

BLANDFORD EDUCATION TRUST
SCHEME OF DELEGATION

This Scheme of Delegation is made between the Blandford Education Trust (“the Trust”) and the Local Governing Board of [Spetisbury Primary School](#) (“the LGB”) in accordance with the Constitution of the LGB (wherein this Scheme of Delegation is referred to as “the Scheme”) and is effective from [the date of conversion, 1 July 2014](#)

Subject to the requirements of the Trust set out in this Scheme the Trust delegates to the LGB its responsibility and powers as the Governing Body of the Academy which shall be discharged by the LGB in accordance with its Constitution and terms of Reference, the Policies of the Trust and advice published from time to time by the Department for Education and Ofsted

Responsibilities and powers delegated to the LGB may be further delegated to a Committee or to the Head Teacher of the Academy. It should be remembered that although decisions may be delegated, the LGB together with the Trust as a whole remains responsible for any decision made under delegation.

Members of the LGB agree to:

- attend such training as is reasonably required by the Trust in order to update and improve the knowledge and skills available within the LGB to fulfil its role in respect of the Academy and as part of the Academy Trust operated by the Trust.
- provide the information required by the Trust in the form indicated in this Scheme and its Appendix and not to withhold any information which the Trust reasonably requires.
- refer certain decisions to the Trust for approval as set out in this Scheme, and not to act, or to omit any act, in reliance on such a decision prior to obtaining such approval.

	THE TRUST SHALL	THE LGB SHALL
Responsible Officer	The Trust shall appoint the Responsible Officer	
Central Essential Services	The Trust shall determine, having regard to but not being bound by the views and recommendations of the LGB, the scope of mandatory core services to be procured and delivered by the Academy on behalf of its academies and shall deliver those services ensuring that they represent good value for money.	
Non-Central Essential Services	The Trust shall also determine those essential services which must be procured by each Academy.	The LGB shall ensure that such services are procured ensuring that they represent value for money.
Budget and Budget Plan	The Trust shall determine the proportion of the overall Academy budget to be retained for Central Services and shall inform the LGB of the balance (“the Budget”).	The LGB (through the Local Finance Committee) shall develop the individual Academy plan for spending the budget (“the Budget Plan”) in accordance with the Academies Financial Handbook and

		the School Development Plan and shall present the proposed Budget Plan to the Trust Finance Committee for approval and recommendation to the Trust Board
	<p>The Trust shall approve the Budget Plan provided that:</p> <ul style="list-style-type: none"> • It is consistent with the Academies Financial Handbook • Sufficient reserves are available for the school to meet any in-year deficit • It is consistent with the Ethos of the Trust and the Academy • It is consistent with all policies published by the Trust and the School Development Plan; 	
Financial Monitoring	The Trust will monitor the financial performance of the Academy, prepare monthly financial summaries for each Academy and make these available to LGBs.	<p>The LGB shall</p> <ul style="list-style-type: none"> • Have access to monthly financial summaries via the GVO • Receive termly reports from local finance committees, including review of financial performance to date • enter into contracts within the financial limits published by the Trust from time to time and within the Budget Plan • observe the policy on charging and remissions published by the Trust from time to time • Not agree to any expenditure (including staffing appointments) outside of the approved Budget Plan without the approval of the Trust Finance Committee
Appointments	As the employer the Trust shall appoint the Headteacher of the Academy having regard to representations of the LGB who shall be invited to appoint two of their members to sit on any appointment panel	The LGB shall appoint other staff to the Academy in accordance with the HR policies published by the Trust and subject to obtaining budget approval of the Trust finance committee.
Staff Appraisal,		Headteacher

Pay Discretions and other HR matters

The appraisal of the Headteacher shall be conducted by the Chair of the LGB, a Director of the Trust (who may or may not also be a member of the LGB) and an External Advisor and shall be conducted in accordance with the Trust's Appraisal Policy. The roles of Chair of the LGB and Director of the Trust on the panel may not be fulfilled by the same person.

Performance review – other staff

The LGB shall ensure that performance review of all other staff is conducted in accordance with the Trust's Appraisal Policy.

Pay Discretions

The LGB may, in line with the Trust Pay Policy and the Budget Plan, and with any written recommendations from the Appraisal Procedure, recommend a Pay Discretion for the Headteacher to the Trust who will consider, but not be bound by, such recommendation.

The LGB may, in line with the Trust Pay Policy and the Budget Plan, award pay discretions to staff other than the Headteacher consistent with recommendations from the Appraisal Procedure.

Disciplinary, Dismissal and Capability Procedures

The LGB shall undertake any capability, dismissal or disciplinary procedure in accordance with the Trust's policies and in accordance with advice from the Trust's HR Advisors

Determining Dismissal Payments

In the event that a staff member is dismissed no payment in respect of that dismissal shall be made without the consent of the Trust

Considering Requests for Early Retirement or Flexible Working

The LGB shall consider any requests for Early retirement or Flexible working and may seek

		advice in that respect from the Trust's HR Advisors
Standards, Curriculum and Target Setting		The LGB shall determine the curriculum of the Academy in line with the Trust's Curriculum Policy and shall set targets for each pupil of the Academy
Admissions	The Trust will consider appeals of review decisions taking into account, but not being bound by, any representations from the LGB	<p>The LGB shall ensure that the Admissions policy for the Academy is consistent with the Admissions Policy of the Trust and that it is published on the Academy's website.</p> <p>Decisions on admissions shall be made by the LGB in line with the Admissions Policies and procedures mentioned above.</p>
Exclusions	The Trust will consider appeals of review decisions taking into account, but not being bound by, any representations from the LGB	<p>The LGB shall ensure that the Exclusions policy and procedures for the Academy are consistent with the Exclusions Policy of the Trust and that they are published on the Academy's website.</p> <p>Decisions on exclusions shall be made in line with the Exclusions Policies and procedures mentioned above.</p> <p>The review of a decision to exclude shall be carried out by the LGB</p>
School Structure	The Trust will consider consent to alterations to the school structure having regard to but not being bound by representations from the LGB	<p>The LGB shall refer to the Trust any proposal to alter :</p> <p>Opening Times</p> <p>Extended School Provision</p> <p>Changes to term times</p> <p>Change in age range</p> <p>prior to implementation of, or consultation on such change, and shall not make or consult upon any such change without the prior consent of the Trust.</p>
Safeguarding	The Trust's website will include the name and contact details of the person at the Trust with special responsibility for safeguarding	The LGB shall ensure that the Safeguarding Policy of the Trust is implemented at the Academy.

		<p>The LGB shall ensure that the academy has a Designated Officer and Deputy and that their contact details are published on the School website. The LGB shall also ensure that the names and contact details of the Designated Officer and Deputy are sent to the Trust so that contact details may be published on the MAT website.</p> <p>The LGB shall appoint a Governor with specific responsibility for safeguarding and make contact details for that Governor available on the Academy website. The LGB shall also inform the Trust of the name and contact details of that responsible Governor for publication on the Trust's website.</p>
Premises and Insurance	The Trust shall effect an insurance policy for buildings, public liability, business interruption and officer's liability in accordance with the Articles	The LGB shall develop and implement a strategy for the maintenance and development of the school site and buildings.
Health & Safety		The LGB shall ensure that the Academy implements and complies with the Health and Safety policy published by the Trust.

Signed by the Chair of Governors on behalf of the LGB

Lynn Webb

on

Signed by Chair of Directors on behalf of the Trust

Implementation Date 13 October 2016

Appendix – Reporting Requirements

The LGB shall report to the Trust in the form set out in this Appendix

Reports after each LGB Meeting

1. Minutes of meeting

Termly Reports

2. SEF
3. Supplementary information report

Financial Reports:

4. Draft Budget Plan (prepared with Business Manager for approval by Trust)
5. Annual Financial Report (report on previous year prepared with Business Manager)

Annual Reports:

6. Annual Results against target

Approved by BET Trust Board 13/10/16