

# CHANGE Schools Partnership Scheme of Delegation

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Ref	Tasks	CHANGE Trust (Members)	CHANGE Trust (Trustees)	Audit/Finance Committee	Local Governing Body (Chair of Governance)	Exec Headteacher/CEO	HofBS/COO	Headteacher/HoS	Staff	Pupils/Parents	
<b>CHANGE Trust Governance</b>											
1.	Maintain links with external agencies who support student learning and their social needs	I	I		A			R	I	C	
2.	Monitor the effectiveness of support and partnerships between the Trust and local community groups that serve the local area	I	A		C			R	I		
3.	Determine which services are bought back by the Trust	I	A	C	I		R	C			
4.	Ensure that Trust policies and procedures are implemented at school level		A		R	R		R	I	I	
5.	Ensure legal compliance of the model policies		A		I	R	R	I			
6.	Undertake annual pupil and parent satisfaction surveys and publish reports	I	I		A			R	I	C	
7.	Publish an annual achievement report covering all schools within the Trust	A	A		R	A	R	R	I	I	
<b>CST Strategy</b>											
8.	Development of core vision and principles	A	R		C	R	C	C	C	C	
9.	Oversee the implementation of the Trust's strategic vision	A	R		C	R		C	I	C	
10.	Liaise with national bodies DfE/EFA/NCSL/Other MATs to ensure the interests of CHANGE and member schools are well represented	A	R	C	C	R	R	C			
<b>Finance</b>											
11.	Legally responsible for the Trust's assets and accounts	A	R	C		R	C	I			
12.	Develops overall strategic vision for the finances of the Trust and the schools	A	R	R	C	R	R	C	I		
13.	Sets the financial parameters within which the schools' budgets are created		R	R	C	C	C	C	I		
14.	Reports to DfE and EFA on financial matters	A	R		C	I	R	I			
15.	Appoints auditors	A	R	R	I	C	C	I	I		
16.	Develops the overall strategic plan for Capital expenditure taking into account the school's strategic plans	A	R	R	C	C	R	C	I		
17.	Make recommendations to the Trust about Capital expenditure priorities	I	A	R	R	C	R	R	I		
18.	To specify the core accounting policies and financial systems	I	R	R	I	C	R	I	I		
19.	To approve the first formal budget plan each financial year	I	A	R	R		C	C			
20.	To prepare monthly and annual accounts to agreed standards and submit to the Trust	I	A	C	I	C	R	I			
21.	To monitor monthly expenditure	I	A	R	R	I	R	R	I		
22.	To comply with internal and external audit requirements and other statutory matters such as accounting for VAT	I	A	R	R	I	R	R	I		
23.	To enter into contracts (subject to agreed financial limits at each decision level)	I	A	R	R	C	R	R	I		
24.	Responsible for procuring goods and services following value for money principles	I	A		R	R	R	R			
25.	Control costs and ensure budget commitments are met, make payments	I	A	R	R	R	R	R			
26.	Responsibility for income generating activity at an Academy level	I	R	R	C	R	R	R			
27.	Approves any loans taken out by the school	I	A	R	R	C	C	C			
28.	Leads on cross Trust procurement activities		A	R	R	C	R	C			
<b>Staffing</b>											
29.	To implement an appropriate people strategy and to comply with all requirements under employment law		A	R	R	R	R	R			
30.	To specify the core HR policies and academy will adopt	I	A		C	R	R	C	C		
31.	Ensuring the Trust's HR policies and practices are consistently applied and adhered to		A		R	A	R	R	I		
32.	Approve the recruitment and deployment of staff with cross-Trust contracts and responsibilities		R		C	R	R	C	I		
33.	Review and approve the salary framework across the Trust	I	R	R	C	C	C	C	I		
34.	To provide specified employment returns on a termly basis		A		I	I	R	R	I		
35.	To maintain records of all staff employed to an agreed specification		A	R	I	A	R	R			
36.	To maintain a payroll system such that all staff are paid accurately on a timely basis		A		I	A	R	I	I		
37.	To undertake all negotiations with local trade unions, unless such matters have a bearing on the Trust more widely		C		A	R	C	R			
38.	To approve Headteacher/Head of School appointments	I	R		C	R	C		I	I	
39.	To approve all other appointments	I	A	R	C	C	R	R	I		
40.	To agree a pay policy	I	R	R	C	R	R	C	I		
41.	To agree pay discretions (except for the Headteacher)	I	I	C	R	A	C	C	I		
42.	To agree pay discretions for Headteachers	I	R	C	C	R	C	C	I		
43.	Dismissal of Headteacher	I	A		C	R	I				
44.	Dismissal of other staff	I	R		C		C	R			
45.	Suspension of Headteacher		A		C	R	I	I	I		
46.	Suspension of other staff other than the Headteacher		A			C	I	R	I		
47.	Determination of staff complement	I	I		A	C	C	R	I	I	

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48.	Where academies' own provision is unsatisfactory, to specify the supply of key personnel services such as payroll and pensions	I	A		C	C	R	C	I	
49.	Determination of dismissal and early retirement payments (unless calling upon the Trust's Emergency Fund, in which case application to the Trust from the full Governing Body is required)		A	C	C	R	C	R	I	
50.	Provide strategic and legal HR/employment support on matters that would impact on the Trust as a whole (e.g., grievances, restructure, safeguarding)		A		I	C	R	C	I	
51.	Establish and maintain single central record within each school		I		A		R	R	I	
52.	Review staffing structure for efficiency and affordability		A		C	R	R	R	I	
53.	Responsibility for staff training and CPD		I		A	R	R	R	I	
<b>Curriculum</b>										
54.	To ensure legal compliance with legal curriculum requirements	I	C		A	A	I	R	I	I
55.	To establish a CHANGE curriculum policy	I	A		C	C	I	R	I	I
56.	To implement, agree and monitor curriculum policy		I		A	R	I	R		I
57.	Responsibility for standards of teaching		I		A	R	I	R		I
58.	To decide which subject options should be taught having regard to resources, and to implement provision for flexibility in the curriculum (including activities outside school day)		I		A	R	I	R	C	I
59.	Responsibility for individual child's education				A	I	I	R	R	C
<b>Supplementary</b>										
60.	Abide by the terms of the school's Supplementary Funding Agreement in relation to Religious Education provision and collective worship	N/A								
61.	Provision of sex education – to establish and keep up to date a written CHANGE policy	I	I	I	A	R		R	I	
62.	To prohibit political indoctrination and ensuring the balanced treatment of political issues	I	I		A	R	R	R	C	
63.	School monitoring of statutory compliance and curriculum implementation		I		A	R	R	R		
64.	Responsible for oversight of school improvement and development plan implementation of all schools in the Trust	I	A	C	A	R	R	R	C	C
65.	Ensure that the most effective practice across the Trust is shared as widely as possible	I	A	I	C	R	R	R	R	C
66.	Commission reviews of curriculum and teaching and learning practice across the Trust	I	A		C	R	I	R	C	I
<b>Performance</b>										
67.	To formulate and review annually, a Trust wide performance management policy	I	A		C	R	R	C	C	
68.	To implement the CHANGE performance management policy (apart from the EHT's performance management)		A		I	A	I	R	I	
69.	To undertake a termly review of performance and to undertake a formal assessment of overall performance annually		A		I	A	R	R	C	
70.	Responsible for coordinating the overall outcomes of CHANGE and the schools within it	I	A		C	R	R	R		
71.	Monitor the quality of teaching and learning across the Trust schools		A		C	R		R	I	
72.	Monitor and report the quality of teaching and learning in individual schools		I		A	A		R	C	I
<b>Targets</b>										
73.	Set CHANGE Trust progress targets	C	R		C	R	R	C	C	I
74.	Receive and approve targets for Trust schools		I		A			R	I	
75.	Monitor progress towards Trust targets	I	I		A	R	R	I	I	I
76.	To set and publish targets for pupil achievement in individual schools	I	I		A	A		R	C	
77.	Monitor and report pupil progress and achievement in individual schools	I	I		A	A	I	R	C	I
<b>Discipline</b>										
78.	Adherence to the Exclusions Code and provision of guidelines and support	I	A		C	A	I	R	I	I
79.	To implement a CHANGE Behaviour Policy	I	I		A	A		R	C	C
80.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions		A		R	I		C	I	I
81.	To direct reinstatement of excluded pupils		A		R	C		C	I	
<b>Admissions</b>										
82.	Adherence to the Admissions Code and provision of guidelines and support		I		A	I	R	R	I	
83.	To agree changes to any school's admissions arrangements or policy (including PAN)	I	A		R	R	I	C	C	
84.	Admissions: application decisions and appeals		I		A	C	I	R	I	
85.	Monitor pupil numbers and the impact on the financial health of the school		I		A	I	R	R		
<b>Premises</b>										
86.	To procure suitable insurance cover including premises, contents, business interruption, governing body and employer liability and statutory motor transport insurance ( <i>joint procurement</i> )		I	R	A	C	R	C		
87.	To develop a buildings strategy or master plan to ensure that all property remains 'fit for purpose'		I	R	A	C	R	C		
88.	To agree the asset management plan and monitor progress on agreed improvement activity		I	R	A	C	R	C	I	
89.	Monitor progress on agreed improvement activity		I	R	A	C	R	C		

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90.	Maintain school's facilities		I	R	A	C	R	C	I	
91.	To check compliance with core policies and provide advice and support as required			R	A	C	R	C		
92.	To procure and maintain buildings, to scope and plan any enhancements or alterations, and to develop and implement a funded preventative maintenance schedule		I	C	A	C	R	C	I	I
93.	To give landlord consent for property alterations			A	C	C	R	C		
94.	To initiate a disaster recovery policy which meets specified minimum requirements	I	I	R	A	C	R	C	I	
95.	To review and approve disaster recovery arrangements			A	R	R	C	R	C	I
96.	To specify project management arrangements for major capital projects		C	R	A	C	R	C		
<b>Health and Safety</b>										
97.	Setting overall health and safety policies		A	R	C	C	R	C	I	I
98.	To ensure that health and safety regulations are followed, to undertake periodic H&S and fire risk assessments, and to provide specified H&S information to the Trust on a termly basis		A	I	R	C	R	R	C	
99.	To conduct an annual health and safety audit		I	I	A	I	R	R	I	
100.	Responsible for overall health and safety of the school and keeping documentation up to date.				A	I	R	R		
<b>School Organisation</b>										
101.	Agree parameters of the CHANGE academic year	I	A		C	R	C	C	C	C
102.	To set the times of academy sessions and the dates of academy terms and holidays within parameters agreed by the CHANGE Trust		A		C	R	C	C	C	C
103.	To ensure that the Academy meets for a minimum of 380 sessions in an academy year		I		A	I	I	R	I	I
104.	To ensure that school lunch nutritional standards are met		I	R	A	I	R	R	I	I
<b>Information for Parents/Complaints</b>										
105.	To prepare and publish the academy prospectus (including website updates in line with legal requirements)		A		C	C	R	C	C	I
106.	To ensure provision of free school meals to pupils meeting the criteria		I		A	I	R	R		I
107.	Ensure there is excellent communication between the school, parents and the local community		I		A	R	R	R	C	C
108.	Provide guidance and exemplar policies with respect to handling complaints		A		R	R	I	C	I	I
109.	Resolve or escalate complaints as appropriate		I		A	R	R	R		C
110.	Monitor complaints received and ensure statutory compliance		A		R	R	R	R	I	
<b>Governing Body Procedures</b>										
111.	To draw up and agree instrument of government and any amendments thereafter (articles)	A	R		C	C	C	C	I	I
112.	To appoint (and remove) the Chair of a permanent or a temporary governing body	A	R		C	C	I	C	I	I
113.	To appoint and dismiss the Clerk to the governors	A	R		C	C		C		
114.	To hold a full governing body meeting at least three times in an academy year, or a meeting of the temporary governing body as often may require and to submit minutes to the CHANGE Trust		A		R	C	C	C	I	I
115.	To appoint and remove CHANGE appointed governors (where such governors have been agreed with the Academy Governing Body) within approved constitution		A		R	C	I	C	I	I
116.	To appoint and remove school appointed governors at any point		A		R	C	I	C	I	I
117.	To appoint and remove any governors in the event of a significant failure of governance	I	A		R	C	I	C	I	I
118.	To set up a Register of Governors' Business Interests		A		R	C	I	C		
119.	To discharge duties in respect of pupils with special needs, LAC, EAL by appointing a 'responsible person and monitoring progress, learning and achievements of these pupils'		A		R	R	I	R	I	I
120.	To consider whether or not to exercise delegation of functions to individuals or committees within the parameters of the scheme of delegation	A	R		C	C	C	C		
121.	Review school policies as part of an annual rolling programme		A		R	R	R	R	C	I
122.	Ensure the school undertakes an annual self-evaluation programme		A		A	R	R	R	C	I
123.	Develop the schools' five year Strategic Plan for approval by Trustees		A		C	R	R	C	C	C
124.	Oversee the development and updating of school's Development Plan		A		R	R	R	R	C	
125.	Approve and delegate authority between CHANGE and LGB	A	R	R	C	C	C	C	I	
<b>Information Technology and Data Management</b>										
126.	Specify data requirements, templates and reporting timescales for the Trust, e.g., SEN, LAC, exclusions, attendance etc.		A		R	R	R	R		
127.	Ensure core data required by the DfE/EFA is submitted on time and accurately	I	A	R	I	C	R	I		
128.	To comply with minimum requirements in relation to management information reporting requirements and data security/retention and back-up	I	A	R	R	C	R	R	I	
<b>Marketing, Communications and External Liaison</b>										
129.	Determine and approve CHANGE Trust 'brand'	A	R		C	C	C	C	C	
130.	To comply with the Trust's branding requirements and design guide		A	R	R	R	R	R	R	
131.	To market the Academy and maintain effective internal and external communications	I	A		R	R	R	R	R	C

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132	To communicate with press and media on all matters relating to the Academy (with the exception of matters having a bearing on the national reputation of the Trust)	I	A		R	R	R	R	C	I
133	To communicate with the press and media on matters having a bearing on the national reputation of the Trust	A	R		C	R	C	C	I	I
134	To provide support to any critical PR incident	A	R		C	R	R	C	I	I
135	Manage CHANGE website	I	A		C	C	R	C	I	I
136	Manage school website and ensure legal compliance	I	I		A	R	C	R	C	I

*Agreed by Members and the Board 2016*