

## Learning Pathways Academy Trust Scheme of Delegation

Key:

Level 1: Academy Trust Members

Level 2: Board of Directors

Level 3: Local Governing Body

Level 4: Accounting Officer/CEO

Level 5: Headteacher

Column blank: Action can be undertaken at the level

Column shaded: Function cannot legally be carried out at this level

Key function	Task	Decision level					
		1	2	3	4	5	
Budgets & Accounts	Approve Academy budget			√			
	Approve budget plan for financial year		√				
	Monitor monthly expenditure			√		√	
	Establish charges & remissions policy			√		√	
	To enter into contracts (refer to Financial Scheme of Delegation)			√		√	
	Ensure academy annual accounts are prepared within the appointed time frame		√			√	
	To approve and submit the annual accounts		√				
	To receive the Annual Report and Accounts	√	√				
	Review annually and appoint the External Auditors	√	√				
	Review annually and appoint the Internal Auditors		√				
	Staffing	Headteacher appointments		√			
		Deputy Headteacher appointments			√		√
		Senior Leadership Team appointments			√		√
Teaching staff appointments						√	
Non-teaching staff appointments						√	
Pay policy – review - approve			√	√			
Establish and review procedure for addressing staff disciplinary, conduct and grievance			√				
Dismissal of the Headteacher			√				
Dismissal of other staff			√		√		
Suspension of the Headteacher		√					
Suspension of other staff			√		√		

Key function	Task	Decision level				
		1	2	3	4	5
	Ending suspension of the Headteacher		√			
	Ending the suspension of all other staff			√		√
	Determining staffing requirements			√		√
	Dismissal payments/early retirement Headteacher early retirement		√	√		√
Curriculum	Establish and implement Curriculum Policy					√
	Approval of Curriculum Policy			√		
	Responsibility for standards of teaching			√	√	√
	Responsibility for individual child's education			√		√
	Provision of sex education – includes establishing and maintaining an up to date policy			√		√
	To prohibit political indoctrination and ensuring a balanced treatment of political issues	√	√	√	√	√
Performance Management	Establish performance management policy and review annually		√			
	Implement the performance management policy			√		√
Target setting	Set and share targets for student achievement			√		√
Discipline/Exclusions	Establish a discipline policy			√		√
	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (can be delegated to chair/vice chair in case of emergency)		√	√		√
	Direct reinstatement of excluded students			√		√
Admissions	Consult annually before setting an Admissions Policy			√		√
	Admissions: applications decisions (main round)			√		√
Collective worship	Arrangements for collective worship			√		√
Premises & Insurance	Buildings insurance, personal liability & Governors' Indemnity Insurance		√	√		
	Develop academy building strategy		√	√		√

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	Procure & maintain buildings, including properly funded maintenance programme			√		√
Health & Safety	Institute a Health & Safety policy			√		√
	Ensure Health & Safety regulations are followed		√	√		√
School organisation	Set times of academy day and dates of academy terms and holidays			√		√
	Ensure academy lunch nutritional standards are met				√	
Information for parents	Maintain LPAT website Maintain Academy websites		√	√	√	√
	Ensure provision for free school meals to those students meeting the criteria					√
GB procedures	Appoint (and remove) the LGB chair Appoint vice chair	√		√ √		√
	Appoint (And dismiss) the clerk to the governors			√		
	Hold a full GB meeting at least 3 times in the academy year			√		
	Appoint (and remove) governors	√		√		
	Set up register of Governor/Trustees business interests			√		
	Approve and set up governor expenses scheme		√			
	Discharge duties in respect of students with special needs by appointing a 'responsible person'			√		
	Consider whether or not to delegate functions to individuals or committees			√		
	To delegate 'Chair's Action' to the Chair of Governors			√		
	Regulate the GB procedures		√			
Extended schools	Decide to offer additional activities and services & what form these should take			√		√

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	Put in place and ensure delivery of services to be provided					√
	Cease providing extended school provision			√		√
Inclusion and equality	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years			√		√
	To establish and review a special educational needs (SEN) and disability policy			√		
	To designated a 'responsible person' for Safeguarding			√		√
	To designate a 'responsible person' for looked after children			√		√
	To establish an accessibility plan and review it every three years			√		√
	To establish and review annually a child protection policy and relevant procedure			√		√
	To monitor the effectiveness of Safeguarding, LAC, CP		√			