



SEVERN ACADEMIES EDUCATIONAL TRUST

Scheme of Delegation

January 2019
office@saet.co.uk

SERVICES				
No	Tasks	Delegated Responsibility level		Notes
		SAET Governance CEO Implements	LGB Governance HT Implements	
1.1	To determine the scope of Service Level Agreement to be delivered by SAET (including management fee)	X		SAET reserves the right to remove any or all delegated responsibilities should an academy be deemed less than 'Good' by Ofsted and/or SAET
1.2	To identify additional services to be procured on behalf of an individual school		X	Services outside of any SAET offer. SAET will broker central services for economies of scale
1.3	To approve Trust wide procurement policies	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
1.4	To ensure centrally & locally procured services provide value for money	X		'Central' and 'local' defined by SAET
LEADERSHIP				
2.1	To ensure that an approved appraisal policy is in place		X	In line with the SAET model policy
2.2	To secure the statutory appraisal of Headteacher		X	Panel to include Chair of LGB SAET to provide professional support to LGB (CEO or designated person)
2.3	To secure the statutory appraisal of other staff		X	
2.4	To review key policies stated by SAET annually or otherwise		X	SAET will publish key policies list

FINANCIAL				
No	Tasks	Delegated Responsibility level		Notes
		SAET Governance CEO Implements	LGB Governance HT Implements	
3.1	To develop and propose the individual school budget	X		In accordance with SAET reporting requirements and reserves policy
3.2	To approve the first formal budget plan each financial year	X		
3.3	To approve the annual SAET business plan each financial year	X		
3.4	To plan / manage / monitor monthly expenditure and financial reports, and identify actual or potential variances and implement remedial plans to address issues highlighted to prevent deviation from agreed plan		X	In accordance with SAET reporting requirements finance and reserves policies
3.5	To approve any amount to be transferred between budget headings to address budget variances to ensure adherence to agreed financial plan		X	In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
3.6	To approve Trust wide financial policies and procedures	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
3.7	To establish and approve a procedure to deal with any conflicts of interest and connected party transactions	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
3.8	To establish financial decision levels and limits	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
3.9	To establish a charging and remissions policy for the school		X	In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
3.10	To appoint the Responsible Officer for each academy within the Trust	X		In accordance with SAET due diligence
3.11	To enter into additional contracts which exceed the agreed annual budget allocation	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET

3.12	To make payments within agreed financial limits		X	In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
3.13	To collect income due to the school		X	Assistance supplied via SLA
3.14	To maintain proper financial records for the school		X	In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
3.15	To develop & manage a corporate risk register	X		
3.16	To approve SAET investment policy	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
3.17	To authorise acquisition of assets	X		Any alterations to land or buildings must be agreed by SAET (agreed levels set – see finance policy levels)
3.18	To authorise disposal of assets	X		Any alterations to land or buildings must be agreed by SAET. Any financial gains to be maintained by the local school (agreed levels set)
3.19	To approve changing use of assets	X		Any alterations to land or buildings must be agreed by the SAET following recommendation from LGB
3.20	To appoint auditors	X		Formal appointment by the Trust each year required.
3.21	To prepare accounts for the school	X		
3.22	To approve annual accounts	X		
3.23	To monitor compliance with approved Financial Procedures		X	
3.24	To decide how to apply pupil premium monies		X	
3.25	To monitor use of pupil premium monies		X	In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET
3.26	Manage centrally received funding (e.g. SCA) to ensure effective use across the Trust to maximise benefit and best value	X		In line with Academies Financial Handbook and any Financial Scheme of Delegation/Handbook issued by SAET and the Trust strategic plan

STAFFING & HR				
No	Tasks	Delegated Responsibility level		Notes
		SAET Governance CEO Implements	LGB Governance HT Implements	
				SAET reserves the right to remove any or all delegated responsibilities should an academy be deemed less than 'Good' by Ofsted and/or SAET
4.1	Pre-recruitment checks		X	In line with SAET HR guidance
4.2	To appoint SAET CEO	X		To provide three (non-paid) members of the SAET board to performance manage the CEO
4.3	To appoint a Head Teacher / Put in place any Exec Headteacher models as appropriate	x		Selection panel to include Chair of LGB and CEO / SAET representative and Church/Foundation representative as appropriate. All appointments ratified by CEO & board.
4.4	To appoint a Deputy Head Teacher (through a selection panel)		X	Selection panel to include Chair of LGB HT and CEO / SAET representative and Church/Foundation representative as appropriate. All appointments ratified by CEO & board.
4.5	To appoint teachers		X	
4.6	To appoint non-teaching staff		X	
4.7	To agree a pay policy	X		
4.8	To agree pay discretions	X		In accordance with SAET model policies
4.9	Establishing disciplinary/capability procedures		X	In accordance with SAET model policies
4.10	Dismissal of SAET CEO	X		In accordance with SAET policy
4.11	Dismissal of Head Teacher/Deputy Head Teacher		X	In accordance with SAET disciplinary and capability policies SAET supported (CEO/other) CEO sign off required
4.12	Dismissal of other staff		X	In accordance with SAET disciplinary and capability policies, CEO sign off required
4.13	Suspension of Head Teacher		X	In accordance with SAET disciplinary and capability policies SAET supported (CEO to sign off)
4.14	Suspension of other staff		X	In accordance with SAET disciplinary and capability policies
4.15	Ending of suspension of Head Teacher		X	In accordance with SAET disciplinary and capability policies SAET supported (CEO/other)
4.16	Ending of Suspension of other Staff		X	
4.17	Determining Staff complement within agreed budget		X	
4.18	Determining dismissal payments/early retirement	X		Budget implications for local school to be considered. CEO to sign off.

4.19	Formulation & approval of Employment Policies and Staff Handbook	X		In line with statutory regulations & SAET values
4.20	Management of staff disputes		X	SAET CEO to be informed to support
4.21	Management of staff grievances		X	SAET CEO to be informed to support if required

EDUCATION & CURRICULUM					
No	Tasks	Delegated Responsibility level		Notes	
		SAET Governance CEO Implements	LGB Governance HT Implements		
5.1	To ensure development of a curriculum policy		X	SAET reserves the right to remove any or all delegated responsibilities should an academy be deemed less than 'Good' by Ofsted and/or SAET	
5.2	To implement curriculum policy		X		
5.3	Responsible for standards of teaching		X		
5.4	Accountability for standards of teaching		X		
5.5	Responsibility for individual child's education		X		
5.6	Accountability for individual child's education		X		
5.7	Ensure provision of sex and relationships education including ensuring establishment of written policy		X		
5.8	To prohibit political indoctrination and ensuring the balanced treatment of political issues		X		In accordance with the Trust PREVENT/safeguarding policy
5.9	Collate data for pupil assessment and other returns		X		
5.10	To have in place and implement school improvement plans		X		In line with SAET requirements
5.11	To propose targets for pupil outcomes		X		Via Trust agreed process
5.12	To agree targets for student outcomes	X			In line with SAET requirements
5.13	To establish a behaviour policy		X		
5.14	To monitor behaviour policy		X		

5.15	To establish an attendance policy	X		
5.16	To monitor the attendance policy		X	
5.17	To review the use of exclusion and to decide whether or not to uphold all permanent exclusions and fixed term exclusions		X	Inform SAET of PX SAET to provide exclusion panel
5.18	To direct reinstatement of excluded pupils		X	CEO after proposal from SAET governors exclusion panel
5.19	To monitor and support the fair access of hard to place students in line with admissions regulations	X		
5.20	Approve school development/ improvement plan	X		
5.21	Establish KPI's for schools	X		
5.22	Ensure timely data / requests for returns of all information from schools		X	
5.23	Review of termly returns	X		In line with the SAET school improvement offer

ADMISSIONS				
		Delegated Responsibility level		Notes
No	Tasks	SAET Governance CEO Implements	LGB Governance HT Implements	
				SAET reserves the right to remove any or all delegated responsibilities should an academy be deemed less than 'Good' by Ofsted and/or SAET
6.1	Setting and amending the admissions policy		X	In line with SAET guidelines and statutory admissions code
6.2	Admissions: application decisions		X	
6.3	Admissions – appeal panel responsibilities		X	Via SAET appeals panel SLA
6.4	If appropriate to appeal against LA directions to admit pupil(s)		X	LGB in dialogue with Headteacher – inform SAET CEO
RE				
7.1	Responsibility for ensuring provision of RE		X	
COLLECTIVE WORSHIP				
8.1	To ensure that all pupils take part in a daily act of reflection or Christian worship		X	

PREMISES				
9.1	Ensure adequate buildings insurance and public liability for the school		X	Ensure SAET criteria are met
9.2	Developing Trust buildings and facilities estate long term strategy or master plan	X		In consultation with HT/LGB
9.3	To institute a Trust health and safety policy	X		
9.4	To ensure that health and safety regulations are followed in line with SAET policy		X	Recorded via the EVERY system
9.5	To ensure adequate premises security		X	Ensure SAET criteria are met
9.6	Premises management		X	Via the EVERY system

Operational				
		Delegated Responsibility level		Notes
No	Tasks	SAET Governance CEO Implements	LGB Governance HT Implements	
				SAET reserves the right to remove any or all delegated responsibilities should an academy be deemed less than 'Good' by Ofsted and/or SAET
10.1	To set the times of school sessions and decide closures		X	To inform CEO (A trust decision may be taken within a locality)
10.2	To approve school term dates and training days	X		In consultation with LGB/HT
10.3	To prepare and publish a school prospectus		X	To ensure corporate representation of SAET
10.4	Adoption and revision of home school agreement		X	In line with Trust agreement
10.5	To ensure locally procured services provide value for money		X	Consistent with the procurement policy of the Trust
10.6	To establish processes for appointment of directors and governors	X		Ensure skill set of any Board is suitable to run the school or Trust in line with Church and Foundation representation
10.7	To ratify the appointment of the chair of the LGB	X		To be ratified by SAET board.
10.8	To remove the chair of the LGB	X		SAET can act to remove the LGB chair if it is preventing a schools continued improvement
10.9	To appoint a vice chair to the LGB		X	Subject to the agreement of the Trust
10.10	To dismiss the vice chair of LGB		X	Subject to the agreement of the Trust

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10.11	To appoint the clerk to the LGB	x		To ensure consistency and economies of scale
10.12	To dismiss the clerk to the LGB	X		
10.13	To complete and hold a register of business interests for Directors	X		Via Chief Finance Officer of Trust
10.14	To agree LGB Instrument of Government and meeting schedule	x		To ensure appropriate LGB skill set and sensible timings of meetings
10.15	To complete and hold a register of business interests for LGB		X	Via clerk to LGB
10.16	To determine the development needs of governors and put in place an appropriate programme	X		In line with Trust competences and development priorities
10.17	To ensure delivery of services offered	X		
10.18	To develop a safeguarding policy in line with statutory requirements and best practice.	X		SAET model policy
10.19	To implement the agreed safeguarding policy.		X	
10.20	Maintain accurate and effective and secure pupil records.		X	
10.21	Maintain accurate and effective and secure employee records.		X	
10.22	Comply with all Data Protection legislation and good practice.		X	In line with Trust policy.
10.23	To determine, on an annual basis, those policies which will be developed by the school and mandatory for all SAET Academies	X		In line with Trust list and supported by SAET model policies
10.24	To review policies in accordance with an appropriate policy review schedule and ensure they meet statutory requirements for the school		X	
10.25	Handling school complaints (in line with SAET policy)		X	SAET model policy
10.26	Maintain individual academy website compliant with statutory publication requirements		X	

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10.27	Maintain SAET website	X		
10.28	Process data access requests		X	In line with SAET data protection policy and in consultation with SAET DPO
10.29	Ensure educational trips and visits are appropriately and safely planned and executed		X	In line with guidance and procedures issued by SAET
10.30	To ensure all staff leading school trips are trained		X	In line with guidance and procedures issued by SAET
10.31	Manage critical incidents		X	In line with SAET policy and with SAET core team support