

**APPENDIX 3**

**Scheme of Delegation Matrix: Newland St John's Church of England Academy**

In making the decisions and exercising the functions given to it under the Scheme of Delegation, the Local Governing Committee/individual with decision making responsibility will frequently look for advice and input from others and may, where appropriate, delegate their responsibilities and functions further.

The matrix below is not exhaustive. It is meant to provide a clear framework within which the Board of Directors (the Trust Board) and the Local Governing Committee (LGC) will work together to promote the well-being of pupils, high standards, staff development and the efficient running of the Trust and the academies within it. The crosses in the different columns indicate where accountability lies in respect of the tasks listed. Recognising that the Board of Directors is accountable to the Secretary of State for the performance of the Trust and its financial management, the Board will work with the LGC and delegate everyday management and decision-making to the local governors where appropriate as outlined in the notes. In areas not covered by this matrix or the attached Scheme of Delegation, and where the Local Governing Committee is unclear as to its responsibilities it should seek advice from the Chair of the Board of Directors.

Function	No	Tasks	Accountability Level			Notes	
			BOARD OF DIRECTORS	LOCAL GOVERNING COMMITTEE	PRINCIPAL		
<b>Central services</b>							
	1.	To determine the scope of mandatory core services to be delivered or procured by the Trust on behalf of its Academies and to procure those services	<b>X</b>			Directors will consult LGCs on local requirements and seek to reach a consensus on the services to be procured and delivered centrally. The Principal Finance Officer (PFO) will assist Directors with procurement, and certain decisions relating to procurement may be delegated by Directors to the PFO or other suitable employee.	
	2.	To identify those additional mandatory services to be procured on behalf of individual academies	<b>X</b>			Directors will consult LGCs on individual local requirements.	
<b>Budgets and finance</b>							
<i>Appropriate advice and input will be obtained from the Principal Finance Officer or other relevant advisor and the Principal.</i>	3.	To approve financial policies procedures, regulations and appropriate internal financial controls	<b>X</b>			PFO to draw up and advise on policies. Appropriate LGC and committee involvement required.	
	4.	To determine financial decision levels and limits to Local Governing Committee	<b>X</b>			The relevant financial decision levels and limits will need to be agreed by the Directors in consultation with the LGC in accordance with this Scheme of Delegation and will be kept under review to ensure that they are effective and work efficiently. This should be codified in Financial Regulations	
	5.	To determine financial decisions levels and limits to Academy staff		<b>X</b>		The LGC will determine the extent to which it delegates its own responsibility for financial decision-making to particular members of Academy staff. This should be reflected in and comply with the Financial Regulations	
	6.	To determine the proportion of the overall Academy budget to be delegated to individual Academies	<b>X</b>			Directors will consult LGCs on local requirements	
	7.	To develop and propose the individual Academy budget		<b>X</b>		The budget will be agreed annually at LGC level and submitted to the Directors for approval. LGCs may seek advice from the PFO.	
	8.	To approve the budget each financial year	<b>X</b>			The Directors will ensure that the budget is balanced uses resources efficiently to promote teaching and learning.	
	9.	To monitor monthly Academy expenditure		<b>X</b>		The LGC will be responsible for monitoring the detail relating to their specific academy, and will provide monthly reports (and such additional details as may be required from time to time) to the Directors in accordance with the Scheme of Delegation.	
	10.	To approve changes to the budget	<b>X</b>			The budget and agreed financial procedures will make clear the extent to which the LGC has the ability to vire spending between budget headings within Academy specific budgets. The Directors will need to approve significant changes to the budget that may be required by unforeseen circumstances arising during the financial year.	
	11.	To approve a charging and remissions policy	<b>X</b>	<b>X</b>			
	12.	To appoint a Responsible Officer (if required by the board of directors)		<b>X</b>			
	13.	To appoint auditors	<b>X</b>				
	14.	To incur expenditure, enter into contracts and make payments in accordance with Academy specific budget	<b>X</b>	<b>X</b>	<b>X</b>	LGC must abide by the limits within the Scheme of Delegation. Staff may make decisions in accordance with any sub-delegations in place.	
	<b>Staffing</b>						
	<i>Appropriate HR advice and input will be</i>	15.	To approve personnel policies (to include recruitment, probation and induction, pay, disciplinary, capability, performance management, absence management, professional development, equality)	<b>X</b>			Appropriate HR advice will be obtained. Directors may look to LGCs to advise on local matters. There are likely to be particular roles for LGCs and specific staff within



Function	No	Tasks	Accountability Level			Notes
			BOARD OF DIRECTORS	LOCAL GOVERNING COMMITTEE	PRINCIPAL	
obtained						particular policies. Policies will take account of specific provisions that arise from the VA status of the predecessor school.
	16.	To oversee implementation of the Board's personnel policies within the Academy		X		
	17.	Ensure safer recruitment practices are followed in Academy appointments			X	Oversight by LGC
	18.	Central appointments	X			Central appointments are appointments of individuals who are employed to work across the Trust (i.e. not in a specific school). The Board of Directors will determine what central roles are required from time to time and appoint to them. Appropriate HR advice will be obtained.
	19.	Principal appointments	X			The LGC will establish a selection panel with advice from the Board of Directors and including a representative of the Board. The detailed requirements will be set out within the personnel policies. The LGC will recommend an appointment to the Board of Directors for ratification. The DBE will attend and provide advice to the selection panel.
	20.	Deputy Principal appointments	X			The LGC will establish a selection panel with advice from the Board of Directors and including a representative of the Board. The detailed requirements will be set out within the personnel policies. The LGC will recommend an appointment to the Board of Directors for ratification. The DBE may attend and provide advice to the selection panel.
	21.	Appointment of other members of the SLT		X		The detailed requirements will be set out within the personnel policies. The DBE may attend and provide advice to the selection panel. Note the SLT may include non-teaching staff.
	22.	Appointment of teachers appointed to deliver RE in accordance with a denominational syllabus	X	X		The Local Foundation Governors must approve the appointment. The detailed requirements will be set out within the personnel policies. The DBE may attend and provide advice to the selection panel.
	23.	Appoint other teachers			X	The LGC can require its involvement in any particular appointment as it sees fit.
	24.	Appoint other non-teaching staff of the Academy			X	The LGC can require its involvement in any particular appointment as it sees fit.
	25.	Approve pay discretions in accordance with pay policy and Budget		X		
	26.	Dismissal of Principal	X	X		Panel made up of Directors and LGC members as deemed appropriate by Directors and in accordance with personnel policies.
	27.	Dismissal of Deputy Principal	X	X		Panel made up of Directors and LGC members as deemed appropriate by Directors and in accordance with personnel policies.
	28.	Hearing appeals against dismissal of Principal	X			Any Director involved with the original decision to dismiss will not be involved.
	29.	Hearing appeals against dismissal of Deputy Principal	X			Any Director involved with the original decision to dismiss will not be involved.
	30.	Dismissal of other members of the SLT		X		
	31.	Dismissal of other staff		X	X	
	32.	Hearing appeals against dismissal of other staff		X		
	33.	Suspending Principal	X	X		
	34.	Suspending other Staff		X	X	The LGC may delegate the decision regarding suspension to the Chair of the LGC. The Board of Directors may instruct the LGC to suspend any member of staff
	35.	Ending suspension (Principal)	X	X		The LGC must obtain the approval of the Chair of the Board of Directors prior to ending the suspension.
	36.	Ending Suspension (other Staff)		X	X	The Principal must obtain the approval of the Chair of the LGC prior to ending the suspension.
	37.	Determining Academy Staff complement within agreed budget		X		
	38.	To approve applications for early retirement and secondment		X		
	39.	Determining dismissal payments/early retirement for Academy staff	X			Directors will look to LGC for advice

Function	No	Tasks	Accountability Level			Notes
			BOARD OF DIRECTORS	LOCAL GOVERNING COMMITTEE	PRINCIPAL	
	40.	To oversee a central record of recruitment and vetting checks of Academy staff		X		
	41.	Carry out Principal performance management		X		With board level input as appropriate (to be agreed with the Chair of the Board of Directors)
	42.	Carry out performance management of other staff			X	
<b>Curriculum</b>						
	43.	To approve a curriculum policy produced by Principal	X	X		
	44.	To monitor and review implementation of curriculum policy in Academy		X	X	
	45.	To ensure that the curriculum contributes to community cohesion		X		
	46.	In secondary academies, to decide what subject options should be taught		X		
	47.	To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age	X	X		
	48.	Monitoring standards of teaching	X	X	X	The Principal will report to the LGC, who will provide periodic updates to the Board of Directors as requested in order to enable overall monitoring.
	49.	To approve a sex education policy (in primary - decide whether to provide sex education and advise parents of right to withdraw)		X		The Directors may give guidance and direction.
	50.	To prohibit political indoctrination and ensuring the balanced treatment of political issues			X	
	51.	To ensure that the school appoints a Special Educational Needs Co-ordinator (SENCO)		X		
	52.	To approve the school's SEND and inclusion policies (social disadvantage, equality, disability discrimination, looked after children, pupil premium, gifted and able, English as an additional language etc) and agreeing an Accessibility Plan		X		
	53.	To appoint an educational visits co-ordinator			X	
	54.	To approve off-site visits		X	X	Principal to approve off site visits and activities of up to 1 day. LGC to approve off site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea.
	55.	Oversee the Academy's careers advice offering		X		
<b>Target Setting and planning</b>						
	56.	To propose targets for pupil achievement		X	X	The Principal and LGC should work together to agree proposals
	57.	To agree targets for pupil achievement	X			The directors will agree targets in light of advice provided by the LGC
	58.	To monitor pupil achievement against set targets		X	X	LGC to maintain oversight
	59.	Responsibility for pupil outcomes	X	X	X	The Trust is responsible to the Secretary of State for standards and pupil outcomes. The LGC will provide oversight, and hold the Principal accountable for them, providing updates to the Directors as required to ensure overall monitoring.
	60.	Completing the Academy SIAMs self-evaluation		X	X	A copy should be provided to the Directors
	61.	Recommending a School Development Plan (including actions identified as part of SIAMs self-evaluation)		X	X	
	62.	Approving School Development Plan	X			In light of recommendations from LGC and Principal
<b>Behaviour and attendance</b>						
	63.	To approve a behaviour and discipline policy (consult as appropriate)		X		
	64.	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently			X	
	65.	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 where permitted by the Exclusions Code)		X		To be carried out in accordance with the Exclusions Code.
	66.	To direct reinstatement of excluded pupils (Can be delegated to chair where permitted by the Exclusions Code)		X		To be carried out in accordance with the Exclusions Code.



Function	No	Tasks	Accountability Level			Notes
			BOARD OF DIRECTORS	LOCAL GOVERNING COMMITTEE	PRINCIPAL	
	67.	To review the overall pattern and use of exclusions within the school		X		
	68.	To monitor pupil attendance		X	X	LGC to maintain oversight
	69.	To set attendance targets		X	X	
<b>Admissions</b>						
	70.	Reviewing the admissions policy		X		To be carried out in accordance with the Admissions Code. The LGC will propose any changes to the Directors for approval. Where the Directors approve the proposed changes, the LGC will be responsible for consultation.
	71.	Approving admissions policy	X			The LGC will propose any changes to the Directors for approval. Where the Directors approve the proposed changes, the LGC will be responsible for consultation. The final admissions policy (following consultation) should be sent to the Directors for final approval with endorsement from the LGC.
	72.	Admissions: application decisions		X		To be carried out in accordance with the Admissions Code.
	73.	Responsibility for making arrangements for an independent admissions appeal panel	X			
	74.	To appeal against LA directions to admit pupil(s)		X		Advice must be sought from the Board of Directors
<b>Religious Education and collective worship</b>						
	75.	Responsibility for ensuring provision of RE in line with school's agreed curriculum		X	X	Principal is answerable to LGC
	76.	To ensure that all pupils take part in an appropriate daily act of collective worship (unless parental right of withdrawal is exercised)		X	X	Principal is answerable to LGC. Local Foundation Governors to have particular contribution.
<b>Premises, Insurance, Health and safety</b>						
	77.	To obtain appropriate Insurances	X			
	78.	Developing school buildings strategy and master plan.		X		The strategy and master plan should take into account the content of the Accessibility Plan.
	79.	Approving school buildings strategy and master plan	X			
	80.	Procuring and maintaining buildings, including developing properly funded maintenance plan	X	X		The LGC to lead on this, including having responsibility for all bids to Academies Capital Maintenance Fund. All such bids, and any major building works, to be approved by the Directors.
	81.	To review security of school premises and equipment		X		
	82.	To approve hiring policy and charges		X		
	83.	To agree a health and safety policy and arrangements	X			
	84.	To oversee implementation of health and safety policy and arrangements		X	X	Regular updates on health and safety matters will be provided to the Directors as requested.
	85.	To monitor and respond to health and safety issues		X	X	Regular updates on health and safety matters will be provided to the Directors as requested.
<b>School Organisation</b>						
	86.	To decide to accept additional academies to convert within the Trust	X			
	87.	To make decisions around whether academies should leave the Trust	X	X		
	88.	To publish proposals to change category of school	X			To be approved by DBE.
	89.	To set the times of school sessions and the dates of school terms and holidays		X		Any material changes must be agreed in writing with the Board of Directors.
	90.	To ensure that the school opens for 380 sessions in a school year		X	X	LGC to oversee
<b>Information for Parents etc</b>						
	91.	To prepare and publish the school prospectus		X	X	LGC to oversee and approve
	92.	To plan and co-ordinate strategies by which the Trust can demonstrate its accountability and consult	X	X	X	LGC and directors to agree strategy

Function	No	Tasks	Accountability Level			Notes
			BOARD OF DIRECTORS	LOCAL GOVERNING COMMITTEE	PRINCIPAL	
		parents and community etc				
	93.	Adoption of home-school agreements		X		
	94.	To consider matters relating to the role of the school in the community, including public relations		X		
	95.	To ensure that the school contributes to community cohesion		X		
<b>LGC Procedures</b>						
	96.	To agree any changes to the Scheme of Delegation	X			The Board of Directors will consult with LGC on any proposed changes
	97.	To consider whether changes are required to the Articles of Association	X			The Board of Directors will consult with LGC on any proposed changes
	98.	To appoint (and remove) the Chair of the LGC	X			The LGC will elect a Chair and refer to the Board of Directors for ratification. The Board of Directors will be responsible for the removal of the Chair where necessary after consultation with the LGC.
	99.	To appoint (and remove) the Vice-Chair of the LGC		X		Directors may also remove the Vice-Chair after consultation with the LGC.
	100.	To appoint and dismiss the secretary to the LGC		X		In making the appointment, the LGC will have due regard to the views of the Directors.
	101.	To hold a full LG meeting at least once a term and additionally as often may be required		X		
	102.	To set up and maintain a Register of LGC members' and senior staff Business Interests		X		
	103.	To approve a director & local governor Expenses Scheme	X			
	104.	To consider whether or not to exercise delegation of LGC functions to individuals or committees		X		The LGC may delegate to individuals functions already delegated to it by the Directors so long as this does not breach the delegations set out in this document or any mandatory legal requirement. LGC should seek reports from the relevant individuals on the exercise of matters delegated to them.
	105.	To establish and review establishment of LGC Committees, their membership and their terms of reference.		X		The terms of reference for any sub-committee of the Local Governing Committee shall first be approved by the Directors.
	106.	To regulate the LGC procedures (where not set out in law or in this Scheme of Delegation)		X		
	107.	To determine the development needs of members of the LGC and put in place an appropriate programme		X		The LGC shall advise the Directors of any particular skills gaps which they are not able to address.
	108.	To agree a policy and protocol for LGC member visits to the school		X		In conjunction with the Principal
	109.	To agree a policy and protocol for director visits to the school	X			In conjunction with the Principal and the Chair of the LGC
	110.	Carry out an annual review of effectiveness of the LGC		X		
	111.	Carry out and keep up to date a local governor skills audit and review training needs		X		A regular update should be provided to the Directors
<b>Extended Schools/trading activities/voluntary income</b>						
	112.	Determine Academy's activities that would fall under the "extended schools agenda" and any additional Academy specific activities designed to generate business income, and oversee implementation of those activities.		X		This is subject to the restrictions contained in the Scheme of Delegation.
	113.	Determine how to use any voluntary (i.e. non grant) funds (including any restricted funds) raised by the Academy		X	X	This is subject to the restrictions contained in the Scheme of Delegation.
<b>Safeguarding and pupil welfare</b>						
	114.	To institute safeguarding and child protection policies in line with statutory requirements and best practice.	X			LGC advice to be provided on particular Academy issues
	115.	To ensure that the safeguarding policy is implemented		X	X	Oversight by LGC
	116.	Ensure that there is a designated senior person for child protection and a deputy who has received appropriate training for the role		X		
	117.	Agree a nominated local governor responsible for child protection		X		
	118.	To decide the content and cost of school food, including (in a cash cafeteria system) the standard meals allowance for those entitled to free school meals		X		
	119.	To oversee provision of free school meals to those pupils meeting the criteria		X		



Function	No	Tasks	Accountability Level			Notes
			BOARD OF DIRECTORS	LOCAL GOVERNING COMMITTEE	PRINCIPAL	
	120.	Oversee school lunch nutritional standards		X		
<b>Records, data and information</b>						
	121.	Maintenance of accurate, effective and secure pupil records (inc attendance register).			X	Oversight by LGC
	122.	Maintain accurate, effective and secure employee records.			X	Oversight by LGC
	123.	Agree a data protection policy	X			In consultation with the LGC
	124.	Appointment of overall data protection officer	X			To be supported by Academy data protection officer
	125.	Appointment of Academy data protection officer		X		
	126.	Oversee compliance with the data protection policy, data protection legislation and good practice within the Academy		X		
	127.	Approve a Freedom of Information Publication Scheme and policy	X			
	128.	Appoint an overall freedom of information officer	X			To be supported by Academy freedom of information officer
	129.	Appoint academy freedom of information officer		X		
	130.	Oversee compliance with freedom of information policy and legislation within the Academy		X		
	131.	Ensure the academy has a compliant website		X		The multi academy trust will have its own website and parties will work together to ensure that <b>they</b> feed into one another as <b>appropriate</b> .
<b>Policies and miscellaneous</b>						
	132.	To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies and the required frequency of review	X			A separate policy review schedule will be agreed.
	133.	Approve a complaints procedure	X			
	134.	Approve the annual "Equality Information and Objectives statement" and review equality objectives	X			
	135.	To provide to the Directors, on an annual basis, copies of all policies and procedures applying to the Academy		X		