

# Scheme of delegation

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## The Wesley Trust – Scheme of Delegation

### KEY

Level 1: Trust - The Wesley Trust Trustees (including sub-committees)

Level 2: Executive Officers (CEO/FD)

Level 3: Local Academy Board

Level 4: Head

Function delegated to right-hand tick from left-hand tick (and reporting back up).

- The Local Academy Board (acting under authority delegated from The Wesley Trust and in accordance with the guidelines provided by Trust Wesley Trust) is responsible for the strategic direction of the school.
- Committees of the Trust (including the Local Academy Board) can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The Head and staff play the major role in formulating plans, policies and targets to bring to committees or to the Local Academy Board for discussion prior to adoption by the relevant committee
- Decisions must take into account The Wesley Trust guidance, minimum standards and published best practice.
- The Head is responsible for internal organisation at the academy at which they have executive authority.
- The fitness for purpose of the Scheme of delegation will be a standing item at Board of Trustee meetings and feedback from Local Academy Boards will be considered through formal (and informal feedback mechanisms)

Scheme of Delegation

The Wesley Trust – Scheme of Delegation

Function	No	Tasks	TRUST	EXECUTIVE OFFICERS	LAB	HEAD
Strategy	1b	To develop a Strategy, Ethos and mission for the Trust		✓		
	1b	To develop and propose the strategy for the School			✓	✓
	1c	To approve the strategy, ethos and mission for the Trust	✓			
	2a.	To develop the ethos and mission statement for individual schools, within the context of the Trust's ethos, aims and values				✓
	2b.	To confirm the Ethos and mission statement for individual schools			✓	
Policies	3.	To determine, on an annual basis, those policies which will be developed by the Trust and be mandatory for all Trust Schools. Incorporating a process for review of policies	✓			
	4.	To provide to the Trust, on an annual basis, copies of all policies and procedures and a schedule for their review		✓		
Delegated authority for individual policy areas is described in the scheme of delegation below						

### Scheme of Delegation

Function	No	Tasks	TRUST	EXECUTIVE OFFICERS	LAB	HEAD
Central Services	5a.	To determine the scope of mandatory core services to be delivered by the Trust on behalf Schools and update annually	✓			
	5b	To develop a Service level agreement for each of the central services for agreement with the schools		✓		
	5c	Review and feedback on suitability and effectiveness of central services			✓	✓
	6	To ensure centrally procured services provide value for money and are of high quality		✓		
Finance and operations	7	To determine the proportion of the overall General Annual Grant income (the "Assessment") to be retained to pay for central services	✓	✓		
	8a.	To develop and propose the individual School budget				✓
	8b.	To recommend the individual School budget to The Wesley Trust			✓	
	8c.	To approve the formal budget plan for each School each financial year	✓			
	9.	To monitor monthly expenditure		✓	✓	✓
	10a.	To forecast and explain likely budget overspends.				✓

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Function	No	Tasks	TRUST	EXECUTIVE OFFICERS	LAB	HEAD
	11a	To approve additional expenditure outside of the budget of greater than £50k	✓			
	11b	To approve additional expenditure outside of the budget of between £25k - £50k		✓		
	11c	To approve additional expenditure outside of the budget of greater than £10k - £25k			✓	
	11d	To approve additional expenditure outside of the budget of less than £10k				✓
	12a.	To enter into contracts with a lifetime value over the OJEU thresholds	✓			
	12b.	To enter into contracts below OJEU limits but exceeding a lifetime value of over £100k		✓		
	12c.	To enter into contracts with a value of between £50k and £100k			✓	
	12d	To enter into contract with a lifetime value of up to £50k				✓
	13a	To approve a Financial Regulations Manual for the Trust in line with the requirements of the academies Finance Handbook	✓			
	13b	To establish a Financial Regulations Manual for the Trust in line with the requirements of the academies Finance Handbook		✓		
	13c	Operate the Trust's finance systems in accordance with procedures				✓

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Function	No	Tasks	TRUST	EXECUTIVE OFFICERS	LAB	HEAD
	14.	To establish a school / academy charging and remissions policy			✓	✓
	15a.	To appoint the internal auditor to check the trust's internal controls	✓			
	15b	To appoint the external auditor to produce statutory accounts and associated documents	✓			
	16a.	Approval of employees, Buildings and public liability insurance and other insurances	✓			
	16b	Procurement of suitable Trust wide insurance schemes		✓		
	17a	Approve the Trust's property strategy.	✓			
	17b	Developing property strategy		✓		
	18.	Procuring buildings	✓	✓		
		Maintaining buildings, including developing properly funded maintenance plan			✓	✓
	19a	To approve a Trust health and safety policy	✓			
	19b	To establish a Trust health and safety policy		✓		
	19c.	To adopt a locally adapted health and safety policy and appoint a Health and Safety governor			✓	
	19d.	To ensure that health and safety regulations are followed in line with locally adopted policy			✓	✓

## Scheme of Delegation

Function	No	Tasks	TRUST	EXECUTIVE OFFICERS	LAB	HEAD
Human Resources	20.	Head's appointments (selection panel)	✓	✓	✓	
	21.	Deputy appointments (selection panel)	✓	✓	✓	✓
	22	Establish a "minimum standard" recruitment policy for the Trust  Incorporate policy on safeguarding and other employment checks for employees  Incorporate induction policy for staff  Incorporate a Probation policy	✓	✓  ✓  ✓		
	23.	Appoint other teachers in line with the recruitment policy and ensure adherence to all elements of associated policies			✓	✓
	24.	Appoint non-teaching staff in line with the recruitment policy and ensure adherence to all elements of associated policies			✓	✓
	25a.	Agree a pay policy for all staff	✓			
	26b	Prepare a pay policy for all staff		✓		
	27a.	Propose variations to pay discretions at Local Academy			✓	
	27b.	Approval of pay discretions outside of national pay scales (or LA where TUPE terms dictate)	✓			

Scheme of Delegation

Function	No	Tasks	TRUST	EXECUTIVE OFFICERS	LAB	HEAD
	28a	Approving disciplinary/capability policy and procedures	✓			
	28b.	Reviewing disciplinary/ capability policy and procedures			✓	
	29.	Dismissal of Headteacher/Deputy	✓	✓	✓	
	30.	Dismissal of other staff			✓	
	31.	Suspending Headteacher		✓	✓	
	32.	Suspending other Staff			✓	✓
	33.	Ending suspension (Headteacher / Deputy)		✓	✓	
	34.	Ending Suspension (other Staff)			✓	✓
	35.	Determining Staff complement within agreed budget			✓	
	36a.	Approving dismissal payments Head	✓			
	36b.	Determining dismissal payments Head		✓		
	37a.	Approving dismissal payments of other staff	✓			



### Scheme of Delegation

Function	No	Tasks	TRUST	EXECUTIVE OFFICERS	LAB	HEAD
	37b.	Determining dismissal payments of other staff			✓	✓
	38a	To approve a performance management policy	✓			
	38b	To develop a performance management policy		✓		
	38c	Review performance of staff in line with the policy				✓
	38c	Review performance of the Head in line with the policy			✓	
	39a	To approve a conduct, discipline and grievance policy for staff	✓			
	39b	To establish a discipline policy for staff		✓		
	40a	To recommend appointment (and removal) of the chair of the LAB		✓	✓	✓
	40b	To approve appointment and removal of the Chair of the LAB	✓			
	41	To appoint and dismiss the clerk to the LAB			✓	✓
Standards and Effectiveness	42a	To approve a curriculum policy for the School			✓	
	42b	To develop a curriculum policy for the School based on the Trust requirements				✓

### Scheme of Delegation

Function	No	Tasks	TRUST	EXECUTIVE OFFICERS	LAB	HEAD
	43a	Agree measures for school performance	✓			
	43b	To review performance of schools		✓		
	43c	To scrutinise the School improvement plan			✓	
	43d	To maintain and update a school improvement plan				✓
	44a	To propose targets for school level pupil achievement				✓
	44b	To approve targets for school level pupil achievement			✓	
	45	To facilitate collaboration with schools around school improvement activity		✓		✓
	46a	To deliver School Improvement initiatives	✓			✓
	46b	To monitor and evaluate the impact of School Improvement initiatives			✓	
	46c.	To scrutinise and approve the school improvement plan			✓	
	47a	To approve a behaviour policy for pupils			✓	
	47b	To establish a behaviour policy for pupils				✓
	48a	To approve an admissions policy	✓			
	48b	To establish an admissions policy				✓
	48c	To review proposed changes to admissions policy.			✓	

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Function	No	Tasks	TRUST	EXECUTIVE OFFICERS	LAB	HEAD
	49.	Admissions: application decisions			✓	
	50.	To appeal against LA directions to admit pupil(s)				✓
	51	Approving the approach to RE to be adopted throughout the Trust and assist in the provision of resources and training	✓			
	52	Establishing the approach to RE to be adopted throughout the Trust and assist in the provision of resources and training		✓		
	53	Responsibility for ensuring provision of RE in line with school's basic curriculum				✓
	54.	To ensure that all pupils take part in a daily act of collective worship				✓
	55.	To ensure provision of free school meals to only those pupils meeting the criteria			✓	✓
	56.	To discharge duties in respect of pupils with special needs by appointing a "responsible person"			✓	✓
	57	Adoption and review of home-school agreements				✓
	58a	To approve a safeguarding policy	✓			
	58b.	To establish a safeguarding policy		✓		

## Scheme of Delegation

Function	No	Tasks	TRUST	EXECUTIVE OFFICERS	LAB	HEAD
	58c	Adopt and onitor local arrangements for safeguarding			✓	
	58d.	To ensure that the safeguarding policy is implemented				✓
Governance	59a	To approve Governance structure and associated terms of reference	✓			
	59b	To draft Governance structure and associated terms of reference		✓		
	59c	To review Governance structure and associated terms of reference	✓	✓	✓	
	60a.	To ensure probity and avoid conflicts of interest at Trust Level	✓			
	60b	To set up a Register of Directors'' Business Interests		✓		
	60c.	To ensure probity and avoid conflicts of interest at academy Level			✓	
	60d	To set up a Register of LAB members' Business Interests				✓
	61.	To approve an LAB members' Expenses Scheme	✓			
		To establish an LAB members' Expenses Scheme		✓		
	62a.	To put in place Governor's support arrangements.	✓			
	62b	To determine development needs of governors and put in place training		✓		
	62c.	To review Governors support arrangements			✓	

### Scheme of Delegation

Function	No	Tasks	TRUST	EXECUTIVE OFFICERS	LAB	HEAD
	63a.	To consider requests from other schools to join the Trust		✓		
	63b.	To approve such requests	✓			
	64	To hold a full Board of Trustees meeting at least three times in a school year or a meeting of the temporary governing body as often may require	✓	✓		
	65	To hold a full LAB meeting at least three times in a school year or a meeting of the temporary governing body as often may require			✓	✓
Governance – other policies	Other policies can be found on The Wesley Trust Master Policy Schedule. The policy schedule gives an indication against statutory and other policies of responsibility for approval and review.					

## CORE SYSTEMS & SERVICES

The following are core systems / Services to be used by all The Wesley Trust Schools.

Where a School has a requirement to use an alternate system or service a business case will need to be prepared for the consideration of the TWT Board of Directors:

Service	Supplier
Internal and External Audit	MAT
Budgeting software	MAT
Clerking Services	School (MAT to assist in sourcing)
Email	MAT
Financial Management System	MAT
Governor Support	MAT
Governor Training	MAT
Head teacher professional Development Training	MAT
Health & Safety Inspections	MAT
HR Support Services incl. HR Policies	MAT
Insurance Brokerage	MAT
Legal Services	MAT
Main Academy Bank Account	MAT

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Management Information	School
Central Data Management	School
Pupil Assessment & Reporting	School
School Dinner Money	School
Online Payments	School
Payroll	MAT
Major Capital Projects	MAT
Property Maintenance	School
Pupil Assessment	School
Quantity Surveying / Building Surveys	MAT
Staff Performance	School
Web Hosting & Web Page Management systems	MAT (Trust website) / School (school website)

## Scheme of delegation

### 1) Monitoring performance of our Schools

We expect that all our schools will be performing at a high level across all key educational and operational performance indicators. It is vital that we work together to achieve the best outcomes for our children and use the most effective support resources to allow this to happen.

The Wesley Trust is committed to offering schools the greatest autonomy that it can and is mindful that the Trust should be focussing resource on high priority issues in the Trust as a whole. This will mean that where schools are performing at the high levels expected the scheme of delegation will continue to operate as published.

All schools performance will be kept under review by the Wesley Trust in order to ensure that the expertise offered by the Trust can be focussed appropriately. If the performance of a school does fall below the standard expected by the Trust then an appropriate support plan will be put in place. To be clear, this will be a requirement of the Trust and will lead to action up to and including the removal of freedoms offered in the scheme of delegation.

### 2) Scheme of delegation review process

The Wesley Trust will review performance of each school on a regular basis using a range of objective measures to determine progress.

A number of key performance indicators will be used to trigger the process of scheme of delegation review, which is designed to ensure that each school has access to the best resources to give the best possible outcomes for our children.

Should any of the below indicators (section 3 scheme of delegation review indicators) be reached then a review process will be followed as below:

- the Headteacher will meet with the CEO to present an action plan to improve the performance of the school with relation to the indicator under review. This should happen within 14 days of the indicator being published.
- The CEO will review the plan, and input to it as appropriate (offering support and resource as appropriate), before authorising the plan for action.
- The Headteacher will report back to their Local Academy Board (at their next meeting) that an action plan has been put in place with relation to the indicator that is falling below the required standard.
- The CEO will report back to the next Board of Trustees that this action plan has been put in place for the school.
- The plan will be monitored against actions required and timelines, by the CEO and the Headteacher on a periodic basis (at least monthly) to assess progress.
- Should progress not be made against that action plan, the CEO will inform the Headteacher that a scheme of delegation review will be proposed to the Board of Trustees and certain delegated powers will be withdrawn. The CEO will request approval for this removal of delegated powers to the Board of Trustees for approval and, once approved, present the changes to the scheme of delegation to the Headteacher and inform the Local Academy Board of this.
- The action plan will continue to be reviewed, under the revised scheme of delegation, to ensure that appropriate Trust resource is allocated to resolving the performance issues.



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- Only when issues have been resolved to the satisfaction of the Board of Trustees, given objective evidence that the performance against the indicator has been reinstated, will the scheme of delegation be fully reinstated.
- For clarity, if the indicator reached is sufficiently serious (e.g. inadequate ofsted judgement, serious safeguarding concern raised) then the CEO has the responsibility and duty to propose removal of delegated powers at the initial review meeting. This will be presented to the Board of Trustees for approval.

All scheme of delegation reviews should be specific and with relation to the areas in which the school is demonstrably failing to achieve performance. Plans will be supportive and will aim to return or to give the school fully delegated powers as soon as possible. It is the view of the Wesley Trust that the long term success of schools is driven by empowering our people to educate the children of their school using their expertise and local knowledge.

Given that time may be of the essence after the reaching of a scheme of delegation review trigger then electronic communication may be used to approve steps in this process, if timescales do not allow all parties (e.g. local governors) to meet within a suitable timeframe. The Chair of the Board of Trustees has authority to act on the behalf of the Board of Trustees in this matter, as the Chair of the Local Academy Board has the authority to act on the behalf of the Local Academy Board.

### 3) Scheme of delegation review indicators

The following levels of performance against scheme of delegation review indicators will require an action planning meeting involving the Headteacher and the CEO.

#### **Governance and leadership**

High risk concerns raised by external or internal audit programmes as to the propriety and regularity of leadership practices, with reference to the Academy Financial Handbook and Governance Handbook.

#### **Educational outcomes**

OFSTED rating of less than good

SIAMS rating of less than good

Key test results falling below national floor standards

#### **Finance**

School returns a deficit budget for the year, and is planning a further deficit budget for any of the following 3 years

Reserves fall below 2% of GAG income

Unauthorised adverse variance versus budget greater than 5% of total income budget

#### **Employment / HR**

Any successful employment tribunal against the school

Any successful legal action brought against the school with relation to recruitment, terms and conditions or dismissal

#### **Safeguarding**

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If the school is not deemed to be effective in the area of safeguarding by Ofsted

Any instance of an officially commissioned SCR audit finding gaps falling below the standards required by Ofsted

If safeguarding concerns are raised through the whistleblowing policy or by any other agency with safeguarding powers (e.g. LADO / childrens services)

### **Health and safety**

Any breach of Health and Safety legislation leading to enforcement action by the Health and Safety Executive or other agencies with powers in this area.

### **Data Protection**

A data Breach occurs at the school with regard to any item that requires reporting to the Information Commissioners Office

Any other concern regarding the school that is raised through the whistleblowing process, by a government department of other executive agency with responsibility will also be taken into consideration and a decision made by the CEO as to the appropriateness of a scheme of delegation review.