



SEVERN ACADEMIES
EDUCATIONAL TRUST

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Scheme of Delegation

September 2018
office@saet.co.uk

| Function | No | Tasks | Delegated Responsibility level | | Notes |
|-------------------|-----|---|-----------------------------------|---------------------------------|--|
| | | | SAET Governance CEO Implements | LGB Governance HT Implements | |
| SERVICES | 1.1 | To determine the scope of Service Level Agreement to be delivered by SAET(including management fee) | X | | SAET reserves the right to remove any or all delegated responsibilities should an academy be deemed less than 'Good' by Ofsted and/or SAET |
| | 1.2 | To identify additional services to be procured on behalf of an individual school | | X | SAET reserves the right to implement a funding model for schools less than good, in order to support rapid and sustained improvement. |
| | 1.3 | To approve Trust wide procurement policies | X | | Services outside of any SAET offer. SAET will broker central services for economies of scale |
| | 1.4 | To ensure centrally & locally procured services provide value for money | X | | In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET |
| LEADERSHIP | 2.1 | To ensure that an approved appraisal policy is in place | | X | 'Central' and 'local' defined by SAET |
| | 2.2 | To secure the statutory appraisal of Headteacher | | X | In line with the SAET model policy |
| | 2.3 | To secure the statutory appraisal of other staff | | X | Panel to include Chair of LGB SAET to provide professional support to governor panel (CEO or designated person) |
| | 2.4 | To review key policies stated by SAET annually or otherwise | | X | SAET will publish key policies list |

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| FINANCIAL | 3.1 | To develop and propose the individual school budget | | X | In accordance with SAET reporting requirements |
| | 3.2 | To approve the first formal budget plan each financial year | X | | |
| | 3.3 | To approve the annual SAET business plan each financial year | X | | |
| | 3.4 | To plan / manage / monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend | | X | In accordance with SAET reporting requirements |
| | 3.5 | To approve any amount to be transferred between budget headings and/or likely budget overspends | | X | In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET |
| | 3.6 | To approve Trust wide financial policies and procedures | X | | In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET |
| | 3.7 | To establish and approve a procedure to deal with any conflicts of interest and connected party transactions | X | | In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET |
| | 3.8 | To establish financial decision levels and limits | X | | In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET |



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| | 3.9 | To establish a charging and remissions policy for the school | | X | In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET |
| | 3.10 | To appoint the Responsible Officer for each academy within the Trust | X | | In accordance with SEAT due diligence |
| | 3.11 | To enter into additional contracts which exceed the agreed annual budget allocation | X | | In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET |
| | 3.12 | To make payments within agreed financial limits | | X | In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET |
| | 3.13 | To collect income due to the school | | X | Assistance supplied via SLA |
| | 3.14 | To maintain proper financial records for the school | | X | |
| | 3.15 | To develop & manage a corporate risk register | X | | |
| | 3.16 | To approve SAET investment policy | X | | In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET |
| | 3.17 | To authorise acquisition of assets | X | | Any alterations to land or buildings must be agreed by SAET (agreed levels set) |
| | 3.18 | To authorise disposal of assets | X | | Any alterations to land or buildings must be agreed by SAET. Any financial gains to be maintained by the local school (agreed levels set) |
| | 3.19 | To approve changing use of assets | X | | Any alterations to land or buildings must be agreed by the SAET following recommendation from LGB |

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| | 3.20 | To appoint auditors | X | | Formal appointment by the Trust each year required. |
| | 3.21 | To prepare accounts for the school | | X | |
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| | 3.22 | To approve annual accounts | X | | |
| | 3.23 | To monitor compliance with approved Financial Procedures | | X | |
| | 3.24 | To decide how to apply pupil premium monies | | X | |
| | 3.25 | To monitor use of pupil premium monies | | X | In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET |

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| STAFFING & HR | 4.1 | Pre-recruitment checks | | X | |
| | 4.2 | To appoint SAET CEO | X | | To provide three (non paid) members of the SAET board to performance manage the CEO |
| | 4.3 | To appoint a Head Teacher | | X | Selection panel to include Chair of LGB and CEO / SAET representative and Church/Foundation representative as appropriate. All appointments signed off by SAET board |
| | 4.4 | To appoint a Deputy Head Teacher (through a selection panel) | | X | Selection panel to include Chair of LGB HT and CEO / SAET representative and Church/Foundation representative as appropriate. All appointments signed off by SAET board |
| | 4.5 | To appoint teachers | | X | |
| | 4.6 | To appoint non-teaching staff | | X | |
| | 4.7 | To agree a pay policy | X | | |
| | 4.8 | To agree pay discretions | | X | In accordance with SAET model policies |
| | 4.9 | Establishing disciplinary/capability procedures | | X | In accordance with SAET model policies |
| | 4.10 | Dismissal of SAET CEO | X | | In accordance with SAET policy |
| | 4.11 | Dismissal of Head Teacher/Deputy Head Teacher | | X | In accordance with SAET disciplinary and capability policies SAET supported (CEO/other) |
| | 4.12 | Dismissal of other staff | | X | In accordance with SAET disciplinary and capability policies |
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| | 4.13 | Suspension of Head Teacher | | X | disciplinary and capability policies SAET supported (CEO/other) |
| | 4.14 | Suspension of other staff | | X | In accordance with SAET disciplinary and capability policies |
| | 4.15 | Ending of suspension of Head Teacher | | X | In accordance with SAET disciplinary and capability policies SAET supported (CEO/other) |
| | 4.16 | Ending of Suspension of other Staff | | X | |
| | 4.17 | Determining Staff complement within agreed budget | | X | |
| | 4.18 | Determining dismissal payments/early retirement | X | | Budget implications for local school to be considered |
| | 4.19 | Formulation & approval of Employment Policies and Staff Handbook | X | | In line with statutory regulations & SAET values |
| | 4.20 | Management of staff disputes | X | | SAET CEO to be informed to support |
| | 4.21 | Management of staff grievances | | X | SAET CEO to be informed to support if required |

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| EDUCATION & CURRICULUM | 5.1 | To ensure development of a curriculum policy | | X | |
| | 5.2 | To implement curriculum policy | | X | |
| | 5.3 | Responsible for standards of teaching | | X | |
| | 5.4 | Accountability for standards of teaching | | X | |
| | 5.5 | Responsibility for individual child's education | | X | |
| | 5.6 | Accountability for individual child's education | | X | |
| | 5.7 | Ensure provision of sex and relationships education including ensuring establishment of written policy | | X | In line with agreed Trust policy for settings and key stages |
| | 5.8 | To prohibit political indoctrination and ensuring the balanced treatment of political issues | | X | In accordance with the Trust PREVENT policy |
| | 5.9 | Collate data for pupil assessment and other returns | | X | |
| | 5.10 | To have in place and implement school improvement plans | | X | In line with SAET requirements |
| | 5.11 | To propose targets for pupil outcomes | | X | |
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| 5.12 | To agree targets for student outcomes | X | | In line with SAET requirements |
| 5.13 | To establish a behaviour policy | | X | |
| 5.14 | To monitor behaviour policy | | X | |
| 5.15 | To establish an attendance policy | X | | Trust wide policy to be implemented |
| 5.16 | To monitor the attendance policy | | X | |
| 5.17 | To review the use of exclusion and to decide whether or not to uphold all permanent exclusions and fixed term exclusions | | X | |
| 5.18 | To direct reinstatement of excluded pupils | | X | |
| 5.19 | To monitor and support the fair access of hard to place students in line with admissions regulations | X | | |
| 5.20 | Approve school development/improvement plan | X | | |
| 5.21 | Establish KPI's for schools | X | | |
| 5.22 | Ensure timely data / requests for returns from schools | | X | |
| 5.23 | Review of termly returns | X | | In line with the SAET school improvement offer |

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| ADMISSIONS | 6.1 | Setting and amending the admissions policy | | X | In line with SAET guidelines and statutory admissions code |
| | 6.2 | Admissions: application decisions | | X | |
| | 6.3 | Admissions – appeal panel responsibilities | | X | Via SAET appeals panel SLA |
| | 6.4 | If appropriate to appeal against LA directions to admit pupil(s) | | X | LGB in dialogue with Headteacher – inform SAET CEO |
| RE | 7.1 | Responsibility for ensuring provision of RE | | X | |
| COLLECTIVE WORSHIP | 8.1 | To ensure that all pupils take part in a daily act of reflection or Christian worship | | X | |
| PREMISES | 9.1 | Ensure adequate buildings insurance and public liability for the school | | X | Ensure SAET criteria are met |
| | 9.2 | Developing Trust buildings and facilities estate long term strategy or master plan | X | | In consultation with HT/LGB |
| | 9.3 | Maintaining buildings, including developing properly funded maintenance plan | | X | Provide SAET board with a 6 monthly report on premises |

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| | 9.4 | To institute a Trust health and safety policy | X | | |
| | 9.5 | To ensure that health and safety regulations are followed in line with SAET policy | | X | |
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| | 9.6 | To ensure adequate premises security | | X | Ensure SAET criteria are met |
| | 9.7 | Premises management | | X | |

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| | | | SAET Governance CEO Implements | LGB Governance HT Implements | |
| | 10.1 | To set the times of school sessions and decide closures | | X | SAET reserves the right to remove any or all delegated responsibilities should an academy be deemed less than 'Good' by Ofsted and/or SAET To inform CEO (A trust decision may be taken within a locality) |
| | 10.2 | To approve school term dates and training days | X | | In consultation with LGB/HT |



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| OPERATIONAL | 10.3 | To prepare and publish a school prospectus | | X | To ensure representation of SAET | |
| | 10.4 | Adoption and revision of home school agreement | | X | In line with Trust agreement | |
| | 10.5 | To ensure locally procured services provide value for money | | X | Consistent with the procurement policy of the Trust | |
| | 10.6 | To establish processes for appointment of directors and governors | X | | Ensure skill set of any Board is suitable to run the school or Trust in line with Church and Foundation representation | |
| | 10.7 | To appoint the chair of the LGB | | X | LGB decision dependent on SAET intervention level | |
| | 10.8 | To remove the chair of the LGB | | X | SAET can act to remove the LGB chair if it is preventing a schools continued improvement | |
| | 10.9 | To appoint a vice chair to the LGB | | X | Subject to the agreement of the Trust | |
| | 10.10 | To dismiss the vice chair of LGB | | X | Subject to the agreement of the Trust | |
| | 10.11 | To appoint the clerk to the LGB | | X | | |
| | 10.12 | To dismiss the clerk to the LGB | | X | | |
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| | | 10.13 | To complete and hold a register of business interests for Directors | X | | Via Chief Finance Officer of Trust |



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| | 10.14 | To agree LGB structure and meeting schedule | x | | To ensure sensible timings of meetings |
| | 10.15 | To complete and hold a register of business interests for LGB | | X | Via clerk to LGB |
| | 10.16 | To determine the development needs of governors and put in place an appropriate programme | X | | In line with Trust competences and development priorities |
| | 10.17 | To ensure delivery of services offered | X | | |
| | 10.18 | To develop a safeguarding policy in line with statutory requirements and best practice. | X | | SAET model policy |
| | 10.19 | To implement the agreed safeguarding policy. | | X | |
| | 10.20 | Maintain accurate and effective and secure pupil records. | | X | |
| | 10.21 | Maintain accurate and effective and secure employee records. | | X | |
| | 10.22 | Comply with all Data Protection legislation and good practice. | | X | In line with Trust policy. |
| | 10.23 | To determine, on an annual basis, those policies which will be | X | | In line with Trust list and supported by SAET model policies |
| | | developed by the school and mandatory for all SAET Academies | | | |



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| | 10.24 | To review policies in accordance with an appropriate policy review schedule and ensure they meet statutory requirements for the school | | X | |
| | 10.25 | Handling school complaints (in line with SAET policy) | | X | |
| | 10.26 | Maintain individual academy website compliant with statutory publication requirements | | X | |
| | 10.27 | Maintain SAET website | X | | |