

## THE ROBINSWOOD ACADEMY TRUST Scheme of Delegated Authority

### FEBRUARY 2019 REVISIONS

Key:

Level 1:	Members
Level 2:	Trust Board
Level 3:	Trust Board Committee
Level 4:	Local Academy Committee (Academy Board)
Level 5:	Head of School

COLUMN TICKED ✓: Action to be undertaken at this level

COLUMN <A : Provide advice and support to those accountable

COLUMN R : Recommend

Key Function	No	Task					
			1	2	3	4	5
Governance	1.	Articles of Association review and agree	✓	<A			
	2.	Sign Memorandum and Articles of Association	✓				
	3.	Determine the name of the TRUST	✓				
	4.	Dissolve the TRUST	✓				
	5.	Ensure the success of the TRUST	✓				
	6.	Receive the annual report on the performance of the TRUST from the Trust Board	✓				
	7.	Appoint and remove the Auditors	✓				
	8.	Governance structure (committees) for the Trust establish and review		✓			
	9.	Terms of reference for board committees and scheme of delegation for academy committees agree and approve		✓			
	10.	Recommend changes to the Scheme of Delegated Authority		✓		<A	
	11.	Members: appoint/remove	✓				
	12.	Decide when Members should meet	✓				
	13.	Trustees: appoint/remove	✓	✓			
	14.	Appoint the Chair and Vice Chair of the Trust Board		✓			
	15.	Appoint the Chairs of TRUST Committees		✓	<A		
	16.	Elect the Chairs of Academy Boards				✓	
	17.	Appoint Clerk to the Academy Boards		✓			
	18.	Ensure the appointment of appropriate Academy Board Members		✓			
	19.	Appoint staff and Academy Board Members				✓	
	20.	Review performance of Academy Boards		✓		✓	
	21.	Suspend and/or dismiss Academy Board Members		✓		✓	
	22.	Approve and set up Members, Trustees and Academy Board Members Expenses Scheme		✓			
	23.	Appoint an Executive Headteacher		✓			
	24.	Appoint Company Secretary		✓			
	25.	Appoint Responsible Officer or equivalent		✓			
	26.	Approval of changes impacting the ethos and vision of the TRUST		✓			
	27.	Approve New Academies joining the TRUST		✓			
Finance	28.	Approve TRUST and Academy Budget plans for financial year		✓			
	29.	Recommend TRUST Budget plan for financial year			✓		
	30.	Approve Academy Budget Plan for financial Year		✓	✓		
	31.	Recommend Academy Budget Plan for financial Year		✓	✓		

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	32.	Monitor TRUST Budget at least termly			✓		
	33.	Monitor Academy Budget at least termly		✓	✓		
	34.	Approve local requests for resources					✓
	35.	Propose and agree TRUST virements and budget adjustments to £50,000			✓		
	36.	Propose and agree TRUST virements and budget adjustments over £50,000		✓			
	37.	Propose and agree Academy virements and budget adjustments to £10,000		✓	✓		
	38.	Propose and agree Academy virements and budget adjustments from £10,001 to £50,000			✓		
	39.	Propose Academy virements and budget adjustments over £50,000		✓			
	40.	Agree Academy virements and budget adjustments over £50,000			✓		
	41.	Propose financial and procurement policies		✓	✓		
	42.	Approve financial and procurement policies		✓	✓		
	43.	Adopt financial and procurement policies		✓	✓		
	44.	Propose and approve procurement policy		✓			
	45.	Adopt procurement policy		✓			
	46.	Enter into contracts (between £5,001 and £50,000)			✓		
	47.	Enter into contracts (above £50,00)		✓			
	48.	Approve the writing off of debts in excess of £500			✓		
	49.	Disposal of equipment and materials (between £1,000 and £5,000) In conjunction with Trust Business Manager					✓
	50.	Disposal of equipment and materials (above £5,000)			✓		
	51.	Propose the appointment of auditors			✓		
<b>Staffing</b>	52.	Head of Academy appointments			✓		
	53.	Participate in appointment of Heads of School		✓		<A	
	54.	Academy Leadership appointments		✓		✓	
	55.	Advise and approve the SLT		✓			
	56.	Appointment of TRUST Staff		✓			
	57.	Participate in the appointment of TRUST staff		✓		✓	✓
	58.	Teaching staff appointments		✓		✓	✓
	59.	Propose staff, HR, pay, performance and disciplinary policies			✓	<A	
	60.	Approve staff, HR, pay, performance and disciplinary policies		✓			
	61.	Approve changes to Academy staffing structure (within agreed budget)		✓			
	62.	Approve changes to Academy staffing structure (outside agreed budget)		✓			
	63.	Approve changes to TRUST staffing structure including recruitment		✓			
	64.	Performance review of Executive Headteacher			✓		
	65.	Suspend the Executive Headteacher		✓			
	66.	End the suspension of the Executive Headteacher		✓			

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	67.	Dismiss the Executive Headteacher		✓			
	68.	Suspend a Head of Academy		✓		<A	
	69.	End the suspension of a Head of Academy		✓		<A	
	70.	Dismiss a Head of Academy		✓		<A	
	71.	Suspension of other staff					✓
	72.	Dismissal of other staff					✓
	73.	Dismissal payments / early retirement			✓		
	74.	Performance review of other staff					✓
Performance and Curriculum	75.	Establish and implement Curriculum Policy					✓
	76.	Approve TRUST Development Plan		✓	<A	<A	<A
	77.	Review progress against TRUST Development Plan		✓		✓	
	78.	Approve Academy Action Plan		✓		✓	
	79.	Review progress against Academy Action Plan		✓		✓	
	80.	Review progress across TRUST against all Academy Development Plans		✓			
	81.	Approval of Curriculum Policy		✓		<A	
	82.	Propose Performance and Curriculum Policies		✓	✓	✓	✓
	83.	Responsibility for standards of teaching					✓
	84.	Provision of sex education					✓
	85.	Appoint SEN lead on Academy Board				✓	
	86.	Arrangements for collective worship					✓
	87.	Propose targets for pupil achievement					✓
	88.	Approve targets for pupil achievement					✓
89.	Monitor targets for pupil achievement		✓	✓	✓	<A	
Discipline / Exclusions	90.	Approve pupil behaviour policies		✓		<A	
	91.	Monitor implementation of pupil behaviour policies				✓	
	92.	Monitor issues associated with each Academy's implementation of pupil behaviour policies		✓		✓	
	93.	Exclude pupil more than 15 days or permanently				<A	R
	94.	Review exclusion on appeal		✓		✓	
	95.	Direct reinstatement of excluded pupils		✓		✓	
	96.	Consult on an Admissions Policy		✓			
	97.	Propose Admissions Policy		✓			
	98.	Agree Admissions Policy		✓			
	99.	Agree PAN annually		✓			
	100.	Admissions: application decisions.					✓
	101.	Approve Admissions Prospectus				✓	
Premises & Insurance	102.	Provision of appropriate Buildings and other relevant insurance (including Governors)			✓		
	103.	Approve Premises related policies			✓	✓	
	104.	Develop and approve Academy Maintenance Strategy			✓	<A	
	105.	Develop and approve TRUST Premises and Capital Strategy		✓	✓		

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Key Function	No	Task				4	5
			1	2	3		
Health & Safety	106.	Propose and Approve Health & Safety Policy		✓		<A	
	107.	Appoint Health & Safety lead on Academy Board				✓	
	108.	Monitor Implementation of Health & Safety Policy		✓		✓	
	109.	Approve an Academy Risk Management Plan		✓		<A	
	110.	Monitor Academy Risk Management Plan		✓		✓	
	111.	Approve TRUST Risk Management Plan		✓			
	112.	Monitor TRUST Risk Management Plan			✓		
Academy Organisation	113.	Approve Business Continuity Plans		✓	✓		
	114.	Monitor implementation of Academy Business Continuity Plans		✓	✓		
	115.	Review TRUST wide implementation of Academy Continuity Plans			✓		
	116.	Recommend times of Academy day and dates of Academy terms and holidays		✓		<A	<A
	117.	Set times of Academy day and dates of Academy terms and holidays		✓		<A	<A
	118.	Ensure that Academy meets a minimum number of sessions in a Academy year				✓	✓
	119.	Ensure provision of free Academy meals to those pupils meeting the criteria					✓
	120.	Ensure the provision of Universal Free Academy Meals offering to Infant age pupils					✓
Academies	121.	Decide to offer additional activities and what form these should take				✓	✓
	122.	Put in place and ensure delivery of services to be provided					✓
	123.	Monitoring of Extended Services				✓	
	124.	Cease providing extended Academy provision			✓		✓
Safeguarding	125.	Complete and maintain Single Central Record (with TBM and EHT)					✓
	126.	Appoint Safeguarding Lead on Academy Board				✓	
	127.	Annual approval of Academy safeguarding review		✓		✓	
	128.	Undertake annual review of Academy safeguarding				✓	