

## Scheme of Delegation Academy Year 2016/17

### Introduction

The scheme of delegation set out what the Lincolnshire Educational Trust (LET) believes is the appropriate levels of delegation for its committees and senior staff. It believes in delegating to the lowest level where accountability can be secured and wants the Trust and Academy Governing Committees to focus on educational performance. The scheme of delegation can vary depending on the performance of any academy in the Trust and although the scheme defines where responsibility lies this does not preclude discussion or engagement at other levels where the decision maker feels they can benefit from additional advice or engagement. This is set out in section 1 of this document.

In section 2 the policies and guidance documents that are approved by the Trust provide the framework in which the Trust and Academies work. The aim again is to delegate to the appropriate level; thus any policy that is or should be academy specific will be delegated to the Academy Governing Committee (AGC) and Principal, however all human resources, finance, complaints and whistleblowing type policies will be the responsibility of the Trust as they are the employer and must be on equality grounds. In the governance document we have set out the procedure for policy and key document approvals by committees and the review date. The aim will be to have at least a 2/3 year review cycle, recognising as local and national policy changes dates may have to change. Section 2 sets out the table of policy and key document

### Section 1. Delegated Authority Table

The following table sets out all the main Trust functions. For each function it gives the level the authority is delegated to. The decision levels are:

- M Decisions made by Members of the LET
- D/T Decisions made by the LET Board
- AGC Decisions delegated to the Academy Governing Committee (AGC) or its delegated committees or lead governors. The AGC can delegate to sub-committees or lead governors or Principal, within a scheme of delegation approved by the Board of Trustees
- CX Decisions delegated to the Chief Executive
- P Decisions delegated to the Principal of the Academy. The Trust does not seek to determine how the Principal delegates, but is happy to offer advice from the C Ex. The Principal must provide a copy of their scheme of delegation for the Trust Board.
- CFO Decisions delegated to the Chief Finance Officer. The CFO may delegate duties to Principal or Finance Officers through a scheme of delegation. The CFO must provide a copy of their scheme of delegation for the Trust Board.

Key Function	Activity	M	D/T	AGC	CX	P	CFO
Appointments	Members are appointed by VC of UL						
Appointments	Directors/Trustees						
Appointments	Composition AGC						
Appointments	Chairs of AGC						
Appointments	Chief Executive						
Appointments	Principals						

Scheme of Delegation	To establish a scheme of delegation to enable the effective and efficient running of the Trust						
Adviser	Appointment of Academy external adviser to triangulate evidence and provide external challenge and support						
Self Evaluation	Carry out the Annual Academy Self Evaluation (ASE) and any Ofsted Action Plan where required						
Development Plan	To update the Academy Development Plan annually						
Child Protection and Prevent	To ensure the implementation of the safeguarding policy and best practices are followed to meet current legislation and LA guidance						
Health and Safety	To ensure the implementation of the Health and Safety policy and ensure it meet current legislation						
Health and Safety	To carry out regular inspection and action all relevant points from the inspection						
Health and Safety	Annual Report on health and safety						
Accounting	Adhering to accounting policies and guidelines issued by the Scheme for Financing Academies.						
Accounting	Maintaining accurate, reconciled and up to date records to provide financial and statistical information.						
Assets	Maintain security of buildings, stores, furniture, equipment, stock, and cash.						
Assets	Maintaining an inventory of all movable items of equipment and security marking such items.						
Assets	Checking annually the inventory to verify the location and condition of each item of equipment.						
Assets	Authorising the disposal of unusable or obsolete equipment included in the inventory.						
Assets	Authorising the disposal any equipment with a value of over £100						
Assets	Maintaining a record of all property borrowed by staff.						
Assets	Maintaining a record of all property on loan to Heads.						
Estate Management and Buildings	Ensure all aspects of the academies estate including buildings are well maintained and repairs are carried out as soon as possible						
Audit	Availability of records and documents for inspection by the auditor.						
Audit	Implementing recommendations arising from an audit inspection.						
Audit	Receiving the report and management						

	letter from an external audit and the management response to the audit and management letter.						
Finance	Receiving the Responsible Officer's (RO) Report and the management response to the RO report.						
Finance	Adopting and promoting a Confidential Reporting Policy.						
Finance	Maintaining a register of pecuniary and business interests for Trustees via the Clerk to the Board.						
Finance	Maintaining a register of pecuniary and business interests for staff via the Clerk to the Board.						
Finance	Providing reconciled bank statements for inspection by the auditor						
Finance	Maintaining a record of all cash holdings in the academy.						
Finance	Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established by the Development Plans.						
Finance	To approve the first formal budget plan each financial year*.						
Finance	To approve and send to the EFA the annual report						
Finance	Notifying the approved budget to the DfE/EFA by the agreed timescale.						
Finance	Keep under review The Trust's actual financial performance throughout the year including approving the Mid-year Income and Expenditure Budget Review.						
Finance	Review the financial position at the end of the financial year.						
Finance	Approving transfer between budget headings (virements) within agreed limits (specified in finance manual).						
Finance	Establishing procedures for staff to claim expenses.						
Finance	Setting policy for charging and remission fees for pupil/student activities						
Finance	Approving a lettings policy and fees.						
Finance	Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another.						
Finance	Writing off of debts above £1,000						
Finance	Writing off of debts below £1,000						
Finance	Setting aside funds for short-term or long- term investments.						
Finance	Ensuring that all contracts and agreements conform to the Standing Orders.						

Finance	Authorising purchases up to £10,000						
Finance	Approving purchases between £10,000 and £20,000 for an academy						
Finance	Authorising purchases between £20,000 and £50,000						
Finance	Accepting tenders and authorising contracts for goods, works and services over £50,000 in value.						
Finance	Receipting and custody of all tenders						
Finance	Approving procurement projects over £50,000						
Finance	Making payments only when goods have been received to the correct price, quantity and quality standard						
Finance	Paying the correct person and amount supported by an invoice						
Finance	Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period						
Finance	Approving applications for Business/Credit Cards.						
Finance	Notifying the Trustees of any matters affecting payments to employees						
Finance	Certifying pay documents and other time records						
Finance	Complying with VAT and CIT regulations						
Finance	Administering of voluntary funds						
Finance	Appointing an independent external Auditor and Responsible Officer						
Finance	Approving audited annual accounts						
Finance	To investigate financial irregularities						
Security	Controlling systems, security and privacy of data.						
Date Protection	Registering under Data Protection legislation.						
Risk Assessment	Maintain a risk register for each academy Reported to Audit Committee						
Risk Assessment	Reviewing insurance cover in the light of a risk assessment.						
Business Continuity Plan	To annually review the BCP and report to the Audit Committee						
Staffing	Performance management of Principals						
Staffing	Approve performance management of Principals targets and salary review withy Chair of Trust						
Staffing	Appointment of Deputy and Assistant Principal * C Ex & Chair of AGB to attend						
Staffing	Appointment of all other teaching staff						
Staffing	Appointment of all support staff						
Staffing	Disciplinary/capability procedures in consultation with HR						

Staffing	Dismissal or Suspension of Chief Executive, Finance Director or Principal						
Staffing	Dismissal or Suspension of other academy staff						
Staffing	Determining dismissal payments/early retirement						
Staffing	Performance management policy for all staff, except Principal						
Staffing	Implement a performance management policy for all staff						
Teaching and Learning	Ensure curriculum fulfills legal requirements						
Teaching and Learning	Develop curriculum policy and its implementation						
Teaching and Learning	Responsible for standards of teaching and learning						
Teaching and Learning	Responsible ensuring pupil progress is a priority and is closely monitored						
Teaching and Learning	Special Needs Policy approval						
Teaching and Learning	Responsible for ensuring all pupils with special needs receive appropriate support						
Teaching and Learning	Responsibility for the appropriate use of pupil premium funding to ensure those pupils in receipt of this funding optimize their performance						
Teaching and Learning	Responsible for producing and implementing an assessment policy, with guidance on marking						
Teaching and Learning	Ensuring there is a very positive rewards scheme for success and effort in all aspects of educational experience including academic, cultural and sporting activities.						
Teaching and Learning	Responsible for ensure a provision of RE in line with national policy						
Teaching and Learning	Sex education Policy approval in line with national policy						
Teaching and Learning	Responsible for ensure the requirements for collective worship are met						
Teaching and Learning	Ensure the balanced treatment of political issues and prohibit political indoctrination						
Teaching and Learning	To prohibit discrimination of any type through curriculum delivery or behaviours, ensuring a balanced treatment of such issues						
Teaching and Learning	To establish and implement an attendance policy, with appropriate sanctions and rewards						
Teaching and Learning	To establish and implement a behaviour including drugs and social media policy, with appropriate						

	sanctions and rewards						
Admissions	To ensure there is an admissions policy which conforms to legislation and this is freely available to parent/carers and potential pupils/students						
Admissions	Admission applications decisions						
Information to parents/carers	Newsletters and letters to parent careers						
Information to parents/carers	Trust website with direct link to each Academy						
Information to parents/carers	Individual Academy website linked to Trust Website						
Information to parents/carers	Implementation of home-academy agreement						
Information to parents/carers	Implement regular feedback from parent/carers and children and young people and report customer satisfaction to AGB and Trust						
Complaints	Establish and publish a complaints policy and procedures						
Complaints	Complaints Stage One						
Complaints	Complaints Stage Two						
Complaints	Complaints Stage Three						

## Section 2. Policies and Key Guidance Documents Schedule

This document sets out the basic policies and key guidance document for LET with review dates and where responsibility rests for the policy and its approval. They are classified in five groups: General, Employment, Finance and Audit, Children and Young People and Premises.

Policies/ Document Status	Policy - Key document	Review Cycle	Date	Trust	AGC	P
	<b>General</b>					
DfE Stat D	Governance – Processes and procedures and scheme of delegation	1 yrs	June			
tLA	Child protection and Prevent	1 yr	Oct			
DfE Stat D	Admissions Arrangements	1 yr	May			
Academy	Mobile Devices – Staff and Pupils	2 yrs	Jan			
DfE Stat P	Data Protection	3 yrs	Dec			
DfE Stat D	Complaints Procedures	3 yrs	Dec			
DfE Stat D	Freedom of Information	3 yrs	Dec			
DfE Stat D	Equality Information	3 yrs	Dec			
DfE Stat D	Website Publications	1 yr	Dec			
	Risk Register	1 yr	Apr			
	Business Continuity Plan	1 yr	Apr			
	<b>Employment Policies and Procedures</b>					
DfE Guid	All employment Policies in single employment portfolio	1 yr	May			
	<b>Finance and Audit</b>					
EFA	Finance Policy and Procedures	2 yrs	Dec			
EFA	Audit Policy and Procedures	3 yrs	Dec			
EFA	Counter Fraud Policy	2 yrs	Dec			
DfE Stat P	Charging and Remissions Policy	2 yrs	Nov			
	<b>Children and Young People</b>					
DfE Stat P	Behaviour Policy including Bullying and social media	2 yrs	Jan			
DfE Guid	Attendance Policy and Procedures	3 yrs	Mar			
Academy	Assessment and Monitoring Pupil Progress Process and Procedures	1 yr	Nov			
Academy	Marking Policy	2 yrs	Mar			
DfE Stat P	Sex Education	3 yrs	Jun			
DfE Stat P	Special Educational Needs	2 yrs	Jun			
Academy	Curriculum Policy and Subject Policies	2 yrs	Jan			
DfE	RE and Collective Worship	3 yrs	Jan			
LA	Early Years Foundation Stage Policies	2 yrs	Mar			
DfE Stat D	Home-school agreement	3 yrs	Mar			
Academy	School Uniform Policy	3 yrs	Jan			
DfE Guid	School Prospectus	1 yr	Mar			
	<b>Premises</b>					
DfE Stat P	Health and Safety	2 yrs	Jun			
DfE Stat P	H&S Fire Safety Policy	3 yrs	Jun			
DfE Stat P	H&S Fire Emergency Plan	1 yrs	Jun			
DfE Stat D	Premises Management	3 yrs	Jun			
DfE Stat D	Accessibility Plan	3 yrs	Jun			