

**Appendix 8  
School Levels of Delegation**

Function	No.	Tasks	RHT Board of Directors	LGB
	<b>Note:</b> these delegations must be read in conjunction with the Trust's Financial Regulations and the Department for Education's Academies Financial Handbook, which provide more and further detail. Please also read in conjunction with SoDA appendices 3, 4 and 5 for greater detail.			
Central Services	1.1	To determine the scope of mandatory core services to be delivered by the company on behalf of its Academies	✓	
	1.2	To identify those additional services to be procured on behalf of the Academy in line with Trust Financial Regulations and financial limits as set out in Appendix 5		✓
	1.3	To ensure centrally procured services provide value for money	✓	✓
Budgets	2.1	To determine the proportion of the overall academy budget to be delegated to the academy	✗	
	2.2	To develop and propose the RHC budget		✓
	2.3	To receive, review and recommend budget proposals from RHC and make recommendations to Directors	✗	✓
	2.4	To receive and approve revenue and capital budgets for RHC on an annual basis	✗	✓
	2.5	To monitor monthly academy expenditure, financial reports and make recommendations as appropriate	✗	✓
	2.6	To approve transfers between budget headings within the approved budget limits		✓
	2.7	To ensure the arrangements for collection of income, ordering of goods and services and payments.		✓
	2.8	To approve budget overspends capped at 1% of GAG		✓
	2.9	To approve budget overspends of over 1% of GAG	✗	
	2.10	To establish financial decision levels and limits (in consultation with Head teacher and LGB)	✗	✓
	2.11	To approve a Trust Charging and Remissions policy annually	✗	
	2.12	To implement the Trust Charging and Remittance Policy		✓
	2.13	To appoint the RHT Accounting Officer and Chief Financial Officer	✓	
	2.14	To enter into/approve contracts which relate to each academy in accordance with the financial limits set out in App. 5	✗	✓
	2.15	To enter into contracts which effect more than one Company academy	✗	
	2.16	To make payments within agreed financial limits		✓
	2.17	To approve capital maintenance spend within the agreed annual budget		✓
	2.18	Maintain a register of formal contracts (major capital works) entered into, amounts paid and certificates of completion		✓
	2.19	Retention of quotes obtained for goods, works and services.		✓
	2.20	To ensure that all correct invoices are certified by authorised people before payments are made and that the invoices and accompanying documentation are stored securely and available for inspection.		✓
	2.21	Authorisation of a tender document before it is published	✗	

**Appendix 8**  
**School Levels of Delegation**

Function	No.	Tasks	RHT Board of Directors	LGB
Audit And Risk	3.1	Compilation and monitoring of the Academy risk register		✓
	3.2	To receive, review and make recommendations on each academy's risk register	✓	
	3.3	Appointment of Auditors (internal and external) (Members to appoint External Auditor after first accounting year)	✓	
	3.4	Evaluation of the performance of auditors (internal and external)	✓	
	3.5	Compile records to ensure an audit trail		✓
	3.6	Implement recommendations arising from an audit inspection		✓
	3.7	Ensure all audit recommendations are implemented and report to Directors as appropriate		✓
	3.8	Approve, publish, and file the annual Directors' report and audited annual company accounts	✓	
	3.9	Propose a Trust Risk Management Policy	✓	
	3.10	Approve a Trust Risk Management Policy	✓	
	3.11	Implement the Trust Risk Management Policy		✓
	3.12	Propose Business Continuity Plan		✓
	3.13	Approve the contingency and business continuity plan	✓	
Staffing	The Board delegates to the Head teacher processes relating to staff appointments, suspension and initial dismissal decisions, assisted where appropriate by the CEO, CPeO and CFO.			
	4.1	Head teacher appointment (selection panel)		✓
	4.2	Approval of Head teacher appointment	✓	
	4.3	Other Senior Leadership appointments (selection panel)		✓
	4.4	Appoint other Academy teachers		✓
	4.5	Appoint Academy non-teaching staff		✓
	4.6	To propose and approve a Trust annual Pay Policy for each academy	✓	
	4.7	To implement the Trust Pay Policy		✓
	4.8	Pay discretions for staff awarded in line with budget limits and agreed pay scales (Reported to the Board)		✓
	4.9	Hear appeals from the Head teachers's pay decisions (panel members must be independent)	✓	
	4.10	Approve Trust wide Disciplinary/Capability procedures	✓	
	4.11	Oversee implementation of Trust Disciplinary/Capability procedures	✓	✓
	4.12	Dismissal of Head teacher (selection panel)	✓	✓
	4.13	Approval of Principal Dismissal	✓	
	4.14	Dismissal of other staff		✓
	4.15	Suspending/Ending Suspension Principal	✓	
	4.16	Suspending/Ending Suspension other staff		✓
	4.17	Determining staff complement within agreed budget		✓
	4.18	Determining dismissal payments/early retirement	✓	✓
4.19	Approval of staff severance payments agreements in accordance with the Academy Trust Handbook and seek approval from the ESFA where appropriate.	✓		

**Appendix 8**  
**School Levels of Delegation**

Function	No.	Tasks	RHT Board of Directors	LGB
	4.20	Completion of the Head teacher's appraisal and the setting of performance objectives.	CEO and LGB Chair	
	4.21	Determination of Head teacher's salary and any pay awards	✓	
	4.22	Teaching and support staff appraisals and salary reviews		✓
	4.23	Responsibility for the quality of education provided across the institution		✓
Curriculum and Quality	5.1	Development and implementation of a curriculum policy		✓
	5.2	Responsible for ensuring the provision of religious education		✓
	5.3	Monitor and seek reassurance of teaching standards		✓
	5.4	Responsibility for student performance and outcomes		✓
	5.5	To prohibit political indoctrination and ensure a balanced treatment of political issues		✓
	5.6	To ensure every students' needs are supported in line with best practice		✓
	5.7	To develop, recommend and implement a College Strategic Development Plan that supports the delivery of the Trust's Strategic Development Plan		✓
Performance Management	6.1	To receive and approve the Academy Development Plan	✓	
	6.2	To review annually the Trust Performance Management Policy	✓	
	6.3	To receive and approve the Trust Performance Management Policy	✓	
	6.4	To monitor and review the overall performance of all academies.	✓	
	6.5	Scrutinise, monitor and challenge self-assessment reports		✓
	6.6	Review, monitor and consider student outcomes		✓
	6.7	Approve relevant whole Trust and academy performance KPIs	✓	✓
Target Setting	7.1	Scrutinise, monitor and challenge whole Trust performance data.	✓	
	7.2	Scrutinise, monitor and challenge academy performance data.		✓
	7.3	To propose and agree targets for key school performance data including outcomes and achievement		✓
Behaviour and attendance	8.1	To establish and implement a discipline policy		✓
	8.2	To review and monitor behaviour and attendance data		✓
	8.3	To receive, monitor and review any behavioural concerns or incidents reported by Senior Leaders		✓
	8.4	To monitor the use and support the process where necessary, all types of exclusion to ensure it is used in line with best practice and in the best interests of all students.		✓
Admissions	9.1	As the Admissions Authority review and determine all academies Admissions Policies	✓	
	9.2	To implement and publish a School Admissions Policy		✓
	9.3	Establish an Independent Admission Appeals Panel		✓
Public Equality	10.1	To review and determine the Trust Equality and Diversity Policy	✓	
	10.2	To implement the Trust Equality and Diversity Policy		✓
	10.3	Develop, implement and report on equality objectives, equality action and disability accessibility action plans.		✓

**Appendix 8  
School Levels of Delegation**

Function	No.	Tasks	RHT Board of Directors	LGB
Duty	10.4	Approve the equality objectives, equality action plan.	✓	
	10.5	Publish and keep under review, required information including Annual Gender Pay Gap Reports etc.	✓	✓
Premises and Insurance	11.1	Buildings insurance and personal liability	✗	
	11.2	Directors, Officers and LGB members liability insurance with Risk Protection Arrangements (RPA) are in place	✗	✓
	11.3	Develop school and college buildings strategy or master plan	✗	✓
	11.4	Maintain buildings, including development of properly funded maintenance plan under levels of delegation in place		✓
	11.5	Arrange the security and maintenance of buildings and furniture on a day-to-day basis		✓
	11.6	Maintain an inventory of moveable items of equipment and checking inventory annually		✓
	11.7	Maintain a record of all equipment borrowed by staff		✓
	11.8	Authorise the disposal of all unusable and obsolete equipment in excess of £5k		✓
	11.9	Review insurance cover		✓
Health and Safety and Educational Visits	12.1	To approve on an annual basis a Trust Health and Safety Policy for the Trust and each of its Academies	✓	
	12.2	Oversee compliance with health and safety regulations	✗	✓
	12.3	Develop, implement and report on arrangements for compliance with health and safety regulations		✓
	12.4	To implement, monitor and report on the operation of the Trust's Health and Safety Policy	✗	✓
	12.5	To report immediately any material breach of the Trust's Health and Safety Policy to the Chair of Directors and the CEO (delegated to Principal)		✓
	12.6	To receive from each academy on an annual basis a report on compliance with the Trust Health and Safety Policy	✗	
	12.7	Overall responsibility for first aid under relevant regulations		✓
	12.8	To receive information relating to the educational visits undertaken across the Trust	✓	
	12.9	To receive information relating to School educational visits.		✓
	12.10	Approval of educational visits (to include risk assessments) in line with the Schools educational visit procedure		✓
School Organisation	13.1	To set and publish the School calendar in order that it meets the statutory requirements within the funding agreement		✓
	13.2	To set and publish the times of school sessions		✓
	13.3	To prepare and publish the school prospectus and website ensuring they meet the statutory requirements		✓
Information for parents	14.1	To ensure the provision of free school meals to those pupils meeting the free school meal criteria		✓
	14.2	To discharge duties in respect of pupils with special needs and disability by appointing a 'responsible person'.		✓
SEND	15.1	Publish SEND information annually on the Schools website including the SEND Policy and SEND information report		✓
	15.2	To approve and review SEND provision, arrangements, policy and procedures.	✓	✓
	15.3	To monitor and oversee academy SEND provision and receive monitoring reports.		✓
	15.4	Appoint a SEND special responsibility role.		✓
Safeguarding	16.1	To approve a Trust wide Safeguarding Policy, Trust Safer Recruitment Policy and Trust Staff Code of Conduct	✓	
	16.2	Implementation of a Trust Safeguarding Policy, Trust safer recruitment policy and Trust Staff Code of Conduct.		✓
	16.3	Appointment of 'designated 'members of staff responsible for safeguarding		✓

**Appendix 8  
School Levels of Delegation**

Function	No.	Tasks	RHT Board of Directors	LGB
	16.4	Appoint a safeguarding lead on the LGB		✓
	16.5	To immediately inform the LGB Chair and CEO of the Trust about serious safeguarding issues		✓
	16.6	Receive periodic safeguarding monitoring reports.	✓	
Looked After Children / Care Leavers	17.1	Appoint a 'designated person' to support looked after children		✓
	17.2	Develop, implement, and report on LAC arrangements and procedures		✓
Supporting Students with Medical Conditions	18.1	Ensure that arrangements are in place to support students with medical conditions are sufficient to meet statutory responsibility		✓
	18.2	Ensure a policy and relevant plans, procedures and systems are developed, implemented and made available.		✓
	18.3	Approve the College Policy relating to the support of students with medical conditions (fitness to study).		✓
GDPR/DP	19.1	Controlling IT systems, security and GDPR	✓	✓
	19.2	To approve the Trust Data Protection and Trust FoI Policy/procedures	✓	
	19.3	To implement and monitor the Trust Data Protection and FoI Policies (delegated to Principal)		✓
	19.4	To appoint a Data Protection Officer (DPO) for the Trust that oversees compliance with GDPR	✓	
	19.5	To appoint a College Data Protection Lead (DPL) to oversee compliance (delegated to Principal)		✓
	19.6	Compliance with FoI requirements		✓
	19.7	FOI Publication Scheme to be published on the Trust website as well as individual academy websites	✓	✓
	19.8	To determine on an annual basis, those policies which will be developed by the Trust and mandatory for all Academies	✓	
Policies	20.1	To provide, on an annual basis, a schedule detailing all academy specific policies and procedures and evidence of their review.		✓
Governance Procedures	21.1	Appoint / remove Trust Members	Members	
	21.2	Appoint / remove directors	Members	
	21.3	Co-opt Directors	✓	
	21.4	Appoint / remove LGB members	✓	
	21.5	Appoint / remove the Chairs of LGBs	✓	
	21.6	Hold a full meeting at least 3 times in an academic year	✓	✓
	21.7	Establish and implement a register of Business Interests for Board and LGBs and senior staff	✓	✓
	21.8	Establish and implement a Gifts and Hospitality register for Board and LGBs, in line with the Trust's G&H Policy	✓	✓
	21.9	Establish and implement Standing Orders to regulate governance procedures	✓	✓
	21.10	Establish and implement a Trust Code of Conduct for Board and LGBs	✓	✓
	21.11	Annual review of functions, committee structures and scheme of delegation	✓	
	21.12	Establish an annual calendar of business for Board and LGBs	✓	✓
	21.13	Ensure annual confirmation statement is made to Companies House	✓	
	21.14	To approve a Trust Directors'/Governors' Expenses Policy	✓	

**Appendix 8  
School Levels of Delegation**

Function	No.	Tasks	RHT Board of Directors	LGB
----------	-----	-------	------------------------	-----

Key – Sub Committee Delegation:

RHT Finance and General Purposes
RHT Governance
RHT People and Performance
RHT Audit and Risk
RHC Finance and General Purposes

Version Control

Date	Status	Meeting	Author
19 August 2021	Draft		JAB
23 August 2021	Draft	JAB / EFI / PLO / SCH	
22 November 2021	Draft	Governance Committee	JAB
7 December 2021	Approved	Directors	