

Birmingham Diocesan Academies Trust

Scheme of Delegation

All Schools

Version: 10th Oct 2017

SCHEME OF DELEGATION

Our Multi-Academy Trust

The Birmingham Diocesan Board of Finance has set up a Multi-Academy Trust ('the MAT') to provide an option for the family of Church Schools and academies in the Diocese who are looking to join a Multi academy Trust, meeting the requirements for governance for CE schools. Both the DBE and the MAT are committed to the provision of high-quality Christian education.

The MAT is run by an Executive Board and is accountable to the Department for Education ('the DfE'). The

Directors on the Executive Board are appointed by the Members of the Trust.

Each School has its own Local Academy Board (LAB). The Governors who serve on the Local Academy Board are appointed by the Executive Board. They include both parent and staff representatives.

The MAT serves three types of academy within the Church family, namely:

- ☐ Sponsored Schools / Priority Schools;
- ☐ Supported Schools; and
- ☐ Self-sustaining Schools.

The way it works

The Executive Board has overall legal responsibility for the operation of the MAT and the schools within it. However, the Executive Board intends to work in partnership with its family of schools.

This Scheme of Delegation provides for certain functions to be carried out by one or more of the following:

- ☐ the Executive Board; and/or
- ☐ the Chief Executive Officer ('the CEO'); and/or
- ☐ the Headteacher of the school; and/or
- ☐ the Local Academy Board of the school.

All academies are required to operate in accordance with the Trust's policies and procedures, as well as demonstrating principles of good financial management. Academies are subject to annual external and internal audit, as well as other assurance work as required by the Trust's Audit Committee. In the event that an academy is designated as "high-risk" (due to poor financial management or accumulated deficits etc), then the academy shall be presented with a bespoke scheme of delegation that reduces the level of delegated responsibility in some or all areas.

The Executive Board

Many of the Executive Board responsibilities fall within the remit of the Terms of Reference for either:

- ☐ its Finance and Resources Committee; or
- ☐ its Standards Committee.

Where functions are to be carried out by a Committee this is identified in the Scheme of Delegation. If no Committee is mentioned the full Executive Board will deal with the matter.

The CEO

A significant number of responsibilities under the Scheme of Delegation lie with the CEO. It is recognised that the CEO may choose to delegate to delegate some of their duties to the Finance Director and other staff in their team.

School groups

When a school converts and joins the MAT it will be allocated to the appropriate School group based on:

- ☐ its latest Ofsted Inspection Report; and Birmingham DBE's own assessment of its historical performance and future prospects, undertaken through 'due diligence' before the school transfers into BDAT.

The category allocation is very important because it dictates the following:

- ☐ the 'make-up' of the Local Academy Board;
- ☐ the extent to which responsibilities are delegated to the school; and
- ☐ the funding arrangements.

Reviewing the Allocation

The category allocation will be linked to the performance of the school in relation to:

- ☐ the quality of teaching and learning;
- ☐ leadership;
- ☐ outcomes;
- ☐ safeguarding;
- ☐ finance; and
- ☐ buildings.

The allocation will be reviewed at least once a year. Depending on the outcome of the review a school may either stay in its allotted category or be moved to another.

The CEO reserves the right to change the school group at any time if it believes this to be appropriate in the interests of both the school concerned and the wider MAT family.

Local Academy Board appointments

The 'make-up' of the Local Academy Body follows the category allocated to the school:

Sponsored / Priority Schools - the Executive Board appoints all the Governors, other than parent and staff representatives;

Supported Schools - the Governors are appointed according to the supplementary funding agreement approved by the MAT Board;

Self-sustaining Schols - the Local Academy Board is appointed on an '*as is*' basis to reflect the arrangements in place immediately prior to joining the MAT and approved by the MAT board.

If a school improves and is moved to a higher category then it has more say in the 'make-up' of its Academy Board. Conversely, if a school's performance deteriorates then it may be moved to a lower category with a consequent adjustment to its Academy Board.

Delegated functions

The Scheme of Delegation covers five areas:

- ☐ Finance;
- ☐ Human Resources;
- ☐ Education;
- ☐ Asset Management; and
- ☐ Strategy.

The MAT has legal responsibilities to the DfE. It is expected to exercise a tight rein over Sponsored / Priority in order to secure the required school improvement and this is reflected in the Scheme of Delegation.

More responsibility is passed to Supported Academies to reflect their higher performance. For Self-sustaining Schools it is very much the case of a light-touch approach.

Funding

The funding apportioned to a school also reflects the category to which it is allocated.

For a Sponsored Academy, part of its budget will be set aside each year for investment in its school improvements. These funds will be used to provide appropriate support and resources for it.

The specific sum ear-marked for school improvements will be determined each year as part of the process for agreeing the Business Plan and budget for the school. This will be done on a case by case basis by the Standards Committee to enable funds to be stewarded effectively within the MAT family.

Similar principles apply to Supported Schools, though the amount set aside for school improvements will usually be lower.

Self-sustaining Schools will be free to spend their budget as they see fit. In addition, they will also be given the opportunity to bid for school improvement projects to help schools in the two other categories. They will be paid for this from the school improvement fund.

Working together as a family

In addition to the school improvement programme all schools within the MAT family will be asked as part of the 'generous heart' to contribute to one or more of the following:

- ☐ development and maintenance of school policies;
- ☐ sharing of best practice;
- ☐ provision of emergency cover;
- ☐ mentoring and coaching of staff; and
- ☐ recruitment, training and appraisal of Governors for the Local Academy Board

This Scheme of Delegation was adopted as a draft document by Birmingham Diocesan Academies trust at an Executive Board Meeting held on 18th July 2017.

The scheme will be reviewed on an annual basis by the Board of Directors in consultation with Headteachers and Local Academy Boards.

All Schools

FINANCE				
RESPONSIBILITY	Executive Board	CEO	Headteacher	Local Academy Board
Business Plan	<p>The first Business Plan will be based on the Pre-Academy Report and must be agreed by the Executive Board before the school converts.</p> <p>The Business Plan will then be reviewed and up-dated once a term, or at such other intervals as the Executive Board may from time to time determine.</p> <p>The Business Plan is to be prepared in such form as the Executive Board may from time to time determine.</p> <p>The Business Plan is to cover three principal areas, of namely buildings, finance and school improvement.</p>	<p>The CEO will carry out a review of the draft Business Plan submitted by the Headteacher.</p> <p>The CEO will then pass the Business Plan (incorporating any amendments, additions or deletions) to the Executive Board for approval.</p>	<p>The Headteacher will have primary responsibility for preparing the draft Business Plan at the appropriate intervals determined by the Executive Board.</p> <p>The draft Business Plan is to be based on the Pre-Academy Report.</p>	<p>The Local Academy Board will be consulted by the Headteacher before the draft is submitted to the CEO.</p> <p>The LAB recommends the plan to the CEO</p>

	<p>The Business Plan must also include both:</p> <p>a Cash Flow Plan; and</p> <p>a Capital Expenditure Plan</p>			
<p>Budget and Accounts</p> <p>Set annual balanced budget.</p>	<p>Review and approve individual school budgets and consolidated budget.</p>	<p>Recommend to the BDAT Finance/Resource committee in consultation with BDAT FD Individual and consolidated budgets.</p>	<p>Prepare budget for school in accordance with school improvement priorities and take to LAB. Advice on preparation to be sought from FD.</p> <p>Agree with LAB.</p>	<p>Recommend balanced school budget that should be presented to CEO and FD.</p>
<p>School in deficit or setting a deficit budget when all school reserves are taken into account.</p>	<p>Review and approve the deficit recover plan.</p> <p>Review termly progress reports.</p>	<p>Recommend to directors that deficit recovery plan should be approved and review termly reports.</p>	<p>Prepare deficit recovery plan with support from finance team and CEO.</p> <p>Prepare termly reports and report any concerns to the FD.</p>	<p>Recommend deficit recovery plan to Board.</p> <p>Review school's progress through termly reports</p>
<p>Budget Monitoring</p>	<p>Review termly budget monitoring reports for the trust and individual schools.</p>	<p>Review monthly budget monitoring reports for the trust and individual schools.</p>	<p>Prepare monthly monitoring reports with support from MAT finance team.</p>	<p>Review termly monitoring reports for individual school.</p>

<p>Virements between nominal codes, cost centres and periods with no overall impact on the bottom line.</p> <p><i>NB: with the exception of genuine 1 year fixed contracts and agency costs, virements for non-pay to pay cost budget headings are not permitted unless approval is granted in accordance with the recruitment delegation noted below.</i></p>	<p>Changes to individual school budgets made by LAB are reported to Finance/Resources committee.</p>	<p>Changes that are within the budget envelope agreed by directors are reported to the FD/CEO.</p>	<p>Recommend changes in line with school improvement plan and model financial implications. recommend larger changes to LAB.</p>	<p>Approve changes to budget in year as long as the school remains within the overall budget set and approved by directors.</p>
<p>Amendments to approved budget</p> <p><i>NB: This does not apply to designated financial 'high risk' academies.</i></p>	<p>Receive report on Surplus reduced/deficit increased from approved budget if less than £30 K report to Finance/Resources committee.</p> <p>Approve Surplus reduced/deficit increased from approve budget if more than £30 K BDAT: Finance/Resource committee.</p>	<p>Approve Surplus reduced/deficit increased from approve budget if less than £30k report to Finance/resources Committee.</p> <p>Recommend Surplus reduced/deficit increased from approve budget if more than £30k to BDAT Finance/Resources Committee following meeting with FD.</p>	<p>Recommend Surplus increased/deficit reduced from approved budget to LAB and FD.</p> <p>Recommend Surplus reduced/deficit increased from approve budget if less than £30k to LAB following meeting with FD.</p> <p>Recommend Surplus reduced/deficit increased from approve budget if more than £30k to BDAT CEO and BDAT Finance/Resources Committee following meeting with FD.</p>	<p>Approve Surplus increase/deficit reduction.</p> <p>Recommend Surplus reduced/deficit increased from approve budget if less than £30k to BDAT CEO.</p>

Amendments to budget when school is designated as High Risk.	Approve any change to the school's bottom line: BDAT Finance/resource committee.	Recommend changes to the school's bottom line to BDAT Finance /resource committee.		
Writing off bad debts.	Greater than £5k: BDAT Finance/resources committee. Board.	Between £1k and £5k: the CEO on recommendation of BDAT FD.	Up to total of £1k with support of school finance lead recommend to LAB.	Authorise up to £1k for individual debts. LAB.
Staff appointments.	Authorise for Unbudgeted vacancy with effect on budget of greater than £30k.	<p>Authorise any proposal for Unbudgeted vacancy with effect on budget of less than £30k.</p> <p>Make proposal to FD/CEO for Unbudgeted vacancy with effect on budget of less than £30k.</p> <p>Make proposal to BDAT Finance/Resources Committee for Unbudgeted vacancy with effect on budget of more than £30k.</p>	<p>HT authorised to action any budgeted vacancy. Report to LAB.</p> <p>Make proposal to LAB to propose to FD/CEO for Unbudgeted vacancy with effect on budget of less than £30k.</p> <p>Make proposal to LAB to propose to FD/CEO for Unbudgeted vacancy with effect on budget of more than £30k.</p>	<p>LAB receives report on appointments and vacancies.</p> <p>LAB to inform FD of unbudgeted vacancy with effect on budget of less than £30k which does not place the schools into a deficit budget situation.</p> <p>LAB to propose to FD/CEO for Unbudgeted vacancy with effect on budget of more than £30k.</p>

Severance payments.	Authorise £20k - £50k. NB over £50 K non-contractual and all ex gratia payments require ESFA approval.	Authorise up to £20 K	Up to £20K proposal to LAB to propose to CEO/FD.	Up to £20k to propose to CEO/FD.
Authorisation of overtime or supply payments.			Teaching and support staff in school. As long as within budget, delegated powers as above.	
Authorisation of expense claims.	For CEO the FD signs monthly expenses and report to Chair of Board.	CEO/FD staff in central team.	Teaching and support staff in school. Can delegate to SBM where in post.	HT by Chair of LAB.
Reporting and Internal Audit Requirements	The Finance/Resources Committee will review the performance of the School against its Business Plan and its compliance with internal auditing requirements on an ongoing basis. Such reviews will take place once a term or at such other intervals as the Finance/Resources Committee may from time to time determine.	The CEO will ensure the FD monitors the monthly finance reports supplied by the Headteacher. The CEO will report to the Finance/Resources Committee any concerns arising. This may be delegated to the FD by the CEO	The Headteacher is to provide such information and assistance in relation to reporting and internal auditing as BDAT Finance/Resources Committee may from time to time require. This will include reporting formally to the BDAT Finance/Resources Committee at regular intervals as specified opposite. The Headteacher will also supply to the FD a monthly finance report in such form as the CEO may from time to time if required.	LAB to ensure that the headteacher meets requests from auditors and reports the findings of internal audits to LAB and action the recommendations identified in the reports
Statutory Audit	The MAT board of directors is	CEO is responsible for	The Headteacher is to provide such	LAB to action any

Procedures	responsible for approving the statutory accounts of the MAT and recommending them to the BDAT members	ensuring the FD has prepared and approved the documents and ensured all statutory financial documents are appropriately filed.	information and assistance in relation to statutory audit procedures as the BDAT FD/ Finance/Resources Committee may from time to time require.	recommendations from auditors that pertain to their establishment
Appoint Auditors	Board recommend auditors, Members Appoint.	Directs FD to procure recommendation of auditors for Board		
<p>Purchasing Requisitions for orders/invoice approval (excluding expenditure from IC, capital reserves or sinking funds.)</p> <p>NB Transactions must not be artificially split. The full values of the contract must be used when applying this policy. Therefore if a contract is for 5 years, it is the total value across all five years that is applicable.</p>	Authorise spend above £100K	Item £25K - £100 K within approved budget needs proposal to FD/ BDAT CEO	<p>Authorise up to £10K within approved budget</p> <p>Proposal to BDAT FD for £10k-£25k within approved budget</p> <p>£25K - £100 K within approved budget needs proposal to FD/ BDAT CEO</p> <p>No authority for spend above total budget until budget increase is approved (see 'amendments to budgets' above)</p>	
Expenditure for ICT or capital.	BDAT Finance/resource committee Authorise above £25k.	Authorise up to £25k.	Proposal to FD for up to £25k (if not already included on the school's business plan.)	

Quotations and Tendering. NB Transactions must not be artificially split. The full values of the contract must be use when applying this policy. Therefore, if a contract is for 5 years, it is the total value across all 5 years that is applicable.			<p>In line with purchasing terms delegated powers above</p> <p>Up to 5K preferred supplier/catalogue (if not included within the preferred supplier / catalogues then schools should seek three quotes for orders in excess of £1,000 and use best value principles)</p> <p>Above £5k will require a tendering process</p> <p>Above £25k formal tendering Process through consultation with BDAT Finance Director.</p>	
Bank account payments. BACS, cheques, direct debits.	According to Bank mandate - two signatories.		According to Bank mandate - two signatories.	
Petty Cash Journals.			<p>Less than £50, school finance staff.</p> <p>£50 - £100, school HT.</p> <p>Over £100 not permitted.</p>	

Journals.			Recoding (within the income statements): school finance lead approved by BDAT finance team.	
Whistle blowing policy.	Approve policy and receive reports of any incidents of whistle blowing.	Receive reports on any incidents of whistle blowing.	Inform to LAB and CEO of any incidents of whistle blowing (if the whistle blowing alleges wrong-doing by the CEO, then the Chair of the Board should be informed rather than the CEO.)	Receive reports on incidents of whistle blowing (unless they relate to the governing body.)
Risk management.	Review key risks and measures implemented to mitigate.	Identify and implement measures to mitigate.	Ensure that a risk register is in place and fit for purpose.	LAB to review the school's risk register on an annual basis or sooner if required.
Insurance.	Review insurance arrangements.	With FD procure appropriate insurance for the Trust.	Alert the FD of any additional insurance needs that may be required for their particular school.	

HUMAN RESOURCES				
RESPONSIBILITY	Executive Board	CEO	Headteacher	Local Academy Board
Pay and performance management.	<p>Approval of whole Trust Pay Policy, pay scales and benefits. Set the pay ranges of HT at each school.</p> <p>Performance management of CEO.</p>	Performance Management of FD and HT of schools in conjunction with LAB	Teacher and support staff performance management in school	HT performance management in conjunction with CEO.
<p>Headteacher Appointment.</p> <p>For the avoidance of doubt, all appointments identified under this Human Resources section, whether internal or external, are subject to the same procedures. There is to be no distinction between the two.</p>	<p>The Executive Board will make the final decision concerning the appointment of the Headteacher.</p> <p>The Executive Board will take due account of any recommendations made by the Appointment Panel.</p>	<p>The CEO will establish the Appointment Panel and determine the process to be followed.</p> <p>The Appointment Panel will be constituted as a TASC Group. It will include, if the CEO considers it appropriate, an external advisor or advisors.</p> <p>The CEO will chair the Appointment Panel.</p> <p>Once the Appointment Panel has decided who to recommend for the Headteacher post it is to</p>		<p>The Local Academy Board will provide such support and assistance to the CEO as may be needed from time to time.</p> <p>LAB to be represented on the recruitment panel (not staff members of LAB except in exceptional circumstances as authorised by the CEO.)</p>

		notify the Executive Board.		
Senior Leadership Team appointments.	<p>The Standards Committee will make the final decision concerning the filling of any vacancies in the Senior Leadership Team. (HT/DHT/AHT).</p> <p>It will take due account of any recommendations made by the CEO and the Headteacher.</p>	<p>The CEO and the Headteacher will lead jointly on the process for filling any vacancies in the Senior Leadership Team.</p> <p>If there is any dispute between the two the views of the CEO will prevail.</p>	<p>The Headteacher is to notify the CEO as soon as the HT becomes aware of any potential vacancy in the Senior Leadership Team.</p> <p>The Headteacher will then lead the process jointly with the CEO as set out opposite.</p>	<p>The LAB will agree the staffing structure for the school, including the composition of the SLT, if self-sustaining. Will recommend to the CEO if Supported or Sponsored.</p> <p>The LAB will have representation on the appointment board for SLT appointments, including the headteacher.</p>
Teacher/ Support Staff Appointments.			The Headteacher will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team and the representative of the Local Academy Board referred to opposite.	The Chair of the Local Academy Board will nominate a representative from amongst its ranks to participate in the teacher appointment process.
External Consultant Appointments.		Decisions concerning the appointment of external consultants will lie with the CEO.	The Headteacher to make recommendations to the CEO.	LAB to make representation to the CEO where they feel additional consultancy support is required in order to support leadership within the school. The LAB to inform the CEO if they feel support is not effective.

Salary Reviews.		<p>The CEO has responsibility (may delegate) for overseeing salary levels/bands for the two school years after joining BDAT, or such other period as the CEO may from time to time determine.</p> <p>The CEO may also audit the salary review process as the CEO considers appropriate.</p> <p>If the CEO is not satisfied with the process of, or the outcome from, the salary review, the CEO may ask the Headteacher to take such remedial action as the CEO considers appropriate. The CEO authorises any HT salary review.</p>	<p>The Headteacher is to ensure the Business Plan identifies any proposed salary reviews.</p> <p>The Headteacher will make salary review proposals to LAB.</p>	<p>LAB to agree and authorise salary review proposals if within the planned staffing budget.</p> <p>The proposals are reported to the CEO.</p> <p>The LAB recommend any HT salary review to CEO for approval.</p>
Terms of Employment.	<p>Decisions concerning any change to the terms of employment of Academy staff (both teaching and support) will lie with the Executive Board.</p> <p>The Executive Board will consider any representations made by the CEO, the HT and/or the Local Academy Board.</p>	<p>The CEO is to review and comment on any proposals that may involve a change to the terms of employment.</p>	<p>The Headteacher is to be consulted in connection with any proposed change to terms of employment.</p>	<p>The Local Academy Board is to be consulted in connection with any proposed change to terms of employment.</p>

Redundancies.	<p>Decisions concerning the making of any redundancies will lie with the Executive Board.</p> <p>The Executive Board will consider any representations made by the CEO, the Headteacher and/or the Local Academy Board.</p>	<p>The CEO is to review any redundancy proposals the CEO may receive from the Headteacher.</p> <p>The CEO may initiate a review if the CEO believes there is a need to do so.</p>	<p>The Headteacher is to notify the CEO as soon as possible after becoming aware that one or more redundancies may be necessary.</p> <p>The Headteacher will provide such ongoing assistance the CEO may require in considering any redundancy proposals.</p>	<p>The Headteacher is to consult the Local Academy Board about any redundancy proposals.</p> <p>The Local Academy Board is to notify the CEO of any proposed consultation. The LAB will run the consultation on behalf of BDAT.</p> <p>The CEO may attend and take part in the consultation if the CEO considers this appropriate.</p>
<p>Dismissals.</p> <p>(Nb: This is subject to TUPE requirements and the school's own dismissal procedures may currently override this section)</p>	<p>Subject as noted below, decisions concerning dismissal of the Headteacher, any member of the Senior Leadership Team will lie with the Executive Board.</p> <p>The Executive Board will consider any representations made by the CEO the Headteacher and/or the Local Academy Board.</p> <p>In cases of urgency, where it is not possible for the Executive Board to be</p>	<p>The CEO is to consider any circumstances involving a potential dismissal whether notified to the CEO by the Headteacher or not.</p> <p>Subject as noted below, the CEO is to notify the Executive Board:</p> <ul style="list-style-type: none"> <input type="checkbox"/> if the employee concerned is the Headteacher, a member of the Senior Leadership Team of the school; and 	<p>The Headteacher is to notify the CEO as soon as possible after becoming aware of any circumstances that may merit the dismissal of any employee.</p> <p>The Headteacher will provide such ongoing assistance the CEO may require in considering whether dismissal is appropriate</p>	<p>The Local Academy Body is to be consulted about potential dismissal situations except where the CEO considers the urgency of the matter is such that consultation is not appropriate.</p> <p>The Headteacher is to notify the CEO of any proposed consultation.</p> <p>The CEO may attend and take part in the consultation if the CEO considers this</p>

	<p>consulted, the CEO will have authority to sanction a dismissal</p>	<p><input type="checkbox"/> the CEO considers dismissal is or may be the appropriate course of action.</p> <p>In cases of urgency, where it is not possible for the Executive Board to be consulted, the CEO will have authority to sanction a dismissal.</p> <p>In such circumstances the CEO will be expected to take all reasonable steps to consult with and agree the necessary course of action with the Chair of the Executive Board.</p>		<p>appropriate.</p>
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<p>Other Disciplinary and Capability Measures.</p> <p>(NB: This is subject to TUPE requirements and the school's own dismissal procedures may currently override this section.)</p>	<p>Subject as noted below, decisions concerning the imposition of a disciplinary and/or capability measure in respect of the Headteacher will lie with the Executive Board, subject as noted below.</p> <p>The Executive Board will consider any representations made by the CEO, the Headteacher and/or the Local Academy Board.</p> <p>In cases of urgency, where it is not possible for the Executive Board to be consulted, the CEO will have authority to sanction the imposition of a disciplinary and/or capability measure.</p>	<p>The CEO is to consider any circumstances involving the potential imposition of disciplinary and/or capability measures whether notified to the CEO by the Headteacher or not.</p> <p>Subject as noted below, the CEO is to notify the Executive Board:</p> <p>if the employee concerned is the Headteacher, a member of the Senior Leadership Team of the school; and</p> <p>the CEO considers the imposition of a disciplinary or capability measure is or may be the appropriate course of action.</p> <p>In cases of urgency, where it is</p>	<p>The Headteacher is to notify the CEO as soon as possible after becoming aware of any circumstances that may merit the imposition of disciplinary and/or capability measures that fall short of dismissal.</p> <p>The Headteacher will provide such ongoing assistance the CEO may require in considering such circumstances.</p>	<p>The Local Academy Board is to be consulted about possible disciplinary and/or capability measures except where the CEO considers the urgency of the matter is such that consultation is not appropriate.</p> <p>The Headteacher is to notify the CEO of any proposed consultation.</p> <p>The CEO may attend and take part in the consultation if the CEO considers this appropriate.</p>
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		<p>not possible for the Executive Board to be consulted, the CEO will have authority to sanction the imposition of a disciplinary and/or capability measure.</p> <p>In such circumstances, the CEO will be expected to take all reasonable steps to consult with and agree the necessary course of action with the Chair of the Executive Board.</p>		
Safeguarding.	Board to issue a safeguarding statement of intent.	The CEO is to inform the Executive Board of any safeguarding issues raised in respect of the Headteacher, any member of the Senior Leadership Team or any other key employee of the Academy.	The Headteacher is to ensure the named Safeguarding Officer and the CEO is notified immediately of any safe-guarding issues or concerns relating to staff.	<p>The Headteacher is also to notify the Chair of Governors and / or LAB Safeguarding Governor as soon as reasonably possible of any safe-guarding issues or concerns relating to staff.</p> <p>LABs are responsible for ensuring that their safeguarding policy is reviewed at least annually and meets national requirements and the requirements of their local Safeguarding Board.</p>

Continuous Professional Development (CPD).		Any non-budgeted expenditure on CPD over £1,000 in a school year (either on one item or in aggregate) must first be approved in writing by the CEO.	<p>The Headteacher is to include in the draft Business Plan appropriate proposals for CPD.</p> <p>The Headteacher may spend that part of the school's budget for CPD in accordance with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the agreed Business Plan; and <input type="checkbox"/> any general guidelines from time to time notified by the CEO. <p>The Headteacher has discretion to spend up to a further £ 1,000 on CPD in a schoolyear (either on one item or in aggregate).</p>	Ensure that the headteacher receives regular CPD and liaise with the CEO where it is felt additional support is required which they cannot access.
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EDUCATION Supported and Sponsored Schools

RESPONSIBILITY	Executive Board	CEO	Headteacher	Local Academy Board
School Improvement Programme (including curriculum and standards.)	<p>The Standards Committee will approve the draft School Improvement Programme subject to any modifications it wishes to make.</p> <p>The Standards Committee will also determine the intervals at which the approved Programme is to be monitored and reviewed.</p>	<p>The CEO is to present the draft School Improvement Programme to the Standards Committee.</p> <p>The CEO is to monitor delivery of the School Improvement Programme on a termly basis or at such other intervals as the Standards may from time to time determine, with resultant intervention if necessary.</p>	<p>The Headteacher is to draw up a draft School Improvement Programme in conjunction with the CEO.</p> <p>The Headteacher is to co-operate with the CEO in the ongoing monitoring of the School Improvement Programme.</p>	<p>The Local Academy Board will receive reports on the School Improvement Programme within the school's overall Business Plan and is to act on them as required.</p> <p>LAB to monitor the school's progress towards its School Improvement Programme / Business Plan.</p>
Academy Hours.	The Standards Committee will approve the opening and closing times for schools.			The LAB recommends opening and closing times to the MAT Standards Committee.
Term Times.	The Standards Committee will approve the term times for Schools.			The LAB recommends term times to the MAT Standards Committee.

Admissions, Exclusions and Appeals Policies.	The Executive Board will approve all such policies and any amendments to them.			The LAB will formulate its own admissions, exclusions and appeals policies and submit to the Executive Board for approval.
Other Academy Policies.	The Executive Board will approve all such additional Trust wide policies and any amendments to them.	The CEO will have responsibility for developing any other Academy policies that may from time to time be appropriate.	HT to check with CEO re status of individual policies, in house/Trust-wide.	<p>The following policies remain the responsibility of the LAB:</p> <p>Safeguarding Health and Safety Individual bespoke School based policies (Curriculum policies/ ethos/in house arrangements)</p> <p><i>Please note this list is not exhaustive and LABs should refer to the BDAT document regarding LAB responsibilities (still being developed as of 5.9.17)</i></p>

EDUCATION Self-sustaining Schools

RESPONSIBILITY	Executive Board	CEO	Headteacher	Local Academy Board
School Improvement Programme (including curriculum and standards.)	The Standards Committee will approve the draft School Improvement Programme subject to any modifications it considers appropriate.	CEO to present each school's School Improvement Programme to the Standards Committee	<p>The Headteacher is to draw up a draft School Improvement Programme in conjunction with the CEO and present it to the Standards Committee.</p> <p>The School Improvement Programme is to contain any proposals the school wishes to make to carry out school improvement work for other Academies within the MAT family.</p>	The Local Academy Board is responsible for monitoring the implementation of the approved School Improvement Programme.
Academy Hours.	The Standards Committee will approve the opening and closing times for schools.			The LAB recommends opening and closing times to the MAT Standards Committee.
Term Times.	The Standards Committee will approve the term times for Academies.			The LAB recommends term times to the MAT Standards Committee.
Admissions, Exclusions and Appeals Policies	The Executive Board will approve all such policies and any amendments to them.			The LAB will formulate its own admissions, exclusions and appeals policies and submit to the Executive Board for approval.

Other Academy Policies.	The Executive Board will approve all such additional Trust wide policies and any amendments to them.	The CEO will have responsibility for developing any other Academy policies that may from time to time be appropriate.	The Headteacher will have responsibility for developing any other school policies that may from time to time be appropriate. <i>(HT to check with CEO re status of individual policies, in house/Trust-wide)</i>	The Local Academy Board will have responsibility for approving any such School policies developed by the Headteacher.
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ASSET MANAGEMENT				
RESPONSIBILITY	Executive Board	CEO	Headteacher	Local Academy Board
<p>Negotiation and renegotiation of contracts.</p> <p><i>(NB read in conjunction with above section relating to purchasing.)</i></p>		<p>The CEO will delegate to the FD the work to finalise the terms of any significant contracts that may have a material impact on a School or the wider MAT family.</p>	<p>The Headteacher is to notify the MAT FD of the School's intention to negotiate or renegotiate any external contracts over £10k, including for assets.</p> <p>The Headteacher will take such action as the CEO/FD may reasonably require in connection with the negotiations or renegotiations.</p>	<p>LAB to enter contracts with organisations that generate income for schools; e.g. contract with the LA re the school's nursery funding.</p> <p>LAB to consult with the CEO re any contracts / licenses with outside agencies to rent space within the building (not lettings.)</p>
<p>HP, Leasing, Services and other Agreements.</p>		<p>The CEO will delegate to the FD the work to finalise the terms of any standing order, contract, hire-purchase, leasing, hire-purchase, services or similar agreement.</p>	<p>The Headteacher is to notify the MAT FD of the Academy's intention to enter into any standing order, contract, leasing, hire-purchase, services or similar agreement over £10k.</p> <p>The Headteacher will take such action as the CEO/FD may reasonably require in connection with the entering</p>	

			into, variation or termination of any such agreement.	
Inventory.		Delegate to FD review annually.	Maintain an inventory of assets held in school (items that were in excess of £250 per item on purchase.)	Ensure that the school maintains an accurate inventory.
Disposal of Assets (Non-land and buildings.)	<p>Authorise disposal of assets over £25k.</p> <p>The Finance/Resources Committee will review any proposals for asset disposals made by the Headteacher.</p> <p>It will take into account any recommendation made by the CEO.</p>	<p>The FD will recommend to BDAT CEO any disposals that are between £10 K and £25 K. The CE) can authorise at this level.</p> <p>The CEO will report asset disposals received from the Headteacher and FD up to £25k to the Resources Committee.</p>	<p>The Headteacher may authorise any disposals that are either:</p> <p>related to assets with a market value of less than £5k (either as one item or in total) (reported to BDAT Resources committee)</p> <p>The Headteacher will recommend to FD any disposals that are either: between the value of £5k and £10k.</p>	Receive reports from the headteacher of items to remove from the inventory before disposal.
Disposal of Assets (land and buildings.)	Disposal of any land and buildings must be authorised by BDAT Finance/Resources Committee and full Board. If required by the Academies Financial Handbook the ESFA.			

Premises Maintenance Programme.	<p>The Finance/Resources Committee will review the Premises Maintenance Programme annually and may decide to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> accept it as drawn; or <input type="checkbox"/> accept it with such modifications as it believes are appropriate; or <input type="checkbox"/> call for the Programme to be revisited and revised before further consideration is given to it. 	<p>The CEO, with reference to the FD, and the Headteacher will work together to prepare and present an annual Premises Maintenance Programme to the Finance/Resources Committee.</p>	<p>The Headteacher will provide such assistance as the CEO may require in connection with the preparation and presentation of the Premises Maintenance Programme for the school.</p>	
Legal Claims.	<p>The Executive Board may instruct the CEO and/or the Headteacher and/or the Local Academy Board to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings.</p>	<p>The CEO is to assess the likelihood of the claim or proceedings succeeding and the likely impact on both the school and the MAT should this happen.</p> <p>If the CEO considers the matter sufficiently serious to merit it, the CEO may report the claim or proceedings to the Executive Board.</p>	<p>The Headteacher is to notify the CEO of any actual or potential claims or proceedings affecting the school as soon as becoming aware of them.</p> <p>The Headteacher will act on any instructions received from the Executive Board and/or the CEO.</p> <p>Other than in cases of utmost necessity, the Headteacher</p>	<p>The Local Academy Board will act on any instructions received from the Executive Board and/or the CEO.</p>

		<p>The CEO will act on any instructions received from the Executive Board.</p> <p>Provided this does not conflict with the instructions of the Executive Board, the CEO may instruct the Headteacher and/or Local Academy Board in relation to the appointment of legal advisers and/or the conduct of the claim or proceedings.</p>	may only appoint legal advisers with the prior written approval of the CEO.	
Health and Safety.	<p>The MAT Finance and Resources Committee to agree Health & Safety statement of intent and delegate to individual schools responsibilities to maintain their own H&S policy and adhere to it.</p> <p>Receive annual reports from CEO regarding schools adhering to responsibilities.</p>	<p>Ensure that all schools have a Health & Safety policy and that it is legally compliant. (Through use of external consultants initially) receive termly reports from LAB to ensure statutory duties are being carried out.</p> <p>Report to the MAT Finance/ Resources Committee annually.</p>	Carried out the H&S statutory duties and report to the LAB termly.	<p>Ensure school has legally compliant H&S Policy (through submission to CEO) and carries out its statutory duties which have been delegated in full to the LAB by the MAT Board.</p> <p>Ensures the school reports to the CEO termly.</p>

STRATEGY				
RESPONSIBILITY	Executive Board	CEO	Headteacher	Local Academy Board
Collaborations and Partnering Arrangements.	<p>The Standards Committee will review any proposal put to it by the CEO and may:</p> <ul style="list-style-type: none"> <input type="checkbox"/> approve the proposal as submitted to it; or <input type="checkbox"/> approve the proposal subject to any amendments it considers appropriate; or <input type="checkbox"/> reject the proposal. 	<p>The CEO will assess any proposals put forward by the Headteacher.</p> <p>The CEO may decide to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> approve the proposal as submitted to the CEO; or <input type="checkbox"/> approve the proposal subject to any amendments the CEO considers appropriate; or <input type="checkbox"/> reject the proposal; or <input type="checkbox"/> refer the proposal to the Standards Committee for a decision. 	<p>The Headteacher is to notify the CEO of any proposals to enter into, renew, amend or terminate any collaboration or partnering arrangement with other schools that involves payment in excess of £2,500.</p> <p>The Headteacher will provide such further information and assistance as the CEO may need in order to make a decision concerning the arrangement.</p>	

Expansion/reduction of existing facilities.	<p>The Standards Committee will review any proposal put to it by the CEO and may:</p> <ul style="list-style-type: none"> <input type="checkbox"/> approve the proposal as submitted to it; or <input type="checkbox"/> approve the proposal subject to any amendments it considers appropriate; or <input type="checkbox"/> reject the proposal. 	<p>The CEO will assess any proposal put forward by the Headteacher.</p> <p>The CEO may decide to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> approve the proposal as submitted to the CEO; or <input type="checkbox"/> approve the proposal subject to any amendments the CEO considers appropriate; or <input type="checkbox"/> reject the proposal; or <input type="checkbox"/> refer the proposal to the Standards Committee for a decision. 	<p>The Headteacher is to agree with the LAB and notify the CEO of any proposal to expand / reduce any existing facilities at the Academy.</p> <p>The Headteacher will provide such further information and assistance as the CEO may need in order to make a decision concerning the proposal.</p>	LAB to recommend proposals to expand / reduce any existing facilities at the school to CEO.
Taking on new premises.	<p>The Standards Committee will review any proposal put to it by the CEO and may:</p> <ul style="list-style-type: none"> <input type="checkbox"/> approve the proposal as submitted to it; or <input type="checkbox"/> approve the proposal subject to any amendments it considers appropriate; or 	<p>The CEO will assess any proposal put forward by the Headteacher.</p> <p>The CEO may decide to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> approve the proposal as submitted to the CEO; or <input type="checkbox"/> approve the proposal subject to any amendments the CEO considers appropriate; or 	<p>The Headteacher is to notify the CEO of any proposal to take on new premises following agreement with LAB.</p> <p>The Headteacher will provide such further information and assistance as the CEO may need in order to make a decision concerning the proposal.</p>	LAB to agree proposal to take on any new premises.

	<input type="checkbox"/> reject the proposal.	<input type="checkbox"/> reject the proposal; or <input type="checkbox"/> refer the proposal to the Standards Committee for a decision.		
<p>Other major strategic decisions; i.e. the restructure of the central MAT team, the taking on of another school into the MAT, the growth plan of the MAT.</p> <p>School strategic Decisions; e.g. changing the school's PAN, running /ceasing to run a school based nursery, establishment /cessation of a before/after school provision.</p>	<p>The Standards Committee will review any proposal put to it by the CEO and may:</p> <ul style="list-style-type: none"> <input type="checkbox"/> approve the proposal as submitted to it; or <input type="checkbox"/> approve the proposal subject to any amendments it considers appropriate; or <input type="checkbox"/> reject the proposal. 	<p>The CEO will assess any proposal put forward by the Headteacher.</p> <p>The CEO may decide to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> approve the proposal as submitted to the CEO; or <input type="checkbox"/> approve the proposal subject to any amendments the CEO considers appropriate; or <input type="checkbox"/> reject the proposal; or <input type="checkbox"/> refer the proposal to the Standards Committee for a decision. 	<p>The Headteacher is to notify the CEO of any proposal of a major strategic nature.</p> <p>The Headteacher will provide such further information and assistance as the CEO may need in order to make a decision concerning the proposal.</p>	<p>The LAB will make its views known to the CEO regarding any major strategic decisions the MAT is considering through a formal consultation period.</p> <p>The LAB will refer to the CEO any major strategic decisions the school is considering.</p>