

Scheme of Delegation

ARCSI Key:

A	Accountable: Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible.
R	Responsible: Those responsible for the task, who ensure that it is done.
C	Consulted: Those whose opinions must be sought, and subsequently approve / ratify the given task.
S	Support: Resources allocated to responsible. Unlike consulted, support can be requested or may provide input to the task, and/or help complete the task.
I	Informed: Those who are kept up-to-date on progress.

Function	No ^o	HR and operations	Trust	CEO	ELT	LSB	Head	
HR and Operations (Appraisal)	1	To ensure that an approved appraisal policy in place	A	R	S	I	I	
	2	To secure the statutory appraisal of CEO	A	R	I			
	3	To secure the statutory appraisal of ELT	A	R	I			
	4	To secure the statutory appraisal of Central Team	A	S	R	I		
	5	To secure the statutory appraisal of Academy Headteachers	A	C	R	C	I	
	6	To review annually the performance management policy	A	R	S	I	I	
	7	Maintain accurate and effective and secure employee records	A	A	R	S	R	
	8	To secure the statutory appraisal of all academy staff	A	I	S	I	R	
		HR and operations	Trust	CEO	ELT	LSB	Head	
HR and Operations (Governance)	9	To draw up YES Trust documents and any amendments thereafter	A	R	S	I	I	
	10	To appoint (and remove) the chair of the YES Trust	Members only					
	11	To appoint and dismiss the clerk to the YES Trust	A	R	S	I	I	
	12	To hold a full Trust meeting at least three times in a school year or additional meetings as often as required	A	R	S	S	I	I
	13	To appoint, and actively seek Trustees for the Trust	A	R	S	S	I	I
	14	To remove members of the LSB other than the chair and/or YES Trust nominee	A	R	S	S	S	I
	15	To appoint the interim improvement board (IIT) and disband an ineffective LSB	A	R	C	S	I	I
	16	To set up a register of YES Trustees Personal Interests	A	R	S	S	I	I
	17	To set up a register of LSB members' Personal Interests	A		S	S	R	S

	18	To approve and set up a Trustee Expenses Scheme	A	R	S	I	I	I
	19	To consider whether or not to exercise delegation of functions to individuals/ committee to Trustees or CEO	A	R	I	I	I	I
	20	To consider whether or not to exercise delegation of functions to individuals/ committee to LSB / Academies	A	R	S	I	I	
	21	To regulate the LSB procedures	A	R	C	C	I	
	22	To determine the development needs of LSB members and put in place an appropriate programme	A	S	S	R	I	
	23	To draw up LSB documents and any amendments thereafter	A	I	I	I	R	
	24	To appoint the chair of the LSB	A	I	S	I	R	I
	25	To appoint and dismiss the clerk to the LSB	A	R	S	C	I	
	26	To hold a full LSB meeting at least three times in a school year or additional meetings as often as required	A	I	I	R	S	
	27	to review and update Trust policies	A	R	R	R	I	I
	28	To provide to YES Trust, on an annual basis, copies of all current academy policies and procedures (specific to setting) and a schedule for their review, to review and update policies where allocated to the academy	A	I	I	R	R	
	29	To ensure statutory Trust polices are updated and published on the Trust website	A	S	R	I	I	
	30	To ensure statutory academy polices are updated and published on the academy website	A	I	I	S	R	
	31	To consider duties whether or not to exercise delegation of functions to individuals or committees at Trust level	A	R	S	I	I	I
	32	To consider duties whether or not to exercise delegation of functions to individuals or committees LSB level	A	C	S	R	S	
		HR and operations	Trust	CEO	ELT	LSB	Head	
HR and Operations (Staffing)	33	To provide a Complaints Procedure policy	A	R	S	I	I	
	34	To appoint a Headteacher (through a selection panel) including pre-recruitment checks	A	R	R	C	I	
	35	To appoint a Deputy/Assistant Headteacher (through a selection panel)	A	S	C	C	R	

	36	To agree a pay policy for academy staff	A	R	S	I	C
	37	To exercise pay discretions within prescribed budget	A	I	C	S	R
	38	Establishing disciplinary/capability procedures	A	R	S	I	I
	39	Dismissal of Headteacher	A	R	S	C	I
	40	Suspension of Headteacher	A	R	S	C	I
	41	Ending of suspension of Headteacher	A	R	S	C	I
	42	Formulation of Employment Policies	A	R	S	I	I
	43	Formulation of Staff Handbook	A	R	C	I	I
	44	Formulation of academy specific appendices to accompany staff handbook	A	I	C	C	R
	45	Pre-recruitment checks	A	R	R	S	R
	46	To appoint teachers other than Headteachers and SLT	A	I	I	S	R
	47	To appoint non-teaching staff	A	I	I	S	R
	48	Appointment of members of SLT	A	I	C	C	R
	49	Dismissal of staff other than Headteacher(s)	A	I	C	S	R
	50	Suspension of staff	A	I	C	S	R
	51	Ending of suspension of other staff	A	S	S	S	R
	52	Determining staff complement within agreed budget	A	I	C	C	R
	53	Determining dismissal payment/early retirement of the Headteacher(s)	A	R	S	I	I
	54	Determining dismissal payment/early retirement of others	A	I	C	C	R
	55	Conduct of staff appraisals within academies	A	I	I	S	R
	56	To agree academies staffing structure	A	I	C	S	R
	57	To produce and review an absence management policy	A	R	C	I	I
	58	To implement the Trust absence management policy	A	I	C	S	R
Function	No ^o	Strategy and Quality	Trust	CEO	ELT	LSB	Head
Strategy and Quality (Services)	59	To determine the scope of central services to be delivered by YES Trust to and on behalf of the academies	A	R	C	I	I
	60	To identify additional services to be procured on behalf of the academies	A	R	C	I	C
	61	To ensure centrally produced services provide value for money	A	R	C	I	I
		Strategy and Quality	Trust	CEO	ELT	LSB	Head
Strategy and Quality (Compliance)	62	To set the times of school sessions and the dates of school terms and holidays and ensure the school meets the statutory requirement for [380] sessions in a school year	A	I	C	C	R

	63	To consider requests from other schools / academies to join the Trust	A	R	C	I	I	
	64	To determine, on an annual basis, those policies which will be developed by YES Trust and mandatory for all YES academies	A	R	C	I	I	
	65	To consult before setting / amending an admissions policy	A	I	C	C	R	
	66	Admissions: application decisions	A	I	I	C	R	
	67	If appropriate to appeal against LA directions to admit student(s)	A	I	C	C	R	
	68	To publish proposals to change category of school	A	R	C	S	C	
	69	To prepare and publish the school prospectus	A	I	I	I	R	
	70	To ensure Trust website is fully compliant	A	R	R	I	I	
	71	To ensure academy website is fully compliant	A	I	S	C	R	
Function	No^o	Education	Trust	CEO	ELT	LSB	Head	
Education (Development and Operational)	72	To propose targets for student achievement	A	I	C	S	R	
	73	To agree targets for student achievement	A	S	R	C	C	
	74	To establish a behaviour policy	A	I	S	C	R	
	75	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions	A	C	C	R	S	
	76	To direct reinstatement of excluded students	A	C	C	R	S	
	77	Production of the Trust Development Plan	A	R	S	I	I	
	78	Production of a School Development Plan	A	I	C	C	R	
	79	Implementation of a School Development Plan	A	S	S	S	R	
	80	Implementing Post-Inspection action plan	A	I	C	S	R	
	81	To develop a safeguarding policy in line with statutory requirements and best practice	A	A	C	C	R	
	82	To put into place any additional services to be provided by an individual Academy such as consultancy and outreach	A	S	C	C	R	
	83	To ensure delivery of services offered	A	I	I	I	R	
	84	To implement the Trust's safeguarding policy	A	R	R	R	R	R
	85	Maintain accurate and effective and secure student records in partnership with the LSB	A	I	S	S	R	
86	Set monitoring and evaluation cycle	A	R	C	I	C		

	87	Comply with all Data Protection legislation and good practice	A	R	R	R	R	R
	88	Assemble data for student assessment and other returns	A	I	C	C	R	R
	89	Adoption and review of home-school agreement	A	I	C	C	R	R
		Education	Trust	CEO	ELT	LSB	Head	
Education (Quality of Education)	90	To develop a curriculum delivery plan	A	I	C	C	R	R
	91	To implement a curriculum delivery plan	A	I	S	S	R	R
	92	To prohibit radicalisation, and promote equality and diversity, and tolerance and ensuring the balanced treatment of political issues	A	R	R	R	R	R
	93	Ensuring provision of SMSC in line with school's basic curriculum	A	I	I	S	R	R
	94	To discharge duties in respect of students with special educational needs and disabilities	A	I	I	S	R	R
	95	Quality of teaching	A	I	S	S	R	R
	96	To ensure all academies appoint a SENCo	A	I	C	S	R	R
	97	To ensure reviewing and monitoring of Academy SEND policies	A	I	I	C	R	R
	98	Quality of an individual child's education	A	I	I	S	R	R
	99	Student outcomes	A	I	I	S	R	R
	100	To ensure provision of free school meals to those students meeting the criteria	A	I	I	S	R	R
	101	To decide how to apply Pupil Premium	A	I	C	C	R	R
	102	Provision of PSHE including sex/relationship education - to establish and keep up to date a written policy	A	I	I	S	R	R
	103	To approve off site visits and activities of up to 1 school day (8 hours)	A	I	I	I	R	R
	104	To approve off site visits and activities of more than 1 day (24 hours)	A	I	I	R	S	R
	105	To approve off site visits and activities which involve a hazardous pursuit or journey abroad by air or sea	A	R	C	C	S	R
106	To monitor and review student attendance	A	I	I	R	R	R	
107	To set attendance targets	A	I	C	C	R	R	
108	To ensure that Trust policy and procedure for cared for children	A	R	R	R	R	R	

		are consistent with measures set out in the statutory guidance						
	109	To specifically monitor safeguarding procedures within the academy at least once a term	A	I	I	R	S	
Function	No°	Estates and Technology	Trust	CEO	ELT	LSB	Head	
Estates and Technology	110	To produce and a Trust health and safety policy	A	A	R	I	I	
	111	To implement the Trust health and safety policy	A	I	S	C	R	
	112	Buildings insurance and public liability	A	A	R	I	I	
	113	Developing academy buildings and facilities estate long term strategy or master plan	A	S	R	I	I	
	114	Maintaining the academy building, including developing properly funded maintenance plan	A	I	C	S	R	
	115	To ensure that health and safety regulations are followed	A	R	R	R	R	
	116	Premises security	A	I	C	S	R	
	117	Premises management	A	I	I	S	R	
	118	To approve Trust health and safety policy	A	R	S	S	I	I
Function	No°	Finance	Trust	CEO	ELT	LSB	Head	
Finance	119	To develop a Trust budget	A	A	R			
	120	To produce and authorise individual academy budgets (Agreeing cost areas within given funding)	A	C	C	C	R	
	121	To further develop individual academy budgets and implement them	A	C	C	C	R	
	122	To recommend the first formal budget plan each financial year	A	A	R	I	I	
	123	To plan, manage and monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend	A	C	C	R	C	R
	124	To approve any amount to be transferred between budget headings and/or likely budget overspends within YES Trust rules	A	C	C	R	C	R
	125	To establish financial decision levels and limits	A	R	S	S	I	I
	126	To establish a charging and remissions policy for each academy	A	I	C	C	R	
	127	To appoint internal and external auditors for the YES Trust	A	R	S	S	I	I
	128	To appoint the internal auditor for an academy	A	R	S	S	I	I
	129	To approve the annual report	Board of Trustees					

130	To ensure the annual report is submitted to the EFSA after year end	A	A	R			
131	Agreeing miscellaneous financial expenditure outside the agreed budget	A	R	S	I	I	
132	To enter into additional contracts which exceed the agreed annual budget allocation within limits specified in the Financial Regulations Manual	A	C	C	R	C	R
133	To authorise acquisition of assets within limits specified in the Financial Regulations Manual	A	C	C	R	C	R
134	To authorise disposal of assets within limits specified in the Financial Regulations Manual	A	R	R	R	C	R
135	To make payments within agreed financial limits	A	R	R	R	I	R
136	To collect income due to the academies	A	A	R	S	R	