



# SCHEME OF DELEGATION

2018-2019

## Objective

This scheme outlines the framework for decision making within the Academy Trust. It applies to all Directors, Governors and staff.

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## SCHEME OF DELEGATION

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<b>Principal Target Audience:</b>	All staff



<b>STRATEGY AND LEADERSHIP</b>	<b>HT/Principal in relation to respective academy</b>	<b>LGB in relation to respective academy</b>	<b>CEO</b>	<b>Directors</b>	<b>Members</b>
Strategic objectives of the Trust			Develop	Determine	
Meeting the strategic objectives of the Trust			Deliver	Review	
Strategic objectives of each Academy	Consult	Recommend	Develop	Determine	
Meeting strategic objectives of each Academy	Report	Deliver	Report	Review	
Funding Agreement – meeting all obligations including the Academies Financial Handbook (including policies to ensure compliance)	Comply	Comply	Deliver	Determine	
Financial controls to ensure is regularity, probity and value for money in relation to the management of public funds (including policies to ensure compliance)	Deliver	Review	Deliver	Determine	
Completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions		Deliver		Determine	
Appointment of Members (including policy/ criteria for the selection) (Article 15A)					Determine
Removal of Members (Article 16)					Determine
Appointment of Directors (including policy/ criteria for the selection) (Articles 50 to 56)				Recommend	Determine
Appointment of Staff Directors (including policy/ criteria for the selection) (Articles 50A and 50B)				Recommend (names and/or policies/criteria for the selection)	Determine (incl policy/criteria for the selection)
Election of Parent Directors (Articles 53 to 56)				Deliver	
Appointment of Parent Directors (Articles 53 to 56)				Recommend	Determine



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Appointment of Co-opted Directors (subject to Staff maximum) (Articles 47 and 58)		Recommend	Recommend	Determine	
Performance of Directors/Board			Report	Review	
Removal of Directors (Articles 53 to 56)				Recommend	Determine
Appointment of Patrons or Honorary Officers of the Trust (Article 127)	Consult	Consult	Recommend	Determine	
Appointment of Governors to LGB Committees (including size and composition)		Recommend	Recommend	Determine	
Number of Parent Governors (minimum 2) (Article 53 and 101A)		Recommend	Report	Determine	
Election of Parent Governors to LGB Committees (Articles 66 and 67)		Deliver			
Appointment of Parent Governors to LGB Committees (Articles 66 and 67)	Recommend	Recommend		Determine	
Appointment of other committees (including size and composition)			Recommend	Determine	
Performance of Governors/Committees		Review	Report	Review	
Removal of Governors/Committees		Consult	Report	Deliver	
Appointment of sub-committees (including size and composition)		Determine			
Performance of sub-committees		Review			



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Removal of sub-committees		Deliver			
Appointment of the Responsible Officer			Recommend	Deliver	
Appointment of Clerk – Board (Article 81)		Consult	Consult	Deliver	
Appointment of Clerk – LGBs and other committees (if necessary)		Consult	Recommend	Deliver	
Policies – Trust wide (refer to Schedule of Policies)		Consult	Develop	Determine	
Policies – LGB specific (refer to Schedule of Policies)	Develop	Determine	Consult	Ratify	
Implementation of policies – Trust wide (refer to Schedule of Policies)	Deliver	Consult	Deliver		
Terms of Reference for the Board of Directors				Determine	Ratify
Terms of reference for LGB’s and Committees		Develop	Consult	Ratify	
<b>Terms of Reference for Audit &amp; Finance Committee</b>			<b>Consult</b>	<b>Determine</b>	
Training programme for directors and governors		Deliver	Develop	Deliver	
<b>Appointment of Audit &amp; Finance Committee</b>				<b>Determine</b>	



<b>EDUCATION AND CURRICULUM</b>	<b>HT/Principal in relation to respective academy</b>	<b>LGB in relation to respective academy</b>	<b>CEO</b>	<b>Directors</b>	<b>Members</b>
Academy Development Plan	Develop/Deliver	Determine	Report	Ratify	
Quality of Teaching and Staff Management – ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	Develop/Deliver	Determine			
The Curriculum	Develop/Deliver	Determine	Report	Ratify	
Pupil Premium – achieving value for money and best meeting educational needs with available funds	Develop/Deliver	Determine	Report	Review	
Admissions policy	Consult	Consult	Recommend	Determine	
Admission decisions	Consult	Deliver			
Student issues (including attendance, exclusions, punctuality and disciplinary matters)	Develop/Deliver	Deliver	Review	Review	
Academy Hours	Develop/Deliver	Determine	Report	Ratify	
Term dates	Develop/Deliver	Determine	Report	Ratify	
School lunch – ensure provided to appropriate nutritional standards	Develop/Deliver	Review			
Provision of free school meals to those meeting criteria	Develop/Deliver	Review			



<b>FINANCIAL</b>	<b>HT/Principal in relation to respective academy</b>	<b>LGB in relation to respective academy</b>	<b>CEO</b>	<b>Directors</b>	<b>Members</b>
Trust Funding Model	Consult	Consult	Develop	Determine	
Trust Annual Budget (overall)	Consult	Consult	Develop	Determine	
Trust Annual Budget (cross -Trust services/overheads)			Develop/Deliver	Determine	
Spend within Trust Annual Budget (shared services/overheads) taking into account any reductions in funding			Deliver	Review	
Academy Annual Budgets	Develop	Consult	Report	Determine	
Spend within Academy Annual Budgets (shared services/overheads)	Deliver	Review	Report	Review	
Annual accounts, audit submission and proper record keeping	Consult	Review	Develop/Deliver	Recommend	Ratify
Corporate Risk Register for the Trust (incorporating registers for each Academy by reference)			Develop	Determine	
Corporate Risk Register for each Academy	Develop	Deliver Recommend Review	Report	Ratify	
Investments – agreeing the investment policy in line with the Academies Financial Handbook and any internal policies and controls	Consult	Consult	Develop/Deliver	Determine	



<b>HUMAN RESOURCES AND OPERATIONS</b>	<b>HT/Principal in relation to respective academy</b>	<b>LGB in relation to respective academy</b>	<b>CEO</b>	<b>Directors</b>	<b>Members</b>
Appointing of Academy Headteachers (Article 107)		Consult	Consult	Determine	
Appointing CEO (Article 107)			Consult	Determine	
Appointing of cross-Trust staff (in line with recruitment policy) excluding CEO and Clerk			Deliver	Ratify	
Appointing Academy Staff	Develop	Deliver			
Establishing Trust wide HR Policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Comply	Consult	Develop	Determine	
Setting Appraisal Performance Management Policy together criteria for pay reviews (in line with the Trust's pay policy and all statutory regulations)					
in respect of CEO, HTs and cross-Trust staff	Consult	Recommend	Develop/Deliver	Determine	
in respect of Academy staff	Recommend/ Deliver	Determine	Develop		
Individual pay (in line with the Trust's pay policy and all statutory regulations) when appropriate					
in respect of CEO, HTs and cross-Trust staff	Consult	Recommend	Consult	Determine	
in respect of Academy staff	Recommend	Determine	Consult		





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Terms and Condition of Employment and Staff Handbook		Consult	Develop	Determine	
Dismissing CEO, HTs (in accordance with the Trust disciplinary and capability policies)		Consult	Recommend	Deliver	
Dismissing Cross-Trust staff (in accordance with the Trust disciplinary and capability policies)		Consult	Deliver	Review	
Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)	Deliver	Consult	Report	Review	
Cross-Trust services provided	Consult	Consult	Develop/Deliver	Determine	
The effectiveness of cross-Trust services provided		Report	Deliver	Review	
Acquiring and disposing of land			Recommend	Deliver	
Changing use of Assets		Consult	Recommend	Deliver	
Arranging insurance for Trust			Deliver	Review	
Media and PR – overseeing public relations activities to project the activities of the Trust and the Academies to the wider community	Deliver		Develop/Deliver	Determine	
Academy prospectus and website(s)	Develop/Deliver	Determine			
Trust prospectus and website			Develop/Deliver	Determine	



## **KEY TO MEANINGS:**

**Comply:** it is implicit upon each individual/group to be familiar with and therefore to follow agreed policies and procedures as appropriate to their respective roles and obligations, so such compliance is not indicated within this Scheme of Delegation.

**Consult:** the individual/group shall be consulted as part of the process of delivery of a particular task.

**Deliver:** the individual/group shall undertake the task delegated to them, monitor progress against set KPIs and/or other monitoring tools and shall **Report** on its delivery/progress/performance at suitable intervals. In the case of the CEO this will be at Trust level. In the case of the Headteacher/Principal this will be at Academy level.

**Determine:** the individual/group (Determining Body), having discussed any recommendation, shall cause something to occur in a particular way or have a particular nature, and shall instruct the use of KPIs and/or other monitoring tools as they deem appropriate, and shall **Review** any reports and shall issue such further instruction/directions as it shall deem appropriate

**Develop:** the individual/group shall develop proposals in relation to a particular task for discussion and approval by the appropriate decision-making individual/group, and **Recommend** a proposal or qualified options to the Determining body.

**Ratify:** the individual/group that has responsibility for the confirmation of a proposal by expressing consent, approval, or formal sanction, or in exceptional circumstances recommend a review by the proposer.

**Recommend:** the individual/group that should make recommendations as to how a particular task should be completed. In the case of (i) the CEO they will be making recommendations to the Board and/or LGB (as appropriate), (ii) the LGB they will be making recommendations in relation to their Academy to the Board, CEO and/or Principal (as appropriate) and (iii) the Principal they will be making recommendations in relation to their Academy to the CEO and/or LGB (as appropriate).

**Report:** the individual/group that has responsibility for reporting on the delivery of tasks. In the case of (i) CEO they will be making reports to the Board and/or LGB (as appropriate), (ii) the LGB they will be making reports in relation to their Academy to the Board and/or CEO (as appropriate) and (iii) the Headteacher/Principal they will be making reports in relation to their Academy to the CEO and/or LGB (as appropriate).

**Review:** the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of (i) the Board they will be reviewing the CEO and/or LGB (as appropriate), (ii) the CEO they will be reviewing the Headteacher/Principal and (iii) the LGB they will be reviewing the Headteacher/Principal and his leadership team.