

# WINDSOR ACADEMY TRUST

## SCHEME OF DELEGATION

### Introduction

The Members and the Board of Directors of Windsor Academy Trust have legal responsibility and accountability for the Trust, its schools and their performance. This responsibility and accountability may not be delegated, but the Board may delegate powers and duties to other bodies.

The Scheme of Delegation shows where powers and responsibilities are delegated to the different bodies involved in the governance and operation of Windsor Academy Trust and its academies.

The bodies comprise:

- Trust Members
- Trust Board of Directors
- CEO (Accounting Officer)
- Finance Director (Chief Finance Officer)
- Trust Finance and Audit Committee
- Trust Personnel Committee
- Trust Standards and Performance Committee
- Trust Pay/Remuneration Committee
- Local Advisory Bodies
- Headteachers of individual academies

The delegated powers are broken down into different levels in line with the Trust's principles of governance. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC, Companies House as well as to our pupils and their parents and the wider communities of academies.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A) – *authorisation to decide with or without modification to any recommendations*
- Recommend (R) – *make recommendation for approval to appropriate body*
- Propose (P) – *put forward suggestions*
- Consulted (C) – *asked for views that will be taken into account in decision making*
- Implement (I) – *put into practice according to agreed policies etc.*

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

### Trust Policies

The Trust Board approves policy on behalf of Academies in the Trust. There is no requirement for LABs to approve these. They need to be aware of them and implement them. All Trust policies will be published on the WAT website. The Trust's policies will include those listed below.

Academy Trips/Educational Visits	Employment and Staff Policies	Financial Policies
Acceptable Use	Allegations of abuse against staff	WAT Finance Policy Manual including
Accessibility	Capability for support staff	Asset Management and Register
Admissions	Capability for teachers	Charging and Remissions Policy
Attendance	Grievance	Procurement Policy
Child Welfare and Safeguarding	Disciplinary	Directors' Expenses Policy
Complaints	Employee Health and Safety	LGPS Discretions Policy
Curriculum	Flexible working	
Data Protection	Job Role, Grade and Salary	
E-Safety	Maternity and Adoption Policy inc Paternity Leave	
Freedom of Information Schemes	Pay and Remuneration	
Personal Data Handling	Performance Management and Appraisal	
Pupil Behaviour and Exclusions	Recruitment and Retention	
Pupil Premium	Re-structuring and Redundancy	
Pupils with Medical Conditions	Sickness absence	
Pupils' Health and Safety	Staff conduct	
Religious Education	Whistleblowing	
Sector Equality Duty		
Sex and Relationships Education		
Social Media		
Special Educational Needs		
Teaching and Learning		

There is scope for variation of the scheme of delegation in relation to individual academies, subject to their performance, as indicated below.

ACADEMY PERFORMANCE	SCHEME ARRANGEMENT
Good or Outstanding Ofsted category	Full or varied (reduced) scheme of delegation
Requires Improvement Ofsted category	May be varied (reduced) scheme of delegation
Inadequate Ofsted category	Varied (reduced) scheme of delegation
Sponsored (irrespective of Ofsted grade) school initial arrangement	Varied (reduced) scheme of delegation
Low and/or declining pupil outcomes	May be varied (reduced) scheme of delegation
Weaknesses in finances or governance	May be varied (reduced) scheme of delegation

The table below, therefore, sets out the full scheme of delegation that would apply to a strongly performing academy with no weaknesses in governance or finances.

Please note that the responsibilities allocated to the CEO reflect those that go beyond his position as Director on the Trust Board, including his role as the Trust's Accounting Officer.

Task	Notes	Members	Board	CEO	Fin D/C Sec	Fin Cttee	Pers Cttee	Perf Cttee	LAB	Head
<b>1. Governance</b>										
1.1	Trust Articles of Association		A	R						
1.2	Trust Board Terms of Reference	In development	A	R	R					
1.3	Trust Scheme of Delegation			A	R		R	R	R	
1.4	Approve new academies joining the Trust			A	R	C				
1.5	Establish Trust Committees			A	P					
1.6	Trust Committee Terms of Reference			A			R	R	R	
1.7	Local Advisory Body (LAB) Terms of Reference			A	R					
1.8	Establish LAB working groups								A	R
1.9	Appoint (and remove) Directors <i>Members – up to 10</i> <i>Board – co-opt up to 3</i>		A	A	R					
1.10	Appoint Chair of Trust Board	As per Articles		A						
1.11	Appoint (and remove) Chair of LAB			A						
1.12	Appoint (and remove) Vice Chair of LAB								A	
1.13	Appoint (and remove) Chair(s) of Trust Committees			A			R	R	R	
1.14	Appoint (and remove) Trust Committee members			A			R	R	R	
1.15	Appoint (and remove) Clerk to Trust Board			A						
1.16	Appoint (and remove) Clerk to LAB								A	
1.17	Calendar of Trust Board and LAB meetings	LAB meeting dates set by LAB within a specified period		A		R				
1.18	Decision on level of delegation for each academy			A	R	C	C	C	C	
<b>2. Academy Performance, Curriculum and Teaching</b>										
2.1	Academy Performance Targets			A	R				C	P
2.2	Academy Performance Review e.g. SEF			A	R				C	P
2.3	Academy 3 year plan				A					R
2.4	Academy 1 Year development Plan				A					R
2.5	Teaching and Learning Policy			A	R					C
2.6	Curriculum Policy			A	R					C

	Task Key: Approve (A), Recommend (R) Propose (P), Consulted (C),	Notes	Members	Board	CEO	Fin D/C Sec	Fin Cttee	Pers Cttee	Perf Cttee	LAB	Head	
2.7	Sex Education and Relationships policy			A	R					C	C	
2.8	Religious Education policy			A	R					C	C	
2.9	Special Educational Needs policy			A	R					C	C	
2.10	Early Years Foundation Stage policy			A	R					C	C	
<b>3.</b>	<b>Academy Policies and Procedures</b>											
3.1	Academy times, terms and holidays			A	R					R	P	
3.2	Expansion of Academy (PAN)			A	R	C				R	P	
3.3	Reduction of Academy (PAN)			A	R	C	C			R	P	
3.4	Extension of age range	Needs EFA approval		A	R	C				R	P	
3.5	Extension of Academy provision (Nursery)			A	R	C				R	P	
3.6	Child Welfare and Safeguarding Policy			A	R					C	C	
3.7	Attendance Policy and Plan			A	R					C	C	
3.8	Pupil Behaviour and Exclusions Policy			A	R					C	C	
3.9	Fixed term Exclusion										A	
3.10	Permanent Exclusions				C					A	R	
3.11	Appeals against Permanent Exclusion	Independent								I		
3.12	Pupil Premium Policy			A	R	C						
3.13	Pupil Premium Plan	CEO moderates plans recommended by LABs before final approval			A	C				R	P	
3.14	Complaints Policy			A	R	C						
3.15	Response to complaints									C	A	
3.16	Complaints Appeals									A		
3.17	Admissions Policy			A	R					P	P	
3.18	Allocation of places against Admissions Policy	Ranking pupils in order against oversubscription criteria								A	R	
3.19	Admissions Appeals	Independent								I		
3.20	Academy prospectus			A	R					C	P	
3.21	Academy website			A	R					C	P	
3.22	Academy logo and branding			A	R					C	P	
3.23	Academy uniform									A	R	
3.24	Academy Trips Policy			A	R						P	
3.25	Extended services on-site			A	R	C				P	P	
3.26	Pupils' Health and Safety policy			A	R					C	C	
3.27	Pupils with Medical Conditions policy			A	R					C	C	
3.28	Accessibility policy			A	R					C	C	
3.29	Data Protection policy			A	R	C				C	C	
3.30	Freedom of Information Schemes			A	R	C				C	C	
3.31	Public Sector Equality policy			A	R	C				C	C	
3.32	Acceptable Use			A	R	C				C	C	
3.33	E-Safety			A	R	C				C	C	
3.34	Personal Data Handling			A	R	C				C	C	
3.35	Social Media			A	R	C				C	C	
	Task Key: Approve (A), Recommend (R) Propose (P), Consulted (C),	Notes	Members	Board	CEO	Fin D/C Sec	Fin Cttee	Pers Cttee	Perf Cttee	Pay Cttee	LAB	Head
<b>4.</b>	<b>Staff Policies and Pay</b>											
4.1	Pay and Remuneration Policy			A	R	C		P				

	Task Key: Approve (A), Recommend (R) Propose (P), Consulted (C),	Notes	Members	Board	CEO	Fin D/C Sec	Fin Cttee	Pers Cttee	Perf Cttee	Pay Cttee	LAB	Head
4.2	Changes to Employee Terms and Conditions or Collective Agreements			A	R	C		P				
4.3	Performance Management and Appraisal policy			A	R	C		P				C
4.4	Adoption of Transferring Policies and Collective Agreements			A	R	C		P				
4.5	CEO Pay Award			A						R		
4.6	Teachers' (including Headteachers') Annual Pay Award – overall increase				R	R	R	R		A	P	P
4.7	Support Staff Annual Pay Award – overall increase				R	R	R	R		A	P	P
4.8	Individual Headteachers' Performance Pay Awards				R	C	C	C		A	C	
4.9	Individual Performance Pay - academies	Each academy's recommendations moderated by CEO then approved by Pay Committee			R					A	C	R
4.10	Individual Performance Pay Awards – central team				R					A		
4.11	Disciplinary and Grievance Policy			A	R			P				
4.12	Capability Policy			A	R			P				
4.13	Staff conduct policy			A	R			P				
4.14	Whistleblowing Policy			A	R			P				
4.15	Re-structuring and Redundancy Policy			A	R			P				
4.16	Employee Health and Safety Policy			A	R			P				
4.17	Allegations of abuse against staff policy			A	R			P				
4.18	Maternity and Adoption Policy inc Paternity Leave			A	R			P				
	Task Key: Approve (A), Recommend (R) Propose (P), Consulted (C),	Notes	Members	Board	CEO	Fin D/C Sec	Fin Cttee	Pers Cttee	Perf Cttee	LAB	Head	
<b>5.</b>	<b>Staff Management</b>											
5.1	Staff complement, structure and grades			A	A					C	R	
5.2	Headteacher appointment	As in Articles		A	R					P		
5.3	Appointment of Deputy Headteachers				A					R	R	
5.4	Appointment of Assistant Headteachers and other Senior leadership appointments				A					R	R	
5.5	Teaching and support staff appointments										A	
5.6	Performance Review of Headteacher				A					C		
5.7	Performance Review of Deputy Head and other staff				C						A	
5.8	Disciplinary and Capability Procedures in relation to Headteacher				A							
5.9	Appeals against Disciplinary or Capability Procedures in relation to Headteacher	Panel of the Board		A								
5.10	Suspension of Headteacher			C	A							
5.11	Return of Headteacher after suspension				A							
5.12	Dismissal of Headteacher	Panel of the Board		A	R							
5.13	Appeal of Headteacher against dismissal	Independent within the Board		I								

	Task Key: Approve (A), Recommend (R) Propose (P), Consulted (C),	Notes	Members	Board	CEO	Fin D/C Sec	Fin Cttee	Pers Cttee	Perf Cttee	LAB	Head
5.14	Disciplinary and Capability Procedures in relation to Deputy Headteacher				A						R
5.15	Suspension of Deputy Headteacher				A						R
5.16	Return of Deputy Headteacher after suspension				A						R
5.17	Dismissal of Deputy Headteacher				A						R
5.18	Appeal of Deputy Headteacher against dismissal			A							
5.19	Suspension of teaching and support staff				C						A
5.20	Return of teaching and support staff after suspension										A
5.21	Dismissal of academy teaching and support staff				C						A
5.22	Appeal of academy teaching and support staff against dismissal			A							
5.23	Dismissal of central MAT staff				A						
5.24	Appeal of central MAT Staff against dismissal	Panel of the Board		A	R						
5.24	Response to requests for flexible working				A						R
5.25	Response to requests for early retirement				A	C		C			P
<b>6.</b>	<b>Financial Governance and Management</b>										
6.1	Trust and Academy Financial Policies inc: Trust Procurement Policy				P	R	A				
6.2	Trust charging and remissions policy					A	R				
6.3	Trust 3 year Budget Plan	3 year plan considered and approved by Finance Cttee as context for its recommendation to Board on 1 Year plan			R	P	A				
6.4	Trust 1 year Budget			A	R	P	R				
6.5	Trustees Report and Annual Financial Statements	Members' responsibility	A	R	R	R	R				
6.7	Trust Academies Accounts Return to EFA				A	R					
6.8	Appoint auditors					R	A				
6.9	Response to Auditor's Management Letter					R	A				
6.10	Academy 3 year Budget Plan	3 year plan considered and approved by Finance Cttee as context for its recommendation to Board on 1 Year plan			C	R	A			C	P
6.11	Academy 1 year Budget			A	C	R	R			C	P
6.12	Academy Budgets Monitoring and Forecast Report and Actions				R	R	A			C	P
6.13	Directors' Expenses Policy			A		C					
6.14	LGPS Discretions Policy				P	R	A				
<b>7.</b>	<b>Financial Authorisation</b>										
7.1	Authority to spend on approved, costed items provided in current year's budget				A						A
7.2	Authority to spend on items not provided, approved and costed in current year's budget				A	R	A			P	P

	Task Key: Approve (A), Recommend (R) Propose (P), Consulted (C),	Notes	Members	Board	CEO	Fin D/C Sec	Fin Cttee	Pers Cttee	Perf Cttee	LAB	Head
7.3	Expenditure over OJEU limit	SoS (EFA) only. Internal approval by Finance Cttee			C	R	A				R
7.4	Dismissal Compensation Payments less than or equal to £25k				A	R					P
7.5	Dismissal Compensation Payments from £25k to £50k				R	R	A				P
7.6	Dismissal Compensation Payments over £50k	SoS (EFA) only. Internal approval by Board		A	R	R					P
7.7	Staff severance/redundancy payments less than or equal to £25k				A	R					P
7.8	Staff severance/redundancy payments from £25k to £50k				R	R	A				P
7.9	Staff severance/redundancy payments over £50k	SoS (EFA) only. Internal approval by Board		A	R	R					P
7.10	Disposals or write off of stock, assets or debts up to £1k					A					P
7.11	Disposals or write off of stock, assets or debts from £1k up to £10k				A	R					P
7.12	Disposals or write off of stock, assets or debts from £10k to £45k				R	R	A				P
7.13	Disposals or write off of stock, assets or debts above £45k	SoS (EFA) only. Internal approval by Board		A	R	R	R				P
<b>8.</b>	<b>Central Services</b>										
8.1	Scope of central services to be provided to academies within the academy trust			A	R	R					
8.2	Services to be contracted by the trust (procurement subject to Finance Regulations as set out below)			A	R	R					
<b>9.</b>	<b>Premises and Assets</b>										
9.1	Asset Management Strategic Policy and Plan			A	R	P					R
9.2	Academy Asset Management Policy and Plan			A	R	P					R
9.3	Acquiring a freehold on land or buildings	SoS (EFA) only. Internal approval by Finance Cttee			R	R	A				P
9.4	Disposing of a freehold on land or building	SoS (EFA) only. Internal approval by Finance Cttee			R	R	A				P
9.5	Entering/granting any leasehold or tenancy agreement for more than 5 years	SoS (EFA) only. Internal approval by Finance Cttee			R	R	A				P
9.6	Entering in to any finance lease above £50k	SoS (EFA) only. Internal approval by Finance Cttee			R	R	A				P
9.7	Entering in to any finance lease at or below £50k				A	R					P
9.8	Entering into any operating lease above £50k					R	A				P
9.9	Entering into any operating lease below £50k				A	R					P