

Bradgate Education Partnership (BEP) **Scheme of Delegation – Annex 3**

In this Annex the phrases used have the following meanings:

Approve: the individual/group that has the authority to give final approval on a particular task.

Comply: the individual/group will follow agreed policies and procedures.

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the MAT this will be at Trust level. In the case of the Principals this will be at Academy level.

Inform: the individual/group that has responsibility for informing other individuals/groups about the progress of a particular task.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of (i) the MAT they will be making recommendations to the Board and/or LAB (as appropriate), (ii) the LAB they will be making recommendations in relation to their Academy to the Board, the MAT and/or Principals (as appropriate) and (iii) the Principals they will be making recommendations in relation to their Academy to the MAT and/or LAB (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 MAT and/or LAB (as appropriate), (ii) the MAT they will be reviewing the Principals and (iii) the LAB they will be reviewing the Principals and their leadership team.

Head Teachers: the Head Teacher at the academy.

LAB: the Local Advisory Board of the academy.

MAT: the Trust central team, usually with reference to the CEO and Senior Leadership Team, but may also refer to other centrally employed staff.

Trustees: the appointed Board of the Bradgate Education Partnership Trust.

To assist interpretation of the matters delegated the table below provides additional comment as appropriate.

	Trustees	MAT	LAB	Head Teachers
Strategic Development/Monitoring				
1. To make the strategic decisions on whether or not more schools can join the trust.	Approve	Recommend Share plans with group	Comply	Consult & Comply
2a. Set and deliver strategic objectives of the Trust and the Strategic Development Plan (SDP)	Approve	Recommend Share plans with group	Consult & Comply	Consult & Comply
2b. Set and deliver strategic objectives of the Academy, with links to the Trust.	Review	Approve	Consult & Comply	Recommend
3a. Scrutiny – review & challenge progress of the Trust against its strategic objectives and KPIs	Approve	Recommend		
3b. Scrutiny – review & challenge progress of the Academy against its strategic objectives and KPIs	Approve	Recommend	Consult	Recommend
3c. Scrutiny – review & challenge progress of the Academy (Performance Rating below Good) against its strategic objectives and KPIs	Approve	Approve	Consult	Recommend
4a. Trackers – setting and reviewing performance of the Trust against an agreed alert systems. Trackers for: Website, Achievement , Health and Safety, Buildings, Finance	Approve	Recommend	Consult	Consult & Consult
4b. Trackers – setting and reviewing performance of the Academy against an agreed alert system. Trackers for: Website, Achievement , Health and Safety, Buildings, Finance	Review	Approve	Consult	Recommend

	Trustees	MAT	LAB	Head Teachers
5a. Policies – review and approval of Trust Wide Policies, inc statutory policies. <i>Key educational, See Trust Policy Planner list.</i>	Approve	Recommend	Comply	Consult and Comply
5b. Policies – review and approval of local Academy policies: A list of Trust policies to be adhered to and a list of policies that should be adopted/developed at local level are listed at		Review if needed	Approve	Recommend
School Improvement/Educational Outcomes				
6. Approve Performance Rating of Academy (refer to SAM/QA/LIAISE / FFT)	Review	Approve	Consult	Recommend
7. To track and monitor attainment and progress data using the agreed assessment system -Target Tracker agreed for all Primary -Use of LIAISE and FFT data packs	Review	Deliver and Report	Review	Consult, Deliver and Report
8. Curriculum – setting the curriculum for the Academies and reviewing its appropriateness. Appropriateness/statutory elements.	Review – appropriateness of the curriculum across Trust (MAT informs)	Review and report through QA / SAMs.	Consult Review	Deliver (and design)
9. Quality of Teaching and Learning - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes (statutory requirements to be met).	Review - the work of the CEO/MAT	Deliver - supporting the Academies and intervening where appropriate	Review - at the Academy	Deliver
10. To discharge duties in respect of pupils with SEN by appointing a ‘designated person’ (SENCO).		Review	Review	Deliver

	Trustees	MAT	LAB	Head Teachers
11. To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days / or can't sit public examinations (Can be delegated to Chair/Vice Chair in urgent cases).	Review Final appeal with CEO, Legal and HT / Trustees.		Review Appeals at LAB level (first).	Recommend
12a. To establish a Trust Behaviour Statement, linked to the academies approach.	<i>Approve</i>	<i>Deliver</i>		<i>Consult</i>
12b. To establish and implement a local (academy) Behaviour Policy.		<i>Review if needed</i>	<i>Consult</i>	<i>Deliver</i>
13. Admissions: Application and appeal decisions.	Approve – Use of LA service		Comply	Deliver
14. To prohibit political indoctrination and ensuring the balanced treatment of political issues (prohibit religious and radical too).	Review (Approve Child Protection Policy)	Recommend	Review and Report	Deliver (Child Protection Policy locally)
15. Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap. Agreed Pupil Premium template.	Review	Approve – academy plans Report – to Board - effectiveness of use of the Pupil Premium across Trust	Review – how Pupil Premium is spent at the Academy. BEP Template.	Deliver
16. Set admissions Principle for the Trust (Statement of Principle – Local Authority Admissions Code).	Approve	Recommend and Deliver	Consult and Comply	Consult and Comply
17. Set Admissions Policy for the Academy.	Approve	Recommend	Consult and Comply	Deliver
18. Collective worship arrangements for school without religious character.		Review	Review	Deliver

	Trustees	MAT	LAB	Head Teachers
19. Academy Hours – setting the opening and closing times for the Academies / Length of day.	Review	Approve	Consult and Review	Deliver
20a. Term Dates -Ensure 380 sessions per year.	Review	Approve	Consult and Review	Deliver
20b. INSET Days		1xTrust Day – Approve (bi annually) 4 Days – HT decide - Consult	Consult & Comply	Consult & Comply
21. School lunch – ensure provided to appropriate nutritional standards.			Review	Deliver
22. Provision of free school meals to those meeting criteria, including UFSM.			Review	Deliver
Safeguarding				
23. Safeguarding Policy – Trust template developed	Review	Approve	Approve & Comply	Consult & Comply
24. Safeguarding Policy – Locally adopted			Consult & Review	Deliver
25a. To be informed about a serious safeguarding incident.	Review	Report to Trust Board	Report	Report to LAB and Trust
25b. To be informed about serious substantiated safeguarding issues including if LADO involvement is required. (BEP LADO Flowchart – Appendix 1)	Review	Report to Trust Board	Report	Report to LAB and Trust
25c. Annual Trust Safeguarding Audit -Attendance and Welfare Lead to conduct annual review and follow up.	Review	Report to Trust Board	Comply	Comply

	Trustees	MAT	LAB	Head Teachers
Finance				
26. Compliance: Funding Agreement – comply with all obligations including the Academies Financial Handbook	Comply	Comply	Comply	Comply
27. To maintain a register of formal contracts entered into, amounts paid and certificates of completion (Trust).	Approve	Deliver		
28. To maintain a register of formal contracts entered into, amounts paid and certificates of completion (Academy). (Trust to supply template)	Review	Approve	Consult	Consult
29. Appointment of auditors (Internal and External).	Approve	Recommend	Comply	Comply
30. To implement any recommendations arising from an audit inspection.	Approve	Review and Comply	Comply	Deliver in consultation with BEP Finance Team.
31. Changing use of Fixed Assets.	Approve		Recommend to the Board of any changes to fixed assets used by the Academy	
32. Arranging insurance for the Trust.	Approve	Deliver		Consult
33. Investments – agreeing the Investment Policy in line with the Academies Financial Handbook and any internal policies and controls (MAT and Academies).	Approve	Deliver	Consult	Recommend
34. Trust Annual Budget – formulating and setting the Trust wide budget (Headlines – graphical representation).	Approve	Recommend		
35. Academy Annual Budgets – formulating and determining the Academy budget -75% of GAG on staffing vs Total Income (max) -1 months running costs to be maintained at all times	Approve (Trust Budget)	Approve (Academy Budgets) & Recommend.	Comply	Deliver

	Trustees	MAT	LAB	Head Teachers
36. Expenditure and ensuring delivery of each <i>Academy's Annual Budget</i>.	Review (Finance, Audit & Risk Committee)	Report	Review	Report & Deliver
37. To monitor and report Academy expenditure against the set budget (E.g. % spend as per cost centres).	Review	CFO – Review Report (monthly)	Review	Deliver
38. Delegated Budgets and Finances - in the form of a Finance Policy to the Academies.	Approve	CFO - Deliver Review effectiveness - In line with Finance Policy.	Review Comply - In line with Finance Policy.	Comply - In line with Finance Policy.
39. Setting Trust-wide Finance policies	Approve	Recommend and Comply	Comply	Consult & Comply
40. Approving annual accounts (MAT).	Approve	CFO - Deliver – arrange for auditing and filing of annual report and accounts - In line with Finance Policy. Report		
41. Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies so as to secure the Trust's financial health in the short term and the long term. 5% top slice (MAX)	Approve	Recommend	Comply	Consult & Comply
42. Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	Comply	Comply	Comply	Comply

	Trustees	MAT	LAB	Head Teachers
43. Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	Deliver policies to ensure compliance		Deliver	
Governance Matters				
44. Appointments of Trustees – ensuring processes are in place for the appointment of Trustees (including ensuring that the Trustees have the skills to run the Trust) -Appointed according to skills -Audit of skills	<i>Deliver</i> – policies and criteria for the selection of Trustees (<i>comply with Trust Articles of Association</i>)			
45. Appointments of Governors – ensuring processes are in place for appointment of Governors (including ensuring that the Governors have the skills to run the Academies) -Appointed according to skills -Audit of skills	Deliver LAB ToR Approve – appointment of CoG	Recommend – Board approval of CoG appointment	Comply with LAB ToR Recommend – CoG appointment Approve – governor appointments	
46. Appointment of Clerk – Board	Approve	Recommend		
47. Appointment of Clerk – LAB		Approve	Consult	Recommend
48. Prepare terms of reference for Trustees (Articles)	Approve	Consult		
49. Prepare Terms of Reference for LABs	Approve	Recommend	Comply	Comply
50. Training programme for trustees and governors.	Review and Approve	Recommend	Consult	Consult

	Trustees	MAT	LAB	Head Teachers
51. To appoint or remove the Chair of the LAB.	Approve		Approve	
52. To hold a full LAB meeting at least three times in a school year, with an additional set up meeting.	Review	Report	Deliver	Deliver
53. To appoint and remove members of the LAB. NB. In line with LAB Terms of Ref.		Consult	Deliver	Consult
54. To set up a Register of business and pecuniary interests.		Deliver (for Trust)	Deliver (locally)	
55a. To approve and set up a Members/Trustees & Governors expenses scheme.	Approve	Review	Comply	Comply
55b. The Trust reserves the right to implement a bespoke SoD (Annex 4) should any academy fall into RI or worse / deficit budget / falling income / falling roll which gives sustainability concerns.	Approve	Review & Deliver	Consult & Comply	Consult & Comply
Human Resources				
56. Setting of Human Resources Policies Trust wide BEP one employer	Approve	Recommend	Consult & Comply	Consult & Comply
57a. To determine staff complement within agreed budget (MAT).	Approve	Recommend		
57b. To determine staff complement within agreed budget (Sch). *Approval required at MAT level* - in-year changes as outlined below: Tier 1 * Academies which are 'Requires Improvement' or below, please consult with DoS or CEO prior to any recruitment. Tier 2 * Academies identified as in financial difficulty will need to discuss recruitment with DoS or CEO prior to recruitment.		Review *Approve	Review - In line with Finance Policy.	Deliver - In line with Finance Policy.

	Trustees	MAT	LAB	Head Teachers
<p>-Financial difficulty defined as a carry forward with less than one month's running costs.</p> <p>Tier 3 Academies which are 'Good or 'Outstanding' with one month's running costs can make in year amendments to staffing up to £50k (Total £50k which includes on-costs). -Assuming this doesn't reduce c/f below 1 months running costs</p>				
57c. To determine staffing outside agreed budget		Approve	Consult	Recommend
58. Appointing the CEO.	Approve	Deliver		Consult
<p>59. Appointing the Head Teacher-or re-structuring leadership at each Academy.</p> <p><i>Appendix 2 – Process/guidance notes for appointment HT/Principal</i></p> <p><i>Same protocols used for interim Head Teacher or long absence cover of Head Teacher.</i></p>	Approve	Recommend	Consult & Comply	Consult & Comply
<p>60. Appointment of senior Trust staff (in line with recruitment policy).</p> <ul style="list-style-type: none"> - Executive Team 	Approve	Recommend and Deliver	Inform	Consult
<p>61. Appointment of senior Academy Staff (when a substantive HT in post).</p> <p>Tier 1 'Requires Improvement' or below, panel involvement for SLT appointments (Panel which includes Trust CEO / DoS / HR).</p> <p>Tier 2</p>		Consult	Consult	Deliver and Approve

	Trustees	MAT	LAB	Head Teachers
<p>'Good' or 'Outstanding', sight the Trust on the rationale and use another experienced Head Teacher or DoS/CEO/HR to support recruitment if required.</p> <p>Senior academy staff defined as those on the Leadership scale and/or SLT.</p>				
62. Establishing Trust wide HR Policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations.	Approve	Recommend	Consult and Comply	Consult and Comply
63. Setting Appraisal Performance Management Policy together with pay reviews	Approve	Recommend	Consult and Comply	Consult and Comply
64. Setting Terms and Conditions of Employment. <i>BEP is the employer.</i>	Approve	Recommend	Comply	Comply
65. Restructuring of staff at the Trust/academies	Approve	Review and Recommend	Consult	Recommend and Deliver
Risk Management				
66a. Trust Risk Register (MAT).	Approve	Deliver – management of risk register		Deliver – management of Academy risk register
66b. Trust Risk Register (Academy)	Approve (forms part of Trust document)		Consult	Deliver – management of Academy risk register

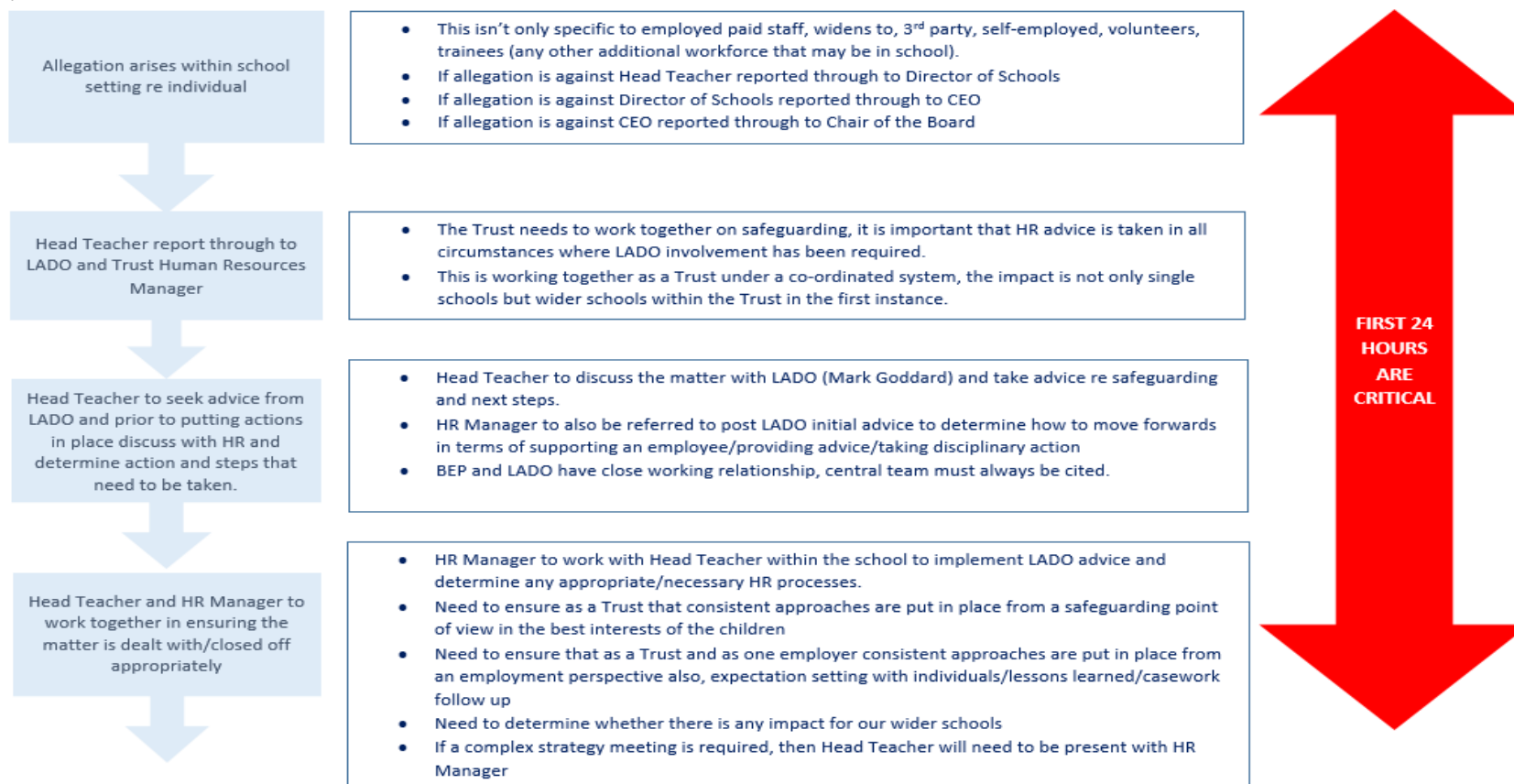
	Trustees	MAT	LAB	Head Teachers
Central Services				
67. Determining and allocating central services provided to the Academies by the Trust.	Review	Report	Consult	Consult
68. Overseeing the effectiveness of services provided centrally by the Trust.	Review	Deliver and report to Board	Consult	Consult
69. Development of the Trust website. <i>NB. Statutory duties.</i>	Approve	Deliver		
70. To ensure central services are value for money	Approve	Recommend	Consult and Comply	Consult and Comply
Estates Management/Health & Safety				
71. Asset and Premises Maintenance Strategy – determining use of Academies’ premises and ensuring premises are adequately maintained. NB. Report termly using the H&S KPIs.	Approve – Trust wide KPIs for use	Recommend	Comply – Report through KPIs	Deliver – in accordance with Academy policy
72. Acquiring and disposing of Trust land. Inc the purchase of land. E.g. A woodland.	Approve	Recommend	Consult and Comply	Consult and Comply
73. Buildings, personal liability insurance. -Inc. reviewing insurance cover	Approve	Recommend & Deliver	Consult & Comply	Consult & Comply
74. Developing schools buildings strategy for SCA bids and expansion.	Approve	Recommend & Deliver	Consult & Comply	Consult & Comply
75. Procuring and maintaining buildings, including developing maintenance plan. -Use Health and Safety Tracker -Use Buildings Tracker -Planned use of DFC	Approve	Recommend & Deliver	Consult & Comply	Consult & Comply
76. Arranging for site security and maintenance of buildings on a day to day basis.			Review	Deliver

	Trustees	MAT	LAB	Head Teachers
77. Maintaining an inventory of: - Moveable items equipment and checking this annually -property borrowed by staff (Asset register)			Review	Deliver
Information Technology/Media/GDPR				
78. Media and PR - overseeing public relations activities linked to Academy crisis management situations. Policy for dealing with media / set response needed / risk reg etc. Who to contact in a crisis? BCP needed for MAT.	Review	Consult & Deliver – Trust wide activities	Comply	Consult and comply.
79. To develop IT systems, security and the privacy of data. Data protection/GDPR to be controlled at MAT level. Data Protection – Trust wide policy.	Approve & Comply	Deliver & Comply	Comply	Consult and comply
80. To develop an ICT strategy and systems for effective use of IT and data management within the Trust.	Approve	Recommend	Consult & Comply	Consult and comply

Approved: BEP Board Meeting 01/07/20

Appendix 1 – LADO Flowchart

BEP LADO/Allegations Management Process



Appendix 2 – Process for Appointing Head Teacher/Principal

Stage 1 – Preparation of the Recruitment Pack

- Led by Director of Schools with support from HR Manager.
- Local Advisory Board provided with opportunity to input information for consideration.
- Advert placed by the Trust.

Stage 2 – Shortlisting

- Shortlisting to be undertaken by the Director of Schools and Chair of the Local Advisory Board (or other appropriate individual) with support from HR Manager where necessary.

Stage 3 – Interviews

- Director of Schools to determine recruitment process with the support of the HR Manager.
- Head Teacher appointments will contain a range of assessments, they will be subject to at least:
 - **Panel interview**
In most cases the panel will be made up of Chief Executive Officer, Director of Schools, and Chair of the Local Advisory Board, HR Manager in attendance in advisory capacity. The Trust will reserve the right to amend appointment panel depending on the context of the school.
 - **Presentation**
Peer group of Head Teachers invited along with members of the Local Advisory Board to observe and provide feedback on presentation for each candidate.
 - **Staff Panel**
A selection of staff within the school to meet with prospective candidates and undertake an assessment process. Staff panel will provide feedback into the process. Staff panel task to be determined dependent upon context of each process.
 - **Student Panel**
A selection of students within the school to meet with prospective candidates and undertake an assessment process. Student panel will provide feedback into the process. Student panel task to be determined dependent upon context of each process. The Trust will want to assess how the candidates interact with students.
 - **Teaching & Learning Task**

The ability to assess candidates capability with regards to teaching and their skills in relation to leading teaching and learning within the school. Observation/assessment will take place by two appropriate members of Senior Leadership within Trust who have QTS.

Further Notes on the Appointment of the Head Teacher

- The Trust will take the final decision on the appointment of the Head Teacher with the valuable input from the variety of professionals and individuals from the community as above.
- The interview process may have additional tasks/assessments that are pertinent to the specific Head Teacher recruitment that it undertakes, context is important for each position that is being filled.
- The Trust Board will delegate appointment decisions to the Trust's Senior Leadership Team, Board will take oversight where necessary.
- The Trust will reserve the right to determine the location of where the interviews will take place.