

# MAKERFIELD ACADEMY TRUST

## SCHEME OF DELEGATION

### The Byrchall High School LGB

#### INTRODUCTION

The table below describes the delegation of powers and responsibilities by the Trustees to the Local Governing Board. The responsibility for each decision is indicated with an 'X' in the appropriate cell, "A" indicates an advisory role for this decision. Where a cell is shaded out, the function cannot sensibly (or statutorily) be carried out at this level. Although decisions may be delegated, it is the Trust that remains accountable for the exercise of that responsibility.

The effectiveness of the Academy Trust and the Local Governing Boards shall be kept under review by the Trustees, and the Scheme of Delegation will usually be annually. However, where an Academy is assessed as being 'at risk' either because of declining educational outcomes or concerns about the financial management within an Academy of the Trust, the Trustees may adjust the Scheme of Delegation mid-year.

Where weak governance is identified as a barrier to the Academy's improvement, the Scheme of Delegation and the LGB may be removed on a temporary basis. In these circumstances, an Interim executive committee ("IEC") will be formed by the Trustees to support the Academy, constituted from key personnel drawn from the Trustees and the local governing bodies of other academies operated by the Trust.

<b>Constitution of The Byrchall High School Local Governing Board</b>		
<b>Type of LGB Member</b>	<b>Number</b>	<b>Appointment Type</b>
Appointed Governor	6 spaces	Appointed by Trust Board on proposal
Headteacher	1	By virtue of position held
Parent Governor	2	Elected by parent population / received by Trust Board
Staff Governor	1	Nomination determined by election by staff population / appointed by Trust Board
<b>Quorum for LGB meetings is 3 Governors (or a third of filled positions if greater) or 50% of Governors in attendance (rounded up to whole number)</b>		

# Makerfield Multi Academy Trust Scheme of Delegation

			<i>Trust</i>	<i>CEO/HOS</i>	<i>Byrchall High Local Governing Body</i>
<b>Central Services</b>	1.	Establish a central budget for trust services	X		
	2.	To determine the core services to be delivered by the Trust on behalf of its Academies	X		
	3.	To identify those additional services to be procured on behalf of individual academies	X		
	4.	To ensure centrally procured services provide value for money	X		
<b>Budgets</b>	5.	Approve the consolidated Trust budget plan for the financial year	X		
	6.	To determine the proportion of the overall Academy budget to be delegated to individual Academies	X		
	7.	To approve the first formal budget plan each financial year (Academy)	X		
	8.	Monitor Trust expenditure	X		
	9.	Monitor Academy expenditure	X		
	10.	Approve the Financial Policies & Procedures	X		
	11.	Carry out financial processes in line with the Finance Policies	X		
	12.	To establish financial decision levels and limits	X		
	13.	To appoint the Responsible Officer	X		
	14.	Appoint an audit committee	X		
	15.	To approve a charging and remissions policy for Academies in the Trust	X		
<b>Staffing</b>	16.	Appointment of CEO and CFO (and any other appointment to the SLT of the Trust)	X		
	17.	Appointment of Head of School, Deputy or Assistant Headteacher to the Academy	X	X	<i>(1 member of the LGB to sit on</i>

					the panel) ( 1 member of the LGB to sit on the panel)
	18.	Appointment of Senior leader to the Academy		x	
	19.	Appoint other teachers to the Academy		x	
	20.	Appoint educational support staff to the Academy		x	
	21.	Appointment of finance and admin staff		CFO	
	22.	Agree HR policies including pay policy	x		
	23.	Establish disciplinary/capability procedures	x		
	24.	Dismissal of the CEO/HOS	x		
	25.	Dismissal of other staff			x
	26.	Suspension of CEO/HOS	X (Chair of the Trust)		
	27.	Suspension of other staff		x	
	28.	Ending suspension (CEO/HOS)	x		
	29.	Ending suspension (except Head of School)			x
	30.	Determine staff complement	x		
	31.	Determine severance/compensation payments/early retirement (excluding CEO)		x	
<b>Curriculum and Standards</b>	32.	Establish the Trust curriculum policy	x		
	33.	Monitor the curriculum policy	x		x
	34.	Accountability for standards of teaching across the MAT	x		
	35.	Responsibility for standards of education at Academy level			x
	36.	Accountability for individual child's education (SEND/EHCP)		x	
	37.	Responsibility for individual child's education (SEND/EHCP)		x	
	38.	To approve and monitor a trust policy for the provision of sex education	x		
	39.	To ensure the promotion of equality and diversity across all academies in the trust.	x		x
	40.	To ensure the provision of educational visits an extra-curricular activities			x
	41.	Accountability for Trust targets, including attainment and progress of pupils	x		
	42.	Accountability for academy targets, including attainment and progress of pupils			x

<b>Appraisal and Performance Management</b>	43.	To approve and monitor the effectiveness of the Appraisal Policy for the Trust	x		
	44.	Appraisal of the CEO	x		
	45.	Appraisal of the Head of School	n/a	n/a	
	46.	To ensure the effective implement the action performance management policy across the Trust		x	
	47.	Determine pay progression for Trust staff	X (finance and audit committee)		
	48.	Determine pay progression of academy staff			X (pay committee)
<b>Complaints</b>	49.	Approve a Trust wide Complaints policy	x		
	50.	Consider complaints made against the Trust/CEO	x		
	51.	Consider complaints made against an academy within the Trust	x		
<b>Discipline /Exclusions</b>	52.	Establish a Trust wide discipline policy	x		
	53.	Monitor the impact of the discipline policy			x
	54.	Review fixed term and permanent exclusions			X (pupil discipline committee)
	55.	Appointment of an Independent Review Panel to hear appeals against a permanent exclusion	x		
<b>Admissions</b>	56.	To approve a Trust wide admissions policy and criteria	x		
	57.	Application of admissions criteria		x	
<b>Religious Education</b>	58.	Responsibility for ensuring provision of RE		x	
<b>Collective Worship</b>	59.	To ensure that all pupils take part in a daily act of collective worship		x	
<b>Premises &amp;</b>	60.	Ensure buildings and liability insurances are in place	x		

<b>Insurance</b>					
	61.	Manage a school buildings strategy including the maintenance and refurbishment of buildings		<b>CFO</b>	
<b>Health and Safety</b>	62.	Approve a Trust wide Health and Safety Policy	<b>x</b>		
	63.	Ensure the implementation of the health and safety policy	<b>x</b>		
<b>School organisation</b>	64.	Approve Academy session times and term dates	<b>x</b>		
	65.	Approve a Trust wide Attendance Policy	<b>x</b>		
	66.	Monitor the impact of the Attendance Policy			<b>x</b>
<b>Safeguarding</b>	67.	Approve a Trust wide Safeguarding Policy	<b>x</b>		
	68.	Adapt the Trust wide Safeguarding policy for the academy in line with local arrangements		<b>x</b>	
	69.	Monitor and ensure the effectiveness of the Safeguarding Policy			<b>x</b>
<b>SEND</b>	70.	Approve and monitor the impact of a Trust wide SEND Policy	<b>x</b>		
	71.	Ensure high quality education provision for children with SEND			<b>x</b>
<b>Information for Parents</b>	72.	Ensure the Trust website is compliant with statutory requirements	<b>x</b>		
	73.	Ensure the Academy website is compliant with statutory requirements			<b>x</b>
<b>Board and LGB Procedures</b>	74.	Appoint the Chair of the LGB	<b>x</b>		
	75.	Appoint (and remove) the Clerk to the Trustees	<b>x</b>		
	76.	Appoint (and remove) the Clerk to the LGB	<b>x</b>		
	77.	Establish a scheme of delegation for the LGB	<b>x</b>		
	78.	Ensure a Register of Interests is maintained			<b>x</b>
	79.	Establish a Trustee and Governors Expenses Scheme	<b>x</b>		
	80.	Discharge duties in respect of pupils with special needs by appointing a	<b>x</b>		

		“responsible person”			
	81.	To ensure that all statutory policies and procedures required by academies within the Trust are in place	x		
	82.	Consider an application for a school or academy to join the Trust	x		
	83.	Approve and monitor the impact of the Trust's self-evaluation and improvement plan	x		
	84.	Approve and monitor the impact of the academy self-evaluation and school improvement plan			x