



DELEGATION OF DECISION MAKING AUTHORITIES AND RESPONSIBILITIES FOR GOOD AND OUTSTANDING SCHOOLS

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Summary delegation of decision making authorities and responsibilities for good and outstanding schools

Level 1 – MAT Directors (including Executive Directors)

Level 2 – Local Governing Body (and sub-committees)

Level 3 – Head of Academy

X – primary responsibility

* - consultation/participation

Area	Ref	Decision-making authority / responsibility	Notes			
			Directors / Trustees	LGB	HoA	
Finance	1.1	Establish a central budget for corporate services, and MAT charge to academies	X	*		<i>MAT charges to be discussed with the LGB</i>
	1.2	Approve the consolidated Trust Budget for the year (and 4 year financial plan)	X			
	1.3	Produce the financial academy budget for the year	*	X		<i>For final approval by Directors</i>
	1.4	Monitor MAT expenditure	X			
	1.5	Monitor academy expenditure		X	*	<i>LGB to submit management accounts to Directors as required</i>
	1.6	Approve the financial policies and procedures for the MAT and academies	X	*		
	1.7	Carry out financial processes in line with Financial policies			X	
	1.8	Appoint an Audit Committee	X			
	1.9	Appoint External Auditors and set out internal audit (RO) regime)	X			
	1.10	Review and respond to academy internal audit findings		X	*	
	1.11	Investigate financial irregularities	X	*		

Area	Ref	Decision-making authority / responsibility	Notes			
			Directors / Trustees	LGB	HoA	
	1.1 2	Establish and monitor MAT strategic risk register	X			
	1.1 3	Establish and monitor academy level operational risks		X		
	1.1 4	Agree corporate and Trust-wide contracts for services	X			
	1.1 5	Agree local academy contracts or other binding agreements		X	*	<i>Authorities and limits as contained in the MAT Finance and Budget Manual</i>
	1.1 6	Authorise expenditure and make payments	X	X	X	<i>Authorities and limits as contained in the MAT Finance and Budget Manual</i>
	1.1 7	Approve charging policy for academy services	X	*		
	1.1 8	Ensure all corporate insurances are in place for MAT and academies	X			
	1.1 9	Investment Policy and treasury management	X			
	1.2 0	Capital programme approval	X			
	1.2 1	Ensure Pupil Premium funding is used to raise achievement of disadvantaged students		X	*	<i>To be reported to Directors</i>
Staffing	2.1	Determine organisational structure of academy	X	*		<i>LGB/HoA to recommend for approval</i>
	2.2	Agree general employment terms and conditions (not an individual's pay/package) for staff, including pay structures and policy	X			
	2.3	Appoint the Head of Academy (selection panel)	X	*		

Area	Ref	Decision-making authority / responsibility	Notes			
			Directors / Trustees	LGB	HoA	
	2.4	Appoint leadership staff (selection panel)	*	X		<i>LGB lead in conjunction with Exec Directors on behalf of Directors</i>
	2.5	Appoint other teaching staff (non-leadership)		*	X	
	2.6	Award TLR points			X	
	2.7	Appoint fixed-term and temporary teaching staff			X	
	2.8	Appoint support staff (non-leadership)			X	
	2.9	Set staff pay progression (senior leadership team)	*	X	*	<i>Subject to cross-MAT moderation and Exec Director involvement</i>
	2.10	Set staff pay progression (other staff)	*	X	*	<i>Subject to cross-MAT moderation</i>
	2.11	Set the Head of Academy's pay progression	X	*		.
	2.12	Dismiss the Head of Academy	X	*		<i>MAT HR function must be involved prior to start of process</i>
	2.13	Dismiss other staff		X	*	<i>MAT HR function must be involved prior to start of process</i>
	2.14	Suspend the Head of Academy	X	*		<i>MAT HR function must be involved prior to start of process</i>
	2.15	Suspend other staff		*	X	<i>MAT HR function must be involved prior to start of process</i>
	2.16	Approve any non-contractual payments or arrangement (eg. discretionary severance payments) and Agree any early retirements, redundancies or other significant change in employment	X	*		
	2.17	Approve and keep under review appraisal policy (linked with pay and capability policies)	X			

Area	Ref	Decision-making authority / responsibility	Notes			
			Directors / Trustees	LGB	HoA	
	2.18	Implement the appraisal and capability process in relation to the Head of Academy	*	X		<i>LGB lead in conjunction with Exec Director on behalf of Directors</i>
	2.19	Implement the appraisal and capability process in relation to other staff			X	
	2.20	Establish company-wide code of conduct for staff	X	*		
Standards	3.1	Set challenging student progress targets (school level)	X	*	*	<i>Exec Director to work with LGB and HOA</i>
	3.2	Set challenging student progress targets (individual and cohort level)			X	
	3.3	Monitor student progress against targets (school level)		X	*	
	3.4	Monitor student progress against targets (individual and cohort level)			X	
	3.5	Evaluate the academy's impact on student progress against targets	*	X	*	<i>LGB lead with support from Executive Director</i>
Curriculum and Quality of Provision	4.1	Agree curriculum policy in line with regulatory and legislation requirements	*	X		<i>With input from Executive Director</i>
	4.2	Ensure agreed curriculum is taught		*	X	
	4.3	Evaluate impact of curriculum	*	X		<i>LGB with Exec director involvement</i>
	4.4	Monitor the quality of teaching		X		<i>HoA will report to LGB</i>
	4.5	Improve the quality of teaching			X	
	4.6	Ensure all students make progress			X	
Behaviour and Conduct	5.1	Establish and keep under review academy behaviour policy for students		X		<i>LGB to submit to Directors for approval</i>

Area	Ref	Decision-making authority / responsibility	Notes			
			Directors / Trustees	LGB	HoA	
	5.2	Implement academy behaviour policy for students		*	X	
	5.3	Monitor impact of academy behaviour policy for students		X		
	6.1	Establish a disciplinary policy		X	*	
Discipline & Exclusions	6.2	Exclude a student			X	
	6.3	Ratify the decision to exclude a student		X		<i>Delegated authority to CoG and VCoG if needed</i>
	6.4	Direct reinstatement of a student		X		<i>Delegated authority to CoG and VCoG if needed</i>
Admissions	7.1	Establish annually the Academy admissions policy following consultation	*	X		<i>LGB to submit to Directors for approval</i>
	7.2	Establish appeals policy, procedure and panel		X		
	7.3	Make admissions decisions (prior to appeal)		X		
Collective Worship	8.1	Ensure statutory requirements are met		X	*	
Premises & health and Safety	9.1	Insure the building(s)	X			
	9.2	Approve premises strategy and plans	X			
	9.3	Prepare and keep under review a compliant Health and Safety Policy	*	X		<i>LGB to submit to Directors for approval</i>
	9.4	Implement the Health and Safety Policy			X	
	9.5	Monitor and evaluate the implementation of the Health and Safety Policy	*	X		
	9.6	Maintain buildings under a properly funded maintenance plan		X		
School Improvement	10.1	Prepare an improvement plan, including SMART	*		X	<i>With involvement from the Exec director</i>

Area	Ref	Decision-making authority / responsibility	Notes			
			Directors / Trustees	LGB	HoA	
		objectives and resource implications				
	10.2	Approve the improvement plan	*	X		<i>With involvement from the Exec director</i>
	10.3	Evaluate the impact of the improvement plan and overall academy performance	X			
Local Governing Bodies	11.1	Appoint/remove Governors	X			
	11.2	Appoint/remove the Chair and Vice Chair of Governors		X		
	11.3	Establish register of Governors' business interests		X		
	11.4	Ensure potential conflicts of interest (pecuniary/personal) are declared and recorded at each meeting		X		
	11.5	Hold a meeting of the Local Governing Body at least once per term		X		
	11.6	Approve and set up a Governors expense policy	X			
School Organisation	12.1	Set times of school day and term dates		X		
	12.2	Consider changes to the category or admissions status of academies	X	*		
	12.3	Ensure academies open for required sessions per year		X		
Information for Parents	13.1	Provide parents with written reports on their son/daughter's achievement		*	X	
	13.2	Prepare and publish information for parents or school prospectus			X	

Area	Ref	Decision-making authority / responsibility	Notes			
			Directors / Trustees	LGB	HoA	
	13.3	Ensure provision of free school meals			X	
	13.4	Adopt and review home-school agreements		X	*	
Website	14.1	Include legal disclosures on corporate website(s)	X			<i>Company Secretary's responsibility</i>
	14.2	Publish required information relating to the academy on academy website		*	X	

Note that the Executive directors of the Company may act on behalf of the Directors or Company in taking on any of the duties delegated should the need arise.