal appointments (selection panel)					
	16.	Deputy appointments (selection panel)					
	17.	Appoint other teachers					

Function	No	Tasks	Decision Level					
			1	2	3	4	5	
	18.	Appoint non teaching staff						
	19.	Agree a pay policy						
Finance and HR Committee	20.	Pay discretions						
	21.	Establishing disciplinary/capability procedures						
	22.	Dismissal of Headteacher/Deputy						
	23.	Dismissal of other staff						
Finance and HR Committee	25.	Suspending other Staff						
	26.	Ending suspension (Principal)						
Finance and HR Committee	27.	Ending Suspension (other Staff)						
	28.	Determining Staff complement within agreed budget						
	29.	Determining dismissal payments/early retirement						
Curriculum	30.	To develop a curriculum policy						
	31.	To implement curriculum policy						

Function	No	Tasks	Decision Level				
			1	2	3	4	5
	32.	Responsible for standards of teaching					
	33.	Accountability for standards of teaching					
	34.	Responsibility for individual child's education					
	36.	Provision of sex education – to establish and keep up to date a written policy					
	37.	To prohibit political indoctrination and ensuring the balanced treatment of political issues					
	38.	To establish a charging and remissions policy for activities					
Performance Management	39.	To develop a performance management policy					
	40.	To implement the performance management policy					
	41.	To review annually the performance management policy					
Target Setting	42.	To propose targets for pupil achievement					
	43.	To agree targets for pupil achievement					

Function	No	Tasks	Decision Level				
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	44.	Responsibility for pupil outcomes					
	45.	Accountability for pupil outcomes					
	46.	To establish a discipline policy					
Trust-wide pupil discipline panel	47.	To review the use of exclusion and to decide whether or not 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 re-instatement of excluded pupils (can be delegated to Chair/Vice-chair in cases of urgency)					
Admissions	48.	To consult before setting an admissions policy					
	49.	Admissions: application decisions					
	50.	To appeal against LA directions to admit pupil(s)					
Religious Education	51.	Responsibility for ensuring provision of RE in line with school's basic curriculum					
Premises & Insurance	52.	Buildings insurance and personal liability					
	53.	Developing school buildings strategy or master plan					

Function	No	Tasks	Decision Level				
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	54.	Procuring and maintaining buildings, including developing properly funded maintenance plan					
	55.	To institute a health and safety policy					
	56.	To ensure that health and safety regulations are followed					
	57.	To publish proposals to change category of school					
	58.	To set the times of school sessions and the dates of school terms and holidays					
	59.	To ensure that the school meets for 380 sessions in a school year					
	60.	To prepare and publish the school prospectus					
		To ensure that the school website complies with statutory requirements					
	61.	To ensure provision of free school meals to those pupils meeting the criteria					
	62.	Adoption and review of home-school agreements					
	63.	To draw up governing documents and any amendments thereafter					
	64.	To appoint (and remove) the chair of the LGB					

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	65.	To appoint and dismiss the clerk to the LGB					
	66.	To hold a full LGB meeting at least three times in a school year					
To a trust wide agreed process	67.	To appoint and remove members of the LGB					
	68.	To set up a Register of members' Business Interests					
	69.	To approve and set up a members' Expenses Scheme					
	70.	To discharge duties in respect of pupils with special needs by appointing a "responsible person"					
	71.	To consider whether or not to exercise delegation of functions to individuals					
	72.	To regulate the LGB procedures (where not set out in law)					
	73.	To determine the development needs of governors and put in place an appropriate program					
	74.	To consider requests from other schools to join the Trust					
	75.	To decide to offer additional activities and to what form these should take					

Function	No	Tasks	Decision Level				
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	76.	To put into place the additional services provided					
	77.	To ensure delivery of services provided					
	78.	To cease providing extended school provision					
	79.	To institute a safeguarding policy					
	80.	To ensure that the safeguarding policy and is implemented					
	81.	To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies					
	82.	To provide to the Company, on an annual basis, copies of all policies and procedures and a schedule for their review					

These levels of delegation were agreed by the Trust board on

(Date)

Signature (Chair of the Trust Board)