An Daras
Multi Academy Trust

DIOCESE OF TRURO
DISCOVERING GOD'S KINGDOM
GROWING THE CHURCH

An Daras Multi-Academy Trust
Delegation – Decision Planner for Statutory and Extended Responsibilities v3

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: **Approved**	
Recommended	**Yes**
Version	v3
Statutory	
Drafted v3.0	**2016**
Next Review	**2017**
Governance Body	ADMAT Board of Directors ADMAT Committees ADMAT LGAB
Linked Documents and Policies	EFA Academy Financial Handbook -16 ADMAT Cyclical Governance Plan - 16 ADMAT Pecuniary Interests Policy -16 ADMAT Finance and Financial delegation -16 ADMAT Committee Terms of Reference-16 ADMAT Schemes of Delegation -16

An Daras Multi Academy Trust

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ADMAT Delegation - Decision Planner v3 2016

(Revised June 2016)

Part A - Decision Planner for Statutory Responsibilities – Delegation

Part B - Decision Planner for Church Variation – Delegation

Part C - Decision Planner for Central MAT/LGAB Additional Responsibilities – Delegation

Part D – Decision Planner for Central MAT/School Extended Health and Safety – Delegation

Part E – MAT Finance Delegation

A well organised Board of Directors can spread its statutory workload by setting up sub-committees and delegating tasks to these committees, or in some instances to individuals. This delegation planner covers legal responsibilities pertaining to the academy schools within ADMAT.

The Board of Directors are accountable in law for all major decisions about the trust and its future. However, this does not mean that they are required to carry out all the work themselves. For example; Boards of Directors have a responsibility to ensure that their academies have a pay policy, but they would not be expected to draft it themselves. This task can be delegated to a member of the academy staff or a small designated group of directors and/or local governors; alternatively the Board can adopt model policies. The Board will then discuss and amend/endorse and adopt the policy as necessary.

It is important to remember that the Board of Directors, its committees and the Local Governing Advisory Bodies (LGAB) do not represent constituencies. For example: Parent governors do not represent the parents, the staff governors do not represent the staff. Each director or local governor has equal voting weight within their delegated responsibilities. The Chair of the Board or Chair of Local Governors will have a casting vote if required.

This planner shows to which level the ADMAT Board of Directors have legally delegated their main functions to committees and individuals.

These delegated responsibilities and/or resulting decisions made by the committees may be subject to change by the full Board of Directors.

Committees and local governors must remember that although decisions may be delegated, the Board of Directors as a whole remains responsible for any decision made under delegation

Decision Level Key

Level 1: Full Board of Directors (F)
Level 2: Committee of the Directors (e.g. TLA, LGAB)
Level 3: Individual Director (I)
Level 4: Chief Executive Officer (E)

✓ Indicates level required by ADMAT Board of Directors.

Column blank: Action could be undertaken by this level.
Column blocked off: Function cannot be legally carried out at this level.

Part A – Decision Planner for Statutory Responsibilities – Delegation

PART A	**Decision Planner for Statutory Responsibilities - Delegation**					
Function	**Code**	**Task/area of responsibility** **Committee Key** F = Full Board Au = Audit FSD = Finance and Strategic Growth RSS = Resources and Staffing TLA = Teaching Learning and Achievement LGAB = Local Governing Advisory Board	**Decision Level**			
			1 (F)	**2** (Au) (FSD) (RSS) (TLA) (LGAB)	**3** (I)	**4** (E)
Budget	**1.**	Approve first formal annual budget plan	✓			
	2.	Appoint external auditors to produce annual company accounts for independent audit	✓			
	3.	Monitor monthly expenditure			✓	✓
	4.	Establish a Charging and Remissions policy		✓ (FSD)		
	5.	Establish Asset Control and Accounting Policy		✓ (Au)		
	6.	Establish Risk Management Policy		✓ (Au)		
	7.	Establish a Risk Register		✓ (Au)		
	8.	Ensure procedures for safeguarding of funds are in operation		✓ (Au)		
	9.	Enter into contracts above determined limits (BoD to agree financial limits/delegation)		✓ (FSD)		
	10.	Appoint Responsible Officer	✓			
Staffing	**11**	Executive Head Teacher appointment - panel selection	✓			
	12.	Head of School appointment – panel selection	✓			
	13.	Teacher appointments		✓ (LGAB)		✓
	14.	Non-Teaching appointments		✓ (LGAB)		✓
	15.	Agree annual Pay Policy		✓ (FSD)		
	16.	Pay decisions and discretions		✓ (FSD)		
	17.	Establishing disciplinary and capability procedures		✓ (RSS)		
	18.	Dismissal of Executive Head Teacher		✓		

				(RSS)		
	19.	Dismissal of Head of School		✓ (RSS)		
	20.	Suspension of Executive Head Teacher		✓ (RSS)		
	21.	Suspension of Head of School		✓ (RSS)		
	22.	Ending suspension of Executive Head Teacher		✓ (RSS)		
	23.	Ending suspension of Head of school		✓ (RSS)		
	24.	Determining individual academy staffing structure		✓ (LGAB)		
	25.	Determining dismissal payments or early retirement		✓ (RSS)		
Curriculum	**26.**	Ensure NC taught to all pupils		✓ (LGAB)		
	27.	Establish Curriculum Policy		✓ (LGAB)		
	28.	Implement Curriculum Policy				✓
	29.	Monitor Curriculum Policy		✓ (LGAB)		
	30.	Responsibility for standards of teaching		✓ (LGAB)		✓
	31.	Decisions on extra-curricular provision (activities outside the school day)		✓ (LGAB)		
	32.	Provision for flexibility in the Curriculum		✓ (LGAB)		
	33.	Responsibility for individual pupils education				✓
	34.	Provision of SRE and to establish a current SRE Policy		✓ (LGAB)		
	35.	Prohibit political indoctrination, radicalisation, extremism	✓	✓ (RSS)		
Performance Management	**36.**	Formulate a Performance Management Policy		✓ (R+S)		
	37.	Establish Performance Management Policy		✓ (RSS)		
	38.	Implement Performance Management Policy		✓ (LGAB)		✓
	39.	Review annually Performance Management Policy		✓ (RSS)		
Target Setting	**40.**	Set targets for pupil achievement		✓ (TLA) (LGAB)		
	41.	Set targets for pupil attendance		✓ (TLA) (LGAB)		
Discipline and Exclusions	**42.**	Establish Discipline Policy		✓ (LGAB)		

	43.	Review the use of exclusion and to confirm/not confirm fixed term (over 15 days) or permanent exclusion		✓ (LGAB)		
	43.	Direct re-instatement of excluded pupils		✓ (LGAB)		
Admissions	**44.**	Consult annually before setting an Individual Academy Admissions Policy		✓ (LGAB)		
	45.	Establish an individual Academy Admissions Policy		✓ (LGAB)		
	46.	Admission applications and related decisions		✓ (LGAB)		
	47.	Appeal to the Secretary of State against directions to admit pupils		✓ (TLA)		
RE	**48.**	Establish RE Policy and ensuring provision of RE		✓ (LGAB)		
Collective Worship	**49.**	Determining arrangements for daily collective worship		✓ (LGAB)		
	50.	Ensuring all pupils take part in daily collective worship				✓
Sites, Buildings and Insurance	**51.**	Ensuring academy has adequate insurance cover to support its activities. Including buildings and contents, business interruption, employer and public liability cover, vehicle	✓			
	52.	Undertaking risk assessments to determine adequate insurance is in place	✓			
	53.	Determining academy building development strategy plan		✓ (RSS)		
	54.	Procuring and maintaining buildings and developing funded maintenance plan		✓ (RSS)		
Health and Safety	**55.**	Establish Health and Safety Policy	✓			
	56.	Ensuring H+S regulations are following – including medical conditions				✓
School Organisation	**57.**	Publishing proposal to change category of academy	✓			
	58.	Set times of academy sessions and dates of academy terms and holidays		✓ (LGAB)		
	59.	Ensuring the academy has 380 sessions in an academic year		✓ (LGAB)		✓
	60.	Ensuring the academy has a response to an OFSTED action plan	✓			
Parental Information	**61.**	Prepare and publish relevant individual academy information e.g. prospectus		✓ (LGAB)		
	62.	Ensuring individual academy website complies with statutory requirements		✓ (LGAB)		
	63.	Ensuring provision of FSM to pupils meeting criteria				✓

	64.	Adopt and review academy home school agreement		✓ (LGAB)		
Governance Procedures	**65.**	Appointment and removal of Chair of Directors	✓			
	66.	Appointment and removal of Chair of LGAB	✓			
	67.	Appoint and dismiss Clerk to the Board of Directors	✓			
	68	Hold at least three Board of Directors meetings per year	✓			
	69.	Appointment and removal of co-opted directors	✓			
	70.	Appointment and removal of community directors	✓			
	71.	Appoint and remove LGAB governors	✓			
	72.	Establish Register of directors/LGAB	✓			
	73.	Business/Pecuniary interests	✓	✓ (Au)		
	74.	Establish and approve governance expenses scheme	✓	✓ (Au)		
	75.	Regulate governance procedures (when not set out in law)	✓			
Extended Services	**76.**	Decide what additional activities should be offered to pupils and parents		✓ (LGAB)		
	77.	Establish and deliver additional services		✓ (LGAB)		
	78.	Cease providing additional extended services		✓ (LGAB)		
MAT Status	**79.**	To consider MAT expansion opportunities	✓			
	80.	To consider requests from other settings to join MAT	✓			
	81.	To leave the MAT	✓			
Improvement Planning	**82.**	Establish academy Improvement Planning Framework		✓ (TLA)		
		Review academy self-evaluation priorities and actions to address		✓ (TLA)		
	83.	Formulate, monitor and action Self Evaluation priorities for individual academies		✓ (LGAB)		
	84.	Plan Interventions if improvement plan actions are not leading to better achievement outcomes for pupils		✓ (TLA)		
Ethos and individuality	**85.**	Establish individual academy specific aims and vision		✓ (LGAB)		
	86.	Monitor ethos of individual academy and regularly report to Board of Directors		✓ (LGAB)		
	87.	Maintain local distinctiveness through responding to needs of community		✓ (LGAB)		

To be reviewed annually by the full Board of Directors and required amendments made in response to new legal and statutory duties.

Part B - Decision Planner for Church Variation - Delegation

Scheme of delegation for governance of converter Church of England Academies in 'Community' led MATs; intended as a 'variation' of (or addition to) the MAT's normal scheme of delegation for local governance.

Aims:

- To ensure that the education in the school continues to promote life in all its fullness for all children
- To ensure the continuing involvement of the Diocese of Truro in ensuring that the Academy is governed in accordance with the principles of the Church of England
- To protect, project and develop the Christian character and distinctiveness of the Church of England Academy in partnership with the church at Parish, Deanery and Diocesan level
- To clarify the respective roles of the Diocesan Board of Education and Askel Veur (The Diocese of Truro's Academies Umbrella Trust), the MAT Board and the Local Governance of the Church of England Academy.

Key	
Decides	
Must be consulted	

PART B	Decision Planner for Church Variation - Delegation				
Function	**Code**	**Task/area of responsibility**	**LGAB**	**MAT Board**	**DBE Askel Veur**
Structure and Delegation	**1.**	Develop and approve scheme of delegation for the governance of Church of England Academy within Community MAT			
	2.	Make changes to the local governance structure of the Church of England Academy Trust within the MAT			
	3.	Exercise the scheme of delegation and ensure responsibility for key functions is performed and communicated appropriately			
Appointment and Removal of Foundation Governors	**4.**	Appoint/remove Foundation Governors			
Appointment of Head teacher	**5.**	Appoint the head teacher / head of school of the Academy, ensuring leadership of the Christian ethos of the school			
Appointment of other staff	**6.**	Appoint other teaching and non-teaching staff of the Academy, ensuring support for the Christian ethos of the school			

Admissions	**7.**	The Admissions Authority of a Church of England Academy has a statutory responsibility to consult with the Diocesan Board of Education			
SIAMS	**8.**	Ensure that the Academy continues to strongly demonstrate its distinctiveness as a Church School as evaluated by SIAMS			
RE	**9.**	Ensure the effectiveness of RE teaching in the Academy and disseminate good practice across the MAT			
Worship	**10.**	Ensure the effectiveness of collective worship in the Academy, and disseminate good practice across the MAT			
SMSC	**11.**	Ensure the effectiveness of the curriculum in SMSC development and disseminate good practice across the MAT			
MAT and Academy Budget	**12.**	Ensure that activities required to uphold the Christian ethos of the Academy is appropriately resourced			
Communication	**13.**	Ensure that the Academy's Christian distinctiveness is reflected in all communications			
Parish, Deanery and Diocese	**14.**	Ensure a close working relationship between Academy, Parish, and Diocese			

To be reviewed annually by the full Board of Directors in consultation with Diocese of Truro/Askel Veur and agree any required amendments to be made in response to new legal and statutory duties.

Part C - Decision Planner for Central/LGAB Additional Responsibilities - Delegation

Additional specific tasks and responsibilities are also delegated to wither the Central MAT operational team or LGAB. This decision planner shows the delegation level for these elements.

PART C	**Decision Planner for Central/LGAB Additional Responsibilities - Delegation**			
Function	**Code**	**Task/Service/Area of Responsibility**	**Central (MAT)**	**Delegated (Sch/LGAB)**
Finance	**1.**	Budget modelling	✓	
	2.	Financial strategy setting	✓	
	3.	Business financial decisions	✓	
	4.	Termly budget monitoring	✓	
	5.	Responsible officer checks	✓	
	6.	Accounting officer service	✓	
	7.	Annual audit	✓	
	8.	Pensions audit	✓	
	9.	Charity commission compliance	✓	
	10.	EFA compliance	✓	
	11.	Operational resourcing		✓

	12.	In term budget monitoring		✓
	13.	Finance service level agreement	✓	
	14.	Payroll services	✓	
	15.	Economy, efficiency and effectiveness	✓	
	16.	Business continuity planning	✓	
	17.	Finance policy making	✓	
Leading Support Services	**18.**	Strategic direction	✓	
	19.	Leadership	✓	
	20.	Appropriate use of public funds	✓	
	21.	Operational effectiveness		✓
	22.	Service co-ordination	✓	
	23.	Policy. procedure and process	✓	✓
	24.	Legal, ethical and social context of governance	✓	
	25.	Safeguarding officer services	✓	
	26.	Professional values and ethics	✓	
	27.	Research and development	✓	
Human Resources	**28.**	Contracts	✓	
	29.	HR management	✓	
	30.	School/trust design	✓	✓
	31.	Work force planning	✓	✓
	32.	Performance management		✓
	33.	Continuing professional development		✓
	34.	Job descriptions	✓	
	35.	Staff recruitment		✓
	36.	Leadership recruitment	✓	
	37.	HR service level agreement	✓	
	38.	Safeguarding checks (DBS, List 99)		✓
	39.	HR policy making	✓	
Premises	**40.**	Insurance	✓	
	41.	Space planning	✓	
	42.	Strategic capital planning	✓	
	43.	Property compliance service	✓	✓
	44.	Major project management	✓	
	45.	Minor project management		✓
	46.	Catering/kitchen maintenance	✓	
	47.	Site operational management		✓
	48.	Cleaning and caretaking service	✓	
	49.	Security arrangements		✓
	50.	Operational energy management		✓
	51.	Catering contract	✓	✓
	52.	Strategic energy management	✓	
	53.	Grounds maintenance		✓
	54.	IT Infra structure management	✓	
	55.	Risk register	✓	✓
	56.	Critical incident planning	✓	✓
	57.	Disaster recovery service	✓	✓

	58.	Premises policy making	✓	
Legal Services	**59.**	Legal service level agreement	✓	
	60.	Employment law compliance	✓	
	61.	Legal claims	✓	
Health and Safety	**62.**	Operational health and safety		✓
	63.	Strategic health and safety management	✓	✓
	64.	Health and safety training co-ordination	✓	
	65.	Health and safety compliance service	✓	
	66.	Fire risk assessment	✓	✓
	67.	Asbestos risk management	✓	✓
	68.	Accident reporting	✓	✓
	69.	Staff health and well being		✓
	70.	Health and safety policy making	✓	
Educational Services	**71.**	Executive Head teacher services	✓	
	72.	Improvement officer support	✓	
	73.	Head teacher support	✓	
	74.	Attendance officer support	✓	
	75.	School improvement strategy	✓	✓
	76.	IT educational development		✓
	77.	Curriculum policy making		✓
	78.	Statutory educational compliance	✓	
	79.	Educational risk assessment		✓
	80.	School organisation		✓
Procurement	**81.**	Procurement strategy	✓	
	82.	Tender management	✓	
	83.	Operational purchasing		✓
	84.	Benchmarking	✓	
	85.	Best value compliance	✓	
	86.	Collaborative buying	✓	
	87.	Contractor and supplier management	✓	
	88.	Joint arrangements	✓	
	89.	Statutory frameworks and legislation including OJEU	✓	
	90.	Procurement policy making	✓	
Admin Systems	**91**	Information management system	✓	
	92.	Asset management (Parago)	✓	
	93.	Pupil data management		✓
	94.	Data security	✓	✓
	95.	Data recovery services	✓	✓
Marketing	**96.**	Strategy	✓	
	97.	Brand management	✓	
	98.	Communication and promotions	✓	✓
	99.	Income generation	✓	
Admissions	**100.**	Admissions policy making	✓	
	101.	Admissions appeals		✓

To be reviewed annually by the full Board of Directors and required amendments made in response to new legal and statutory duties.

Part D - Decision Planner for Central MAT/School Extended Health and Safety – Delegation

The MAT Assistant Business Manager has responsibility for leading and co-ordinating Central H+S operations. Regular half termly liaison with Heads of School and LGAB leads is part of the ongoing system to ensure H+S response and compliance is effective.

PART D				
Function	**Code**	**Task/area of responsibility**	**Central MAT**	**School/ LGAB**
Audit, Policy and Training	**1.**	External H+S audit arrangements – scheduled monitoring	✓	
	2.	External audit – implementing and monitoring action points	✓	
	3.	Annual H+S policy	✓	
	4.	Annual H+S procedures and compliance with HSE statutory regulations	✓	
	4.	Annual H+S training matrix	✓	
	5.	Co-ordinating and Implementing H+S training matrix	✓	
	6.	Half Termly H+S reporting to local governance e.g. through HoS/HT Report to LGAB		✓
	7.	Termly H+S reporting to MAT Board	✓	
Site Checks	**8.**	Termly site and premises H+S visits and internal reporting	✓	✓
	9.	Implementing minor remedial action points from termly site visit		✓
	10.	Implementing major remedial action points from termly site visit	✓	
	11.	Daily/weekly monitoring of H+S reports, visual checks, perimeters and low level ongoing maintenance items		✓
	12.	Site and premises risk assessment monitoring and updates e.g. visitor arrangements, security, working environment		✓
	13.	Monitoring of site access arrangements including in relation to safeguarding		✓
Site Remedial Works	**14.**	Appointment of approved contractors for minor remedial/improvement works		✓
	15.	Appointment of approved contractors for major remedial/improvement works	✓	
Risk Assessment	**16.**	H+S risk assessment training arrangements and guidance updates	✓	

	17.	Generic risk assessment e.g. hazardous materials, high level working, pregnancy (Using EEC Live)	✓	
	18.	Specific risk assessment to individual school roles, activities or site (Using EEC Live)		✓
	19.	Individual School Risk Assessment monitoring and implementation		✓
	20.	Health and Safety compliance board in individual school established and updated		✓
Property Compliance Checks	**21.**	Commissioning, management and co-ordination of annual PCP scheme	✓	
	22.	Monitoring of PCP reporting for individual schools	✓	✓
	23.	Collective arrangements for PCP identified remedial works across MAT	✓	
	24.	Monitoring of legionella risk and water temperatures		✓
	25.	Monitoring of emergency lighting		✓
	26.	Monitoring of alarm testing – including monitoring of building evacuation and fire drill procedures		✓
	27.	Asbestos register monitoring and asbestos training for reducing risk e.g. to staff, pupil and contractors	✓	✓
Accident monitoring	**28.**	Recording of accidents and near misses and identified remedial action to reduce ongoing risk		✓
	29.	Overall monitoring of accidents and near misses and system improvements to reduce ongoing risk	✓	
Contractors	**30.**	Low level maintenance contracting arrangements and quality assurance monitoring		✓
	31.	Arrangement of contractor appointments for major remedial/improvement work	✓	
	32.	Annual approved contractor list	✓	
Critical Incidents	**33.**	Emergency plan development and implementation		✓
	34.	Critical incident plan development and implementation		✓
Staff Health and Well Being	**35.**	Health and Well Being policy	✓	
	36.	Health and well Being strategy implementation in individual schools		✓
	37.	Lone working policy and procedures including policy established and implemented	✓	
	38.	Regular monitoring and reporting of staff sickness		✓
Curriculum Risk	**39.**	School subject/Domain leads risk assess each		✓

Assessment		subject across curriculum provision on a regular basis		
	40.	Risk assessments and planning for school visits, enrichment activities and residential		✓
Safeguarding	**41.**	H+S requirements relating to safeguarding are met	✓	✓
Caretaking and Cleaning	**34.**	H+S management and training of caretaking and cleaning staff	✓	

To be reviewed annually by the full Board of Directors and required amendments made in response to new legal and statutory duties.

Part E - MAT Finance Delegation

See attached spreadsheets for full financial delegation limits as from January 2016.

Covering

- ADMAT Financial Duties and Responsibilities – 2016
- ADMAT Financial Scheme of Delegation - 2016

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