

East Midlands Education Trust
SCHEME OF DELEGATION IN RESPECT OF
CP RIVERSIDE SCHOOL

This Scheme of Delegation shows the level of delegated responsibility and functions which are given to the Principal, the FD, the MAT and Personnel Committee (or named Trustee) and the Accounting Officer (CEO) in the areas as listed in the table below.

Key

Level 1: Full MAT Board

Level 2: MAT Sub-Committee [or Named Trustee]

Level 3: Finance Director

Level 4: Accounting Officer/CEO (Accounting Officer)

Level 5: The Principal of the Academy

Column shaded: An inappropriate level for taking the decision in question.

Although decisions may be delegated, the MAT as a whole remains responsible for any decision made at Levels 2 – 5* and may intervene if it so chooses.

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
Finance and Regulatory Matters					
To determine the proportion of the overall Academy budget to be delegated to individual Academies	✓				
To approve the formal budget plan	✓				
To approve the mid-year adjustments each financial year		✓			
To monitor monthly expenditure			✓		
To monitor quarterly expenditure			✓		
To enter into contracts up to £50k					✓
To enter into contracts between £50-£100k				✓	
To enter into contracts in excess of £100k		✓			
To appoint the Audit Committee	✓				
To sign the Annual Report	✓				
To appoint Auditors	✓				
To ensure the Company Trustees the Academies Financial Handbook, the Funding Agreements and all relevant aspects of Company Law and Charity Law are being satisfied. [This task cannot be delegated].				✓	

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
Finance and Regulatory Matters (continued)					
To be able to assure Parliament and the EFA the MAT is meeting the high standards of probity in the management of public funds. [This task cannot be delegated].				✓	
To comply with all the requirements as specified in the Academies Financial Handbook, to include the requirement to ensure <i>regularity, propriety</i> and <i>value for money</i> . (This task cannot be delegated).				✓	
To advise the Trustees of the MAT in writing if, at any time, in his or her opinion, 1. the board appears to be failing to act where required to do so by the terms and conditions of the Handbook or FA; 2. any action or policy under consideration by them is incompatible with the terms of the Handbook or FA.				✓	
To consider the reasons the Trustees of the MAT provide if they wish to proceed to act against the Accounting Officer's advice (as noted above).				✓	
To follow the mandatory requirement to advise the EFA's accounting officer if the Trustees of the MAT intend to proceed to act against the Accounting Officer's advice (as noted above).				✓	

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
To send the Annual Report to the EFA			✓		
To send the Annual Report to Companies House			✓		
Staffing Matters					
Appointment of the Principal	✓				
Appointment of the Vice Principal(s), Assistant/Deputy Heads				✓	
Appointment of other teachers					✓
Appointment of support staff in local schools					✓
Agreeing staff pay policies	✓				
Pay discretions excluding senior staff					✓
Establishing disciplinary/capability Procedures		✓			
Suspending the Principal	✓				
Ending suspension Principal	✓				
Suspending school staff except the Principal					✓
Ending suspension of school staff except Principal				✓	

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
Determining staff complement					✓
To develop and amend a Staff Appraisal Policy	✓				
To implement the Staff Appraisal Policy					✓
Appraisal of the Principal		✓		✓	
Appraisal of all other staff					✓
To review annually the Staff Appraisal Policy		✓			
Determining dismissal payments/early retirement		✓			
Performance Management					
To formulate and amend a Performance Management Policy	✓				
To implement a Performance Management Policy					✓
To review annually the Performance Management Policy		✓			
To determine annual pay review of CEO		✓			
To determine annual pay review of Principal and senior staff		✓		✓	

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
Curriculum					
To ensure that the Principal establishes and implements the minimum statutory policies as required by the legislation				✓	
Ensure appropriate curriculum taught to all pupils and to consider any disapplication for pupil(s)					✓
To establish/implement the Curriculum Policy					✓
Responsible for standards of teaching					✓
Responsible for individual child's education					✓
To prohibit political indoctrination and ensuring balanced treatment of political issues					✓
To propose targets for pupil achievement					✓
To agree targets for pupil achievement					✓
Responsibility for pupil outcomes					✓
To establish a Behaviour Management Policy					✓
To review the use of exclusion and to decide whether or not to confirm any permanent exclusion and fixed term exclusion 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 the lead deputy head in cases of urgency).					✓

Tasks	Level of Delegated Responsibility				
	1 Full MAT Board	2 MAT Sub-Committee [or Named Trustee]	3 Finance Director	4 CEO [Accounting Officer]	5 Principal
To direct reinstatement of excluded pupils. (Can be delegated to Principal in cases of urgency).				✓	
Admissions					
To consult before setting an Admissions Policy and to set the Admissions Policy		✓		✓	
Admissions: application decisions					✓
Premises and Insurance					
Buildings insurance and personal liability			✓		
Developing school buildings strategy or master plan				✓	
Procuring new buildings	✓				
Maintaining buildings with a properly funded maintenance plan					✓
Governance					
To draw up governing documents and any amendments thereafter	✓				
To set up a register of the Advisory Group and senior staff members' business interests				✓	
To discharge duties in respect of pupils with special needs by appointing a 'responsible person'					✓