

CHILDREN OF SUCCESS SCHOOLS TRUST

REVISED SCHEME OF DELEGATION

DECISION LEVELS AND DELEGATION	Decision Level
Trust level : decisions made by Members of the Board	1
Trust level: decisions delegated to Finance and General Purposes (FGPC), Academic Outcomes (AOC), Pay (PC) and Safeguarding (SAFE) Committees	2
School level: decisions delegated School Community Groups (SCGs) for each school	3
Management level: decisions delegated to the Executive Headteacher, (EHT)/ Head of Schools (HoS), / Finance Director/Operations Manager (FD)	4

Note: this document sets out the levels of decision-making in relation to statutory requirements, using the model provided by DfE. Operational responsibilities of the Executive Headteacher and Finance Director / Operations Manager (FD) are referred to only when this is required for clarity or specified in regulations. The document should be read in conjunction with the terms of reference for the Board and Committees, and the Finance Procedures Manual.

			Decision level	Trust Committee	School Community Group	Management
Governance						
	1	Approve any amendments to the Trust's memorandum and Articles of Association, subject to the approval of the Secretary of State (Company)	1			
	2	Appoint company members (Company)	1			
	3	Appoint/remove members of the Board of Directors in accordance with the Articles (Company / Board)	1			
	4	Enter into a funding agreement with the Secretary of State and to ensure that the Trust operates in accordance with this (Board)	1			
	5	Set and regulate governance procedures where these are not provided for by the Articles, including the committee structure (which must include Finance Committee and Governing Committees), the terms of reference (including delegated powers) for each committee and appointment of committee members, and review this annually	1			

6	Set the ethos, vision, strategic direction and business strategy of the Trust and prepare a strategic plan (including projections which have been reviewed by FGPC), against which performance is monitored.		1		FGPC		
7	Take decisions affecting the future status of the schools		1				
8	Set admissions policies for compulsory school age and nursery children in accordance with statutory regulations and EFA criteria		1				
9	Approve the appointment of HTs and FD on the recommendation of a selection panel and to determine their initial salary, terms and conditions		1				
10	Hold the EHT/HoSs to account for the performance of the schools and to receive reports from AOC on pupils' achievement and the effectiveness of teaching and learning		1/2		AOC	SCGs	
11	Approve the Trust's Financial Procedures Manual (including spending and virement limits) (on the recommendation of FGPC)		1		FGPC		
12	Purchase property (on the recommendation of FGPC), subject to the approval of the Secretary of State)		1		FGPC		
13	Fulfil the duties of employer, approve the Trust's staffing establishment (on the recommendation of the FGPC) and, to receive a report from PC on the annual pay awards.		1		FGPC/PC		
14	Approve the budget for each financial year (on the recommendation of FGPC) and review performance against budget		1		FGPC		
15	Authorise expenditure and applications for grants above the level of delegated authority which the Board sets for Committees and senior managers (on the recommendation of FGPC)		1		FGPC		
16	Review annually (on the basis of a report by FGPC) the effectiveness of the Trust's internal control framework (including the results of any investigation and follow up of any fraudulent acts) and whether management has discharged its duty to have an effective control system		1		FGPC		
17	Review annually (on the basis of a report by FGPC) the effectiveness of the Trust's risk management framework (including the Risk Register)		1		FGPC		

	18	Agree annually (on recommendation of FGPC) the appointment of auditors and approval of the Trustees' report, the Governance statement, the regularity reports and the audited accounts within four months of the financial year end.		1		FGPC		
	19	Approve a safeguarding policy and receive and review an annual report on its implementation		1		SAFE	SCGs	EHT/HoS
	20	Decide on recognition of trade unions		1				
	21	Appoint and remove the clerk to the Trust		1				
	22	Maintain a register of interests for all Governors, committee members and senior staff		1				Clerk
	23	Approve a whistleblowing procedure (on the recommendation of FGPC)		1		FGPC		
	24	Set, and review, the complaints procedure		1				
Finance								
	25	To review and report to the Board on any financial projections or plans		2		FGPC		
	26	Establish an effective control system (for endorsement by GPC)		2/4		FGPC		FD
	27	To exercise delegated powers as set out in the Trust's Financial Procedures Manual (FPM) including the power to approve expenditure and banking arrangements on behalf of the Board and to write off assets		2		FGPC		
	28	Ensure provision of free school meals to those pupils meeting criteria (HTs responsible for organisation)		2/4		FGPC		HoS
	29	Approve a charging and remissions policy [this refers to any charges to be made to pupils/parents]		2/3		FGPC	SCGs to advise	FD
	30	Approve policies for the terms, conditions and prices for hiring school premises		2		FGPC		FD
	31	Approve insurance arrangements		2		FGPC		FD
	32	Approve Asset Management Plans		2		FGPC		FD
	33	Approve procurement, adaptations and additions to school premises		2		FGPC		FD
	34	Approve the financial implications of the annual pay award made by PC		2		FGPC		FD/EHT
	35	Report to EFA on the intended use of surplus balances		2		FGPC		FD
	36	Review the Trust's procedures concerning the prevention and detection of fraud and financial crime		2		FGPC		

	37	Incur financial commitments and spend in accordance with the budget plan and the FPM(refer to this for details)		4			EHT/HoS, FD
HR/Personnel							
	38	Undertake local consultation with school representatives of all recognised trade unions (normally by FGPC; in cases of recognition or change of status of schools by the Board)		1/2	FGPC		
	39	Agree recruitment/appointments policy including safer recruitment provisions		2	FGPC		
	40	Appoint staff grievance/ dismissal / appeal panels in accordance with the procedures		2	FGPC		
	41	Approve all personnel / human relations policies. Including discipline/dismissal, capability, grievance, sickness pay, absence and leave of absence, parental leave and benefits and review these as appropriate		2	FGPC		
	42	Approve policies and procedures for claiming expenses by all staff		2	FGPC		
	43	Grant early retirement within the scope of regulations and agree the level of compensation if any, on the recommendation of the FD (in the case of all staff other than the FD) or on the recommendation of the Chair of the Board (in the case of the FD)		2	FGPC		
	44	Determine the existence of a redundancy situation		2	FGPC		
	45	Agree pay and appraisal (performance management) policies for all staff and review the effectiveness of these annually		2	PC		
	46	Determine the salaries and benefits of HTs and FD, other than initial salaries which are set by the Board, on the recommendations of the relevant performance review panels		2	PC		
	47	Ratify or not the pay progression recommendations for all teachers pay policy		2	PC		
	48	Establish panels to deal with appeals against pay decisions (see pay policy)		2	PC		
	49	Establish selection panels for the selection of staff with the grade of AHT or equivalent (selection or appointment of staff below this grade delegated to HTs/FD)		4			EHT/HoS/FD
	50	Authorise additional hours or overtime for non-teaching staff within the allocated budget		4			EHT/HoS/FD
	51	Engage temporary and/or supply staff to cover vacancies, and absences within the allocated budget		4			EHT/HoS/ FD

	52	Approve requests for special leave of absence with or without pay within the Trust's policy		4			EHT/HoS/FD
	53	Authorise release for training, conferences or other school business		4			EHT/HoS/FD
	54	Approve timing of annual leave for non-teaching staff		4			FD
	55	Authorise time off for public and trade union duties within the Trust's policy		4			EHT/FD
	56	Extend service beyond normal retiring age		4			FD in consultation with EHT
Curriculum, teaching and learning, pupils							
	57	Approve the School Improvement Plan and the post Ofsted Action Plan and monitor their implementation		3	AOC	SCGs	
	58	Contribute to the school self-evaluation and monitor progress on its action plan		3		SCGs	
	59	Ensure a broad, balanced, and inclusive curriculum for all pupils, which promotes the values agreed by the trust and prohibits political indoctrination		3		SCGs	
	60	Approve teaching, learning and overall curriculum policies and review their effectiveness regularly		2/3	AOC	SCGs	
	61	Review Teaching and Learning policy effectiveness regularly		2	AOC		
	62	Approve targets for pupils' achievement and monitor progress on these		2	AOC		
	63	Approve SEN / Inclusion policy, monitor its effectiveness and appoint a lead governor for this purpose		3		SCGs	
	64	Decide whether to provide RE in line with locally agreed syllabus and approve the religious education policy		3		SCGs	
	65	Approve the sex education policy		3		SCGs	
	66	Approve policies for pupil behaviour (including anti-bullying), discipline and absence and monitor their effectiveness		3		SCGs	
	67	Approve a policy for the use of pupil premium and publish an annual report on its use and impact		3		SCGs	
	68	Set equality objectives to meet statutory requirements		3		SCGs	
	69	Adopt and review home-school agreements		3		SCGs	
	70	Decide any changes in school session times		3		SCGs	

	71	Ensure that all pupils take part in a daily act of collective worship (responsibility of both GC and HTs)		3		SCGs	
	72	Be responsible for standards of teaching		4			EHT/HoS
	73	Be responsible for individual children's education		4			EHT/HoS
	74	Determine subject specific policies		4			EHT/HoS
	75	Decide on disapplication for any pupils		4			EHT/HoS
	76	Decide what additional activities and services to offer (including before and after school activities, parent activities and work in partnership with other agencies)		4			EHT/HoS
Exclusions							
	77	Appoint a Pupil Discipline Committee		3		SCGs	
	78	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)		3		SCG Pupil Discipline Committee	
	79	Direct reinstatement of excluded pupil		3		SCGs	
	80	Exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently		4			EHT
Health & safety							
	81	Approve Health and Safety policy for the Trust		2	FGPC		
	82	Monitor the implementation of the Health and Safety Policy, appoint a lead governor for this purpose, and ensure that action is taken in response to risks or incidents		3/4		SCGs	
Information							
	83	Set policies for compliance with the requirements of the Data Protection Act and Freedom of Information Act		2	FGPC		
	84	Prepare and publish school prospectus		4			EHT/HoS
	85	Publish required information on Trust and school websites		4			FD/EHT`