



Scheme of Delegated Authority

Vale Academy Trust

September 2018

This Scheme of Delegation and the associated LGB Terms of Reference will be reviewed on an annual basis, but the Directors reserve the right to review and make amendments at any time.

The board will take action, including the full or partial withdrawal of delegated authorities to individuals, groups and local governing bodies, should the individual, group, or local governing body, fail to carry out their duties and responsibilities effectively.

Key:

Level 0	Members
Level 1	VAT Board of Directors
Level 2	VAT Committees:
	1 All groups(1),
	2 Finance & Operations (2),
	3 Teaching & Learning (3),
	4 Student Discipline (4),
	5 Pastoral (5)
	6 Audit (6)
	7 Pay Committee (7)
Level 3	Local Governing Bodies
Level 4	Executive Team

Accountable - approve, appoint (strategic/non-executive responsibility)

Monitor/ensure (delegated strategic/non-executive responsibility)

Responsible - do the work (operational/executive responsibility)

Consulted - opinions sought

Where a number of groups have a shared duty, overall lead/authority is as shown in **bold text** and with asterisk*

Key Function	No	Task				Executive Team
			Members	Board of Directors	VAT Ctees	
Governance	1.	Structure of VAT Board	AR			
	2.	Changes to the Governance structure, Terms of Reference, Schemes of Delegation		AR	M6	
	3.	Appoint the Chair and Vice Chair of the Board		AR		
	4.	Appoint the Chairs of Committees		A	R1	
	5.	Appoint the Chairs of Local Governing Bodies		A		R
	6.	Appoint the Company Secretary	C	AR*		C
	7.	Appoint the LGB Clerk		A	M1	M
	8.	VAT Risk Management Plan		A	R1	R



Key Function	No	Task					Executive Team
			Members	Board of Directors	VAT Ctees	LGB	
	9.	Complaints Policy		A	C	C	R
	10.	Complaints Policy monitoring		A	M		R
	11.	Safeguarding Policy		A	R5*	C	C
	12.	Safeguarding Policy monitoring		A	R5*	R	R
	13.	Equality Policy		A	R5*	C	R
	14.	Equality Policy monitoring		A	R5*	R	R
Finance	15.	Set VAT and Academy budgets for financial year		A	M2	R*	M
	16.	Review and monitor VAT Academy budgets in year		A	M2	MR*	R
	17.	Revise VAT and Academy accounts in year		A	M2	R	R*
	18.	Financial, procurement and charging policies and procedures including schemes of financial delegation		A	M2* M6	C	R
	19.	Appoint the auditors	A	M	M6 C2		R
	20.	Approve the audited accounts		AR	M6		
	21.	Receive the director approved audited accounts	A				
	22.	Appoint the Chief Executive		AR			
Staff & Performance Management	23.	Appoint Executive Headteachers		A	M		R
	24.	Appoint Academy Headteachers		A		R	M
	25.	Agree staffing structure within academy		A		R	M
	26.	Appoint senior staff within academy		A		R	M
	27.	Appoint staff (within the agreed staffing structure)		A		R	M
	28.	Performance review of Academy Headteachers		A		R	R*
	29.	Make recommendations to Academy Trust Pay committee		A		R	R*
	30.	Suspend an Academy Headteacher		AR		C	
	31.	End the suspension of an Academy Headteacher		AR		C	
	32.	Dismiss an Academy Headteacher		AR		C	
	33.	Suspend other staff within an academy		A		C	R*
	34.	Staff, HR, pay, performance and disciplinary policies		A	R2 3*	C	C
	35.	Changes to Academy staffing structures including recruitment (Outside agreed budget)		A	R2 *	C	R
Academic Performance & Curriculum	36.	Academy Trust Development Plan		A	M1	C	R
	37.	Review progress against Academy Trust Development Plan		A	R1	C	R



Key Function	No	Task					Executive Team
			Members	Board of Directors	VAT Ctees	LGB	
	38.	Individual Academy Development and curriculum plans		A	C3	R	M
	39.	Academic Performance and Curriculum policies and Procedures including Attendance and SEN		A	R3 5	C	M
	40.	Academic performance and curriculum implementation and monitoring		A	R3	R*	R
	41.	Quality of Teaching in academies		A	M3	R	R*
	42.	Outcomes for pupils and students		A	M	R	R*
Discipline / Exclusions	43.	Pupil behaviour policies		A	R4	C	M
	44.	Monitor implementation of pupil behaviour policies		A	R4, 5*	R	R
	45.	Exclude a pupil permanently		A	R4*	R	M
	46.	Review exclusion on appeal		A	R4*	R	
	47.	Direct reinstatement of excluded students		AR		C	C
	48.	Exclude a pupil for a fix period		A	M4 M5	R	M
Admissions	49.	Admissions policy		A	R5	C	M
	50.	Admissions: application decisions.		A		R	M
	51.	Admissions prospectus			AR 5	R	M
Premises & Insurance	52.	Premises-related polices		A	R2	C	M
	53.	Academy premises & capital strategy		A	R2*	C	R
Health & Safety	54.	Health & Safety Policy		A	R2*	C	M
	55.	Monitor implementation of H&S Policy		A	R2*	R	R
	56.	H&S Risk Management Plan		A	R2*	R	R
	57.	Monitor H&S Risks		A	R2*	R	R
Data Protection & Freedom of Information	58.	Data Protection & Freedom of Information Policy		A	R6*	C	M
	59.	Monitor compliance with DP and FOI policy		A	R6*	R	R
	60.	Carry out DP impact assessments as and when required		A	R6*	R	R
School Organisation	61.	Set times of the Academy day and dates of Academy terms and holidays		A	M1	C	R