


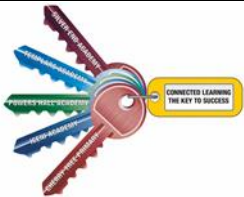



CONNECTED LEARNING - SCHEME OF DELEGATION


Ref	Tasks	CL Trustees	CL Executive Leadership Team (CEO / CLO / COO)	Local Governing Body / Joint Local Governing Body	Executive Headteacher / Headteacher	Pupils / Parents
	<p>Key: R = Responsible A = Approves I = Informs C = Consults</p> 					
CL Whole Trust Governance						
1	Maintain links with external agencies who support student learning and their social needs		A/C/R	I	I	
2	Monitor the effectiveness of support and partnerships between the MAT and local community groups that serve the local area	R	A/R	R	R	
3	Establish/maintain effective relationships with the LA within which the MAT sits	A	R	I	C	
4	Determine which services are bought back by the MAT	A	R	I	C	
5	Ensure that MAT policies and procedures are implemented at school level	A	R	I	C	
6	Ensure legal compliance of CL model policies	A	R	I	I	
7	Undertake annual pupil and parent satisfaction surveys and publish reports	I	A	C	R	
8	Publish an annual CL achievement report covering all schools within the Trust	A/R	R	I	I	
9	Development and maintenance of a Risk Register covering Operational, Financial, external and regulatory risk	A/R	R	R	C	
10	Ensure requirements of schools SFA are adhered to	A	R	C	C	


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CL Trust Strategy							
11		Development of core CL vision and principles	A/R	R	I	C	I
11a		Oversee the implementation of the Trust's strategic vision	A/R	R	I	C	
12		Liaise with national bodies DfE/ESFA/NCTL/other MATs to ensure the interests of CL and member schools are well represented	A	R	I	I	
Trust Finance							
13		Legally responsible for the Trust's assets and accounts	A	R	I	I	
14		Develop overall strategic vision for the finances of the Trust and the schools	A	R	C	C	I
15		Set the financial parameters within which the MAT's budgets are created	A	R	I	C	I
16		Reports to DfE and ESFA on financial matters	A	R			
17		Approve any loans taken out by the school	A	R	I	I	
18		Develop the overall strategic plan for Capital expenditure taking into account the school's strategic plans	A	R	I	C	
19		Make recommendations to the Trust about Capital expenditure priorities	A	R	C	C	
20		Specify the core accounting policies and financial systems	A	R	I	I	
21		Approve the first formal budget plan each financial year	A	R	I	I	


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22		Prepare monthly and annual accounts to agreed standards and submit to the Trust	A	R	C/I	I	
23		Monitor monthly expenditure	A	R	I	I	
24		Comply with internal and external audit requirements and other statutory matters such as accounting for VAT	A	R	I	I	
25		Enter into contracts (subject to agreed financial limits at each decision level)	A	R	I	I	
26		Be responsible for procuring goods and services following value for money principles	A	R	I	I	
27		Control costs and ensure budget commitments are met, make payments.	A	R	I	I	
28		Responsibility for income generating activity at an MAT level	A	R	I	I	
29		Approves any loans taken out by the school	A	R	I	I	
30		Lead on cross-Trust procurement activities	A	R	I	I	
Trust Staffing							
31		Implement an appropriate people strategy and to comply with all requirements under employment law	A	R	I	I	
32		Specify the core HR policies the MAT will adopt	A	R	I	I	
33		Ensure the Trust's HR policies and practices are consistently applied and adhered to.	A	R	I	R	
34		Approve the recruitment and deployment of staff with cross-Trust contracts and responsibilities.	A	R	C	C	

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35	Review and approve the salary framework across the Trust		A	R	C	C	
36	Provide specified employment returns on a termly basis		A	R	I	C	
37	Maintain records of all staff employed to an agreed specification		A	R	R	R	
38	Maintain a payroll system such that all staff are paid accurately on a timely basis		A	R	I	I	
39	Undertake all negotiations with local trades unions unless such matters have a bearing on the Trust more widely		A	R	I	I	
40	Appoint Executive Leadership roles		A/R		I	I	I
40a	Appoint Headteacher / Deputy Headteacher		A	R	C/I		I
40b	Appoint Head of School		A/R	R	I	I	I
41	Approve all other appointments		A	R	I	I	I
42	Agree a pay policy		A/R	C	I	I	
43	Agree pay discretions (except for the those included in 44)		A	R	I	C	
44	Agree pay discretions for Executive Headteachers, Headteachers and Heads of School		A	R	I	I	
44a	Agree Pay Discretion for the Executive Leadership Team		A/R	I			
45	Dismissal of Headteachers		A	R	I	I	
46	Dismissal of other staff		A	R	I	I	
47	Suspension of Headteacher		A	R	I	I	


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48		Suspension of staff other than Headteacher	A	R	I	I					
49		Determination of staff complement	A	R	I	I					
50		Where academies' own provision is unsatisfactory, to specify the supply of key personnel services	A	R	I	I					
51		Determination of dismissal and early retirement payments	A	R	I	I					
52		Provide strategic and legal HR/employment support on matters that would impact on the Trust as a whole (e.g. grievances, restructure, safeguarding)	A	R	I	I					
53		Establish and maintain single central record within each school	A	R	R	R					
54		Review staffing structure for efficiency and affordability	A	R	I	C					
55		Responsible for staff training and CPD	A	R	I	C					
		Curriculum									
56		Ensure compliance with legal curriculum requirements	A	R	R	R					
57		Establish a CL curriculum policy (Key Learning Model)	A	R	C	C					
58		Implement, agree and monitor curriculum policy	A	R	R	R				I	
59		Responsibility for standards of teaching	R	R	R	R				I	


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60	Having regard to resources, and to implementation of provision for flexibility in the curriculum (including activities outside school day)	I	R	C	R	I
61	Responsibility for individual children's education	I	R	R	R	C
Supplemental Funding Agreement Requirements						
62	Abide by the terms of the schools' Supplementary Funding Agreement in relation to Religious Education provision and collective worship (Sections 2.u - 2.x)	I	R	I	R	
63	Provision of sex and relationship education – to establish and keep up to date a written policy (Section 2.z)	A/R	R	I	R	
64	Prohibit political indoctrination and ensuring the balanced treatment of political issues (Section 2a.a)	A/R	R	R	R	
65	Development of overall CL Education Model	A	R	C	C	C
66	School monitoring of statutory compliance and curriculum implementation	A	R	R	R	
67	Responsible for oversight of School Action Plans and the implementation of such in all schools in the Trust	A	R	R	R	
68	Ensure that the most effective practice across the Trust is shared as widely as possible	A/R	R	R	R	
69	Commission reviews of curriculum and T&L practice across the Trust	A	R	C	C	

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Performance Management / Quality of Teaching & Learning							
70	Formulate and review annually a Trust-wide performance management policy		A	R	C	C	
71	Implement the CL performance management policy		A	R	I	R	
72	Undertake a termly review of performance and to undertake a formal assessment of overall performance annually		A	R	R	R	
73	Responsible for overall outcomes of the CL and the schools within it		A	R	C	C	I
74	Monitor the quality of teaching and learning across CL schools		A	R	R	R	
75	Monitor and report and quality of teaching and learning in individual schools		A	R	R	R	I
Target Setting							
76	Set CL progress targets		A	R	I	R	
77	Receive and approve targets for CL schools		A	R	I	C	
78	Monitor progress towards CL Trust targets		A	R	R	R	
79	Set and publish targets for pupil achievement in individual schools		A	R	R	R	I

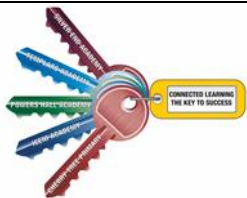
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80	Monitor and report pupil progress and achievement in individual schools		A	R	R	R	I
Discipline & Exclusions							
81	Adherence to the Exclusions Code and provision of guidelines and support		A	R	I	C	
82	Implement a Discipline Policy		A	R	R	R	C
83	Review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions.		A	R	C	C	
84	Direct reinstatement of excluded pupils			C	R	R	
Admissions: application decisions and appeals							
85	Adherence to the Admissions Code and provision of guidelines and support		A	R	I	I	
86	Agree changes to any school's admissions arrangements or policy (including changing PAN)		A	R	I	I	
87	Admissions: application decisions and appeals		A	R	I	I	
88	Monitor pupil numbers and the impact on the financial health of the school		A	R	I	I	


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Premises & Insurance						
89	Procure suitable insurance cover including premises, contents, business interruption, governing body and employer liability and statutory motor transport insurance	A	R	C	C	
90	Develop a buildings strategy or master plan to ensure that all property remains 'fit for purpose'	A	R	C	C	
91	Agree the Asset Management Plan and monitor progress on agreed improvement activity	I	R	I	R	
92	Maintain school facilities	I	R	I/R	R	
93	Check compliance with core policies and provide advice and support as required	A	R	I/R	R	
94	Procure and maintain buildings, to scope and plan any enhancements or alterations , and to develop and implement a funded preventative maintenance schedule	A	R	C	C	
95	Institute a disaster recovery policy which meets specified minimum requirements	I	R	I/ R	R	
96	Review and approve disaster recovery arrangements	I	R	I/R	R	
97	Monitor and approve Lockdown arrangements	I	R	I/R	R	
98	Specify project management arrangements for major capital projects	A	R	C	R	

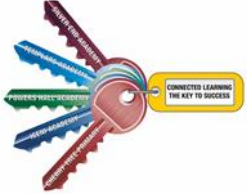
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Health & Safety							
99	Setting overall Health and safety policies		A	R	C	C	
100	Ensure that health and safety regulations are followed, to undertake periodic H&S and fire risk assessments, and to provide specified H&S information to the Trust on a termly basis		I	R	R	R	
101	Conduct an annual health and safety audit		I	R	R	R	
102	Responsible for overall Health and safety of the school and keeping documentation up to date.		I	R	R	R	
School Organisation							
103	Agree parameters of the CL Academic year		A	R	C	C	I
104	Set the times of MAT sessions and the dates of MAT terms and holidays within parameters agreed by the CL		A	R	C	C	I
105	Ensure that the MAT meets for a minimum of 380 sessions in an MAT year		A	R	I	I	
106	Ensure that school lunch nutritional standards are met		A	R	I	R	
Information for Parents / Complaints							
107	Ensure websites and updates are in line with legal requirements		A	R	R	R	I

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108	Ensure provision of free school meals to pupils meeting the criteria	A	R	R	R	I
109	Adoption and review of Home-School Agreements	A	R	I	R	C
110	Ensure there is excellent communication between the school, parents and the local community	A	R	R	R	C
111	Provide guidance and exemplar policies with respect to handling complaints	A	R	C	C	
112	Resolve or escalate complaints as appropriate	I	R	R	R	
113	Monitor complaints received and ensure statutory compliance	I	R	I	R	
Governing Body Procedures						
114	Agree Governance Handbook (to include Scheme of Governance Management & Delegation) and any amendments thereafter	A	R	I	I	
115	Appoint (and remove) the chair of a permanent or a temporary governing body	R/A	C	C	C	
116	Appoint and dismiss the clerk to the governors & to the Board	A/R	C	A/R	C	
117	Hold a Local Governing Body or a Joint Local Governing Body meeting at least three times in an MAT year, or a meeting of the temporary governing body as often may require and to submit minutes to the Trust	A	C	A/R	C	

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118	Appoint and remove Trust appointed governors (where such governors have been agreed with the MAT Governing Body)	A/R	C	R/I	C	
119	Appoint and remove school appointed governors at any point.	A	C	R/I	C	
120	Appoint and remove any governors in the event of a significant failure of governance	A/R	C	I	I	
121	Set up a Register of Governors' Pecuniary & Personal Interests	A/R	R	A/R		
122	Discharge duties in respect of pupils with special needs, LAC, EAL by appointing a "responsible person and monitoring progress, learning and achievements of these pupils"	A	R	R	R	
123	Consider whether or not to exercise delegation of functions to individuals or committees within the parameters of the scheme of delegation	A	R	C	C	
124	Review school policies as part of an annual rolling programme	A	R	C	C	
125	Ensure the schools undertake an annual self-evaluation programme	A	R	R	R	



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126	Develop the schools' three year Strategic Plan for approval by Trustees		A	R	C	C	
127	Oversee the development and updating of schools' Action Plans		A	R	R	R	
128	Approve and delegate authority between CL and LGB.		A	R	I	I	
Information Technology & Data Management							
129	Specify data requirements, templates and reporting timescales for the Trust e.g. SEN, LAC, exclusions, attendance etc		A	R	I	I	
130	Ensure core data required by the DfE/ESFA is submitted on time and accurately		A	R	I	I	
131	Comply with minimum requirements in relation to management information reporting requirements and data security/retention and back-up		I	R	R	R	
Marketing, Communications & External Liaison							
132	Determine and approve CL brand		A	R	C	C	
133	Comply with the Trust's branding requirements and design guide		A	R	R	R	
134	Market the MAT and maintain effective internal and external communications		A	R	C	C	

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135	Communicate with press and media on all matters relating to the MAT (with the exception of matters having a bearing on the national reputation of the Trust)	A	R	C	C	
136	Communicate with the press and media on matters having a bearing on the national reputation of the Trust	A	R	I	I	
137	Provide support to any critical PR incident	A	R	I	I	
138	Manage CL website	A	R	I	I	
139	Manage school website and ensure legal compliance	A	C	R	R	C