



# The Athelstan Trust

## Scheme of Delegation

This scheme outlines the delegated powers and responsibilities a Local Governing Body would receive to act on behalf of the Athelstan Trust.

The ultimate responsibility is indicated with an 'X' in the appropriate columns. An '\*' indicates an assumption of consultation.

Although decisions may be delegated, it is the Trust that remains responsible for any decisions made under delegation. In the event of a need to make genuinely urgent decisions (such as immediately after a government announcement) between meetings on matters falling within the remit of the Board, the Chair of Trustees, and in his absence the Vice Chair of Trustees shall take Chair's action on behalf of the Trustees. The decisions taken and the reasons for urgency shall be explained fully via email and at the next meeting of the Board of Trustees.

Policies are uniform across the Trust wherever possible. Policies are formulated by the Trust and implemented by Local Governing Bodies (LGBs) and Headteachers/Senior Leadership Teams (SLTs). LGBs may establish procedures (following principles laid out in a policy) to facilitate the implementation of the policy in the individual school.

This Scheme of Delegation will be reviewed annually by the Trust.

The Trust has designated Bradon Forest, Malmesbury School, Sir William Romney's School and Chipping Sodbury School (with effect from the date of CSS's transfer to the Trust) as Type A and The Dean Academy as Type B by means of a resolution dated 11<sup>th</sup> February 2021. Such designations shall be reviewed periodically and may be amended by a resolution of the Trust.

Reviewed 11<sup>th</sup> February 2021

Next review: May 2022

**KEY**

Decision Level 1: Athelstan Trust ('The Trust')

Decision Level 2: Chief Executive Officer (CEO) of the Trust

Decision Level 3: Local Governing Body

Decision Level 4: Headteacher/SLT

Key Function	No	Tasks	Decision Level TYPE A				Decision Level TYPE B				
			1	2	3	4	1	2	3	4	
<b>Policies</b>	1	Formulation of policies	X		*			X		*	
	2	Implementation and ensure compliance with policies			X	*				X	*
<b>Budgets</b>	3	Establish a central budget for the Trust	X	*				X	*		
	4	Approve the consolidated Trust budget plan for the financial year	X					X			
	5	Approve the formal budget plans for the financial year for each Academy	X	*				X	*		
	6	Monitor MAT expenditure	X	*				X	*		
	7	Monitor Academy expenditure	X	*	*	*		X	*	*	*
	8	Appoint an Audit Committee	X					X			
<b>Staffing</b>	9	Headteacher appointments (selection panel)	X	*	*			X	*	*	
	10	Senior leader appointments (selection panel)	*	*	X	X		X	*	*	
	11	Appoint other teachers		*	*	X			*	*	X
	12	Appoint non-teaching staff		*	*	X			*	*	X
	13	Dismissal of Headteacher (including severance/compensation)	X	*	*			X	*		
	14	Dismissal of other staff		X		X		X	*		*
	15	Suspending and ending suspension Headteacher	X	*	*			X	*	*	
	16	Suspending and ending suspension of staff (except Headteacher)		*	*	X		*	*	*	X
	17	Determine staff complement		*	*	X		X	*		
	18	Relocation/allocation of staff within the Trust	X	X	*	*		X	X	*	*
	19	Review severance/compensation payments (excluding Headteacher)	*	*	*	X		*	X		
	20	Appoint (and remove) all centrally employed staff of the Trust subject to the requirements of the Articles	X					X			
<b>Curriculum</b>	21	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)			*	X				*	X
	22	Responsibility for standards of teaching across all the Trust Academies	X	*				X	*		
	23	Responsibility for standards of education at Academy level		*	*	X		*	X	*	X
	24	Responsibility for each individual child's education			*	X				*	X
<b>Target Setting</b>	25	Approve and track targets for each student's achievement			*	X			*	*	X
<b>Discipline/Exclusions</b>	26	Review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)		*	X	*			*	X	*
	27	Direct reinstatement of excluded students. (Can be delegated to chair/vice-chair in cases of urgency)		*	X				*	X	
<b>Admissions</b>	28	Admissions application decisions		*	X	*			*	X	*
	29	Appeal against LA directions to admit pupil(s)			X					X	

<b>Religious Education</b>	30	Responsibility for ensuring provision of RE			X	*			X	*
<b>Premises &amp; Insurance</b>	31	Ensure buildings and liability insurances in place	X		*			X	*	
	32	Develop a school buildings strategy or master plan	*	*	X	*		*	X	*
	33	Procuring, refurbishing and maintaining buildings, including developing properly costed maintenance plan	X	*	*	*		X	*	*
<b>Health &amp; Safety</b>	34	Ensure that health and safety regulations are followed			X	*		*	X	*
<b>School Organisation</b>	35	Publish proposals to change category (i.e. age range/selection/religious character) of school	X	*	*			X	*	*
	36	Proposal to alter the character of the Academy day		*	X	*		X	*	*
	37	Set the times of school sessions and the dates of school terms and holidays		*	X	*		X	*	*
	38	Ensure that the school meets for 380 sessions in a school year			*	X			*	X
	39	Ensure that school lunch nutritional standards are met where provided by the governing body.			*	X			*	X
<b>Information For Parents</b>	40	Prepare and publish information for parents or school prospectus			*	X			*	X
	41	Ensure provision of free school meals to those students meeting the criteria			*	X			*	X
	42	Adopt and review of home-school agreements			X	*			X	*
<b>GB Procedures</b>	43	Prepare instrument of governance and any amendments thereafter	X					X		
	44	Appoint, suspend and/or remove the clerk of a LGB		*	X	*		*	X	*
	45	Hold a full LGB meeting at least three times a year			X	*			X	*
	46	Set up a Register of Governors' Business Interests			X				X	
	47	Discharge duties in respect of students with special needs by appointing a "responsible person"			X	*			X	*
	48	Consider whether or not to exercise delegation of local functions to individuals or committees (subject to this Scheme of Delegation)		*	X	*		*	X	*
	49	Regulate the GB procedures (where not set out in law)		*	X	*		*	X	*
<b>Trust</b>	50	Set up a Register of Trustees' Business Interests	X					X		
	51	Approve and set up a Trustees or Governors Expenses Scheme	X					X		
	52	Appoint, suspend and/or remove the governors of a LGB	X	*	*			X	*	*
	53	Consider applications to join the Trust	X	*				X	*	
	54	Agree the due diligence requirements for such (in discussion with sponsor)	X	*				X	*	
	55	Establish and review the Trust KPIs	X	*				X	*	
<b>Federations</b>	56	Consider forming a federation/joining a federation of local schools	*	*	X	*		X	*	*
<b>Extended Schools</b>	57	Decide to offer/cease to offer additional activities and what form these should take		*	X	*		*	X	*
	58	Put into place the additional services to be provided			*	X			*	X
	59	Ensure delivery of services provided			*	X			*	X