



Bishop Stopford School

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Academy Trust Scheme of Delegation

The Scheme of delegation outlines the responsibilities and decision making levels of authority of the Trustees in this Single Academy Trust in accordance with its Articles of Association (Powers of Members are outlined in the Articles of Association).

(Subject to annual review)

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.

		Members	Trust Board	Headteacher
1. Trust Board business				
1.1	Appoint/remove trustees	A/R		
1.2	Elect chair of trustees		A/R	
1.3	Elect safeguarding trustee		A/R	C
1.4	Elect SEND trustee		A/R	C
1.5	Elect careers trustee		A/R	C
1.6	Appoint/remove committee chairs		A/R	
1.7	Agree committee membership		A/R	
1.8	Appoint governance professional and clerking arrangements		A/R	C
1.9	Review operational governance structures		A/R	C
1.10	Review Articles of Association	A/R	C	C
1.11	Agree committee Terms of Reference		A/R	C
1.12	Complete annual review of Scheme of Delegation		A/R	
1.13	Complete self-review/evaluation and commission external review of governance	A	R	C
1.14	Publish governance arrangements on academy website		A	R
1.15	Ensure the academy website is compliant and effective		A	R
2. Vision and strategy				
2.1	Determine academy vision, strategy and key priorities	A	R	C
2.2	Determine policies which reflect the academy's ethos and values	A	R	R
2.3	Establish risk register and conduct regular review	A	R	C
2.4	Ensure engagement with stakeholders		A/R	R
3. Finance and estates				
3.1	Appoint and remove external auditors		A	
3.2	Produce finance Scheme of Delegation		A/R	C
3.3	Receive external auditors' report	A	R	
3.4	Action recommendations made by external auditors		A	R
3.5	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		A	R
3.6	Submit ESFA required reports and returns		A	R
3.7	Agree budget plan to support delivery of strategic priorities		A	R
3.8	Monitor trust budget		A/R	
3.9	Carry out benchmarking and value for money evaluation		A	R
3.10	Agree reporting and monitoring arrangements for the academy budget		A	R
3.11	Approve estate vision, strategy and asset management plan		A	R
3.12	Monitor the academy estate to ensure it is safe and well maintained		A	R

		Members	Trust Board	Headteacher
4. Human resources				
4.1	Appoint and dismiss if necessary, Accounting Officer	A	R	
4.2	Performance manage the Headteacher	A	R	
4.3	Agree Headteacher pay and reward	A	R	
4.4	Review and agree staff appraisal procedure and pay progression		A	R
4.5	Determine Senior Leadership Team staffing structure		A	R
4.6	Determine staffing structure		C	A/R
4.7	Appoint and dismiss if necessary Headteacher	A	R	
4.8	Determine pay policy, terms and conditions of employment		A	R
4.9	Determine disciplinary and capability, and other statutory HR policies		A	R
4.10	Implement disciplinary and capability, and other statutory HR procedures		A	R
4.11	Approval of exit payments/early retirement/pension discretion (above £10,000)		A	R
4.12	Establish panels of 3 non-conflicted and available governors to hear capability and disciplinary cases and appeals; devolve decision making responsibilities for each case to them		R	C

		Members	Trust Board	Headteacher
5. Education				
5.1	Approve academy curriculum and curriculum policy		A	R
5.2	Ensure high standards of teaching and learning		A	R
5.3	Set targets for Academy outcomes		A	R
5.4	Plan and deliver Academy improvement interventions and strategies		A	R
5.5	Agree behaviour policy		R	A
5.6	Implement behaviour policy		A	R
5.7	Review permanent and fixed term exclusions		A	R
5.8	Agree admissions policy		A/R	C
5.9	Participate in admissions appeal process		A	R
5.10	Determine complaints policy		R	A
5.11	Implement complaints procedures		A	R
5.12	Establish panels of up to 3 non-conflicted and available governors to hear formal complaints and Permanent Exclusion or 15+ day suspension representations and devolve decision making responsibilities for each case to them		R	C
6. Community				
6.1	Ensure the voice of external and internal stakeholders are heard		R	A
6.2	Ensure the Christian foundation of the academy is consistently upheld	A	R	R