

SCHEME OF GOVERNANCE AND DELEGATION

INTRODUCTION

The table included below ('**Matrix**') more particularly describes the delegation of powers and responsibilities by the Trustees to the Local Governing Body referred to elsewhere in this Scheme of Governance and Delegation.

The ultimate responsibility for each power/responsibility is indicated with an 'X' in the appropriate cell. An '**' requires that the person responsible shall consult with the corresponding Decision Level.

Where a cell is shaded out, the function cannot be sensibly be carried out at this level.

Although a power and/or responsibility may be delegated, it is the Trust that remains responsible for the exercise of that power and/or responsibility.

The Matrix will be reviewed annually. The Academy and the Local Governing Body shall also be kept continually under review by the Trustees. The Trustees shall therefore be entitled to adjust the Matrix as appropriate between each annual review where such continual review reveals matters which merit adjustment to achieve the effective operation of the Academy. The Chief Executive Officer and the Trustees will use their shared knowledge of the academies operated by the Trust to work proactively to ensure that the Schemes of Governance and Delegation is reactive to the needs of the Academy at any given stage.

Where the Academy is assessed as being 'at risk' by the Standards and Effectiveness Committee of the Trust, the Matrix will also be adjusted by the Trustees to the circumstances of the Academies. This could, in a situation where the education and welfare of young people is seriously jeopardised and/or weak governance is identified as a barrier to the Academy's improvement, involve the Scheme of Governance and Delegation and LGB being removed on a temporary basis. In these circumstances, an interim executive board ("**IEB**") will be formed by the Trustees to support the Academy. The IEB constituted by the Trustees from key personnel drawn from the Trustees and the local governing bodies of other academies operated by the Trust.

KEY

Decision Level 1: Red Kite Learning Trust

Decision Level 2: Local Governing Body

Decision Level 3: Headteacher/SLT

Key Function	No	Tasks	Strong Academy Decision Level			Academy requires support Decision Level		
			1	2	3	1	2	3
Budgets	1	Establish a central budget for corporate services	X	*		X	*	
	2	Approve the consolidated Trust budget plan for the financial year	X			X		
	3	Approve the formal Academy budget plan for the financial year	X	*		X	*	
	4	Monitor Trust expenditure	X			X		
	5	Monitor Academy expenditure	*	X		X		
	6	Approve the Financial Policies & Procedures	X	*		X		
	7	Carry out financial processes in line with the Finance Policies			X			X
	8	Appoint an audit committee	X			X		
Staffing	9	Headteacher appointments (selection panel)	X	*		X	*	
	10	Senior leader appointments (selection panel)	*	X		X	*	
	11	Appoint other teachers		*	X	*	*	X
	12	Appoint non-teaching staff		*	X	*	*	X
	13	Agree HR policies including pay policy	X	*		X		
	14	Establish disciplinary/capability procedures	X	*		X		
	15	Dismissal of headteacher	X	*		X		
	16	Dismissal of other staff	*	X		X		
	17	Suspension of head	X	*		X	*	
	18	Suspension of other staff		*	X	X		*
	19	Ending suspension (head)	X	*		X	*	
20	Ending suspension (except head)		*	X		X		
21	Determine staff complement	*	X		X			
22	Determine severance/compensation payments (excluding Headteacher) **	*	X		X			
Curriculum	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)			X			X
	24	Establish and implement a curriculum policy	*	X	*		X	*
	25	Agree or reject and monitor curriculum policy	*	X		*	X	
	26	Responsibility for standards of teaching at MAT level	X			X		
	27	Responsibility for standards of education at Academy level		X	X	X		X
	28	Responsibility for individual child's education			X		X	X

	29	Provision of sex education – to establish and keep up to date a written policy	*	X	*	*	X	*
	30	Prohibit political indoctrination and ensuring the balanced treatment of political issues, including support for 'British Values'.	X	*	*	X	*	*
Appraisal and Performance Management	31	Formulate an Appraisal policy	X	*	*	X	*	*
	32	Implement the performance management policy	*	X		X		*
	33	Review annually the performance management policy	X	*		X		
	34	Headteacher performance management carried out by LGB with independent sector phased specific support. The Chief Executive Officer will provide information to support this process based on their overview of the Academy's performance within the Trust.	X	*		X	*	
Target Setting	35	Agree targets for pupil achievement	*	X	*	X	*	*
	36	Approve and publish targets for pupil achievement	X	*		X	*	
Complaints	37	Establish a Complaints policy	X	*		X	*	
Discipline/Exclusions	38	Establish a discipline policy	*	X		X		*
	39	Review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil 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 of the LGB in cases of urgency)		X		*	X	
	40	Independent Review and Appeals Trust for behaviour and discipline	X			X		
	41	Direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair of the LGB in cases of urgency)		X		*	X	
Admissions	42	To review at least annually the admissions policy	X	*		X	*	
	43	Establish an admissions policy	X	*		X	*	
	44	Admissions application decisions	X	X		X	X	
	45	Appeal against LA directions to admit pupil(s)	X	X		X	X	
Religious Education	46	Responsibility for ensuring provision of RE		X	*	X	*	
Premises & Insurance	47	Ensure buildings and liability insurances and/or the Department for Education's Risk Protection Arrangement is in place	X			X		
	48	Develop a school buildings strategy or master plan	X	*		X	*	

	49	Refurbish and maintain buildings, including developing properly funded maintenance plan	X	*		X	*	
Health & Safety	50	Institute a Health and Safety Policy	X	*		X	*	
Safeguarding Policy	51	Institute a Safeguarding Policy	X	*		X	*	
	52	Monitor and ensure the application of the Safeguarding Policy		X	*	X	*	
	53	Ensure that health and safety regulations are followed		X	X	X	X	*
School Organisation	54	Proposal to alter the character of the Academy day	X	X		X	*	
	55	Set the times of school sessions and the dates of school terms and holidays	X	X		X	*	
	56	Ensure that the school meets for 380 sessions in a school year	X	X	*	X	*	*
Attendance and Absence	57	Establish a Policy for Attendance and Leave of Absence including standardised procedures, letters and protocols	X	*	*	X	*	*
	58	Ensure that school lunch nutritional standards are met where provided by the LGB		X	*		X	*
Information For Parents	59	Prepare and publish information for parents including school prospectus if applicable. Compliant website provision	X	*		X	*	
	60	Ensure provision of free school meals to those pupils meeting the criteria		X	*		X	*
	61	Adopt and review home-school agreements		X	*	X	*	
GB Procedures	62	Prepare instrument of government and any amendments thereafter	X			X		
	63	Appoint (and remove) the governors/clerk of the LGB	X	X		X	*	
	64	Establish LGB meeting format and procedures	X	*		X	*	
	65	Ensure LGB meets and complies with guidance prepared by Trust		X			X	
	66	Set up a Register of Directors' Business Interests, Gifts & Hospitality	X	*		X	*	
	67	Set up a Register of Governors' Business Interests, Gifts & Hospitality	X	*		X	*	
	68	Approve and set up a Governors Expenses Scheme	X			X		
	69	Discharge duties in respect of pupils with special needs by appointing a "responsible person"		X			X	
	70	Consider whether or not to exercise delegation of local functions from the LGB to individuals or committees (subject to this Scheme of Delegation)		X		X		

	71	Regulate the LGB procedures (where not set out in law)	X	*		X		
Trust	72	Consider an application for a school or academy to join the Trust	X			X		
	73	Require any school joining the Trust to be a subscriber member of the Red Kite Teaching School Alliance.	X			X		
	74	Agree the due diligence requirements regarding whether a school or academy should join the Trust	X			X		
	75	Review the Trust's key performance indicators	X			X		

** Within the budget allocated to the School.