

## TRUST DELEGATION POLICY

The Trust is accountable in law for all major decisions about the school and its future.

The Duston Education Trust is a Single Academy Trust and many of the tasks are delegated to the Governing Body, individuals and committees.

It is vital that the decision to delegate a task/responsibility is made by the full Governing Body and recorded – without this, the individual/committee has no power to act.

The Table below sets out the major areas of responsibility for the Governing Body and to whom they can delegate each task.

**This planner shows to which level each function is delegated**

### **Key**

- P Propose**
- C Consult**
- D Decide**
- I Implement**

The Governing Body is responsible for the strategic direction of the school.

Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The Principal and staff play the major role in formulating plans, policies and targets to bring to committees or to the Governing Body for discussion prior to adoption by the full Governing Body.

The Principal is responsible for internal organisation, management and control of the school and is accountable to the Governing Body.

Although decisions may be delegated, the Governing Body as a whole remains responsible for any decision made under delegation.

The Duston Education Trust Members may pass resolutions and decisions to the Chair of the governors for approval and formal reporting to the Governing Body.

When circumstances require it, the Chair of Governors may take action and make decisions which cannot be delayed in order to facilitate the work of the school. This should be unusual and all such decisions or action must be reported as soon as possible to the Governing Body for ratification.

<b>Area</b>	<b>Function</b>	<b>In Our Trust, this responsibility is delegated to:</b>
<b>Budgets</b>	To approve the first formal budget plan each financial year	Resources Committee – P, C, D Full Governing Body - I
	To monitor monthly expenditure. To receive budget reports for scrutiny	Principal, Nominated Finance Governor – P, C Resources Committee – D Full Governing Body - I
	To establish a charging and remissions policy	Resources Committee – P, C, D Full Governing Body - I
	To enter into contracts (GB must set financial limits)	Principal, Resources Committee – P, C, D Full Governing Body - I
	To sign the Annual Report	Full Governing Body
	To appoint Auditors	Full Governing Body
	To appoint a Responsible Officer (RO)	Full Governing Body
<b>Staffing</b>	Appoint headteacher	Full Governing Body
	Appoint Vice Principals	Full Governing Body
	Appoint Vice Principals, Assistant Principals and Business Manager	Chair/Full Governing Body – P, C, D, I
	Appoint other teachers	Principal – P, C, D Full Governing Body - I
	Appoint non-teaching staff	Principal – P, C, D Full Governing Body - I
	To put in place a pay policy	Resources Committee – P, C, D Full Governing Body - I
	To make pay decisions in line with the pay policy and legal requirements	Principal, Resources Committee – P, C, D Full Governing Body - I
	Dismissal of Principal	Discipline Committee – P, C, D Full Governing Body - I
	Initial dismissal of other staff	Principal – P, C, D Full Governing Body – I

<b>Area</b>	<b>Function</b>	<b>In Our Trust, this responsibility is delegated to:</b>
<b>Staffing</b>	Suspending Principal	Full Governing Body
	Suspending staff (except Principal)	Principal – P, C, D Full Governing Body - I
	Ending suspension (Principal)	Discipline Committee – P, C, D Full Governing Body - I
	Ending suspension (except Principal)	Discipline Committee – P, C, D Full Governing Body - I
	Determining the overall staffing structure and approving restructure. Approving staffing reductions leading to redundancy	Trust Committee/Resources Committee – P, C, D Full Governing Body - I
	Determining dismissal payments/early retirements in line with statutory policies	Resources Committee – P, C, D Full Governing Body - I
	To produce and maintain a central record of recruitment and vetting checks	Resources Committee/Principal – P, C D Full Governing Body - I
	Establish and review procedures for addressing staff discipline, conduct and grievance	Full Governing Body
<b>Curriculum</b>	Ensure National Curriculum (NC) taught to all pupils	Principal – P, C, D Full Governing Body - I
	To consider any disapplication for pupil(s)	Principal – P, C, D Full Governing Body - I
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	Principal/Resources Committee – P, C, D Full Governing Body - I
	Establish and review a sex education policy (including in Duston primary school where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children.	Principal – P, C, D Full Governing Body - I
<b>Religious Education</b>	Responsibility for ensuring that provision of RE meets statutory requirements and/or the requirements of the trust deed.	Principal – P, C, D Full Governing Body - I
<b>Collective Worship</b>	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.	Principal – P, C, D Full Governing Body – I

<b>Area</b>	<b>Function</b>	<b>In Our Trust, this responsibility is delegated to:</b>
<b>Extra-curricular provision</b>	To decide whether to offer additional activities and what form these should take	Principal – P, C, D Full Governing Body - I
	To put in place the additional services provided	Principal – P, C, D Full Governing Body - I
	To decide whether to stop providing additional activities	Principal – P, C, D Full Governing Body - I
<b>Performance Management</b>	To formulate and review teacher Performance Management policy	Trust Committee – P, C, D Full Governing Body - I
	To appoint the panel to carry out the Performance Management of the Principal	Trust Committee – P, C, D Full Governing Body - I
	To carry out Performance Management of other teachers	Principal – P, C, D Full Governing Body - I
<b>School Performance</b>	To set and monitor targets for pupil achievements	Full Governing Body
	To review School Performance Data	Full Governing Body
<b>Discipline/ exclusions</b>	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil 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 cases of urgency)	Chair/Relevant appointed Panel – P, C, D Full Governing Body - I
<b>Discipline/ Exclusions/ Admissions</b>	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation.	Principal/Trust Committee – P, C, D Full Governing Body - I
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.	Principal – P, C, D Full Governing Body - I
	To appeal against LA directions to admit pupil(s)	Principal/Chair/Resources Committee – P, C, D Full Governing Body - I
<b>Premises &amp; insurance</b>	Buildings insurance and personal liability – GB to seek advice from LA, diocese or trustees where appropriate.	Resources Committee – P, C, D Full Governing Body - I
<b>Health &amp; Safety</b>	To ensure a health and safety policy and procedures are in place	Nominated Health & Safety Governor/Resources Committee – P, C, D Full Governing Body - I
	To ensure that health and safety regulations are followed.	Principal – P, C, D Full Governing Body - I

<b>Area</b>	<b>Function</b>	<b>In Our Trust, this responsibility is delegated to:</b>
<b>School organisation</b>	To publish proposals to significant change processes (as defined by DFE Guidance)	Trust Committee – P, C, D Full Governing Body - I
	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	Resources Committee – P, C, D Full Governing Body - I
	To ensure that school lunch nutritional standards are met	Principal – P, C, D Full Governing Body - I
	To establish a data protection policy and review it in line with new GDPR guidance/requirements	Principal/Resources Committee – P, C, D Full Governing Body - I
	Maintain a register of pupil attendance	Principal – P, C, D Full Governing Body - I
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	Principal – P, C, D Full Governing Body - I
<b>Information for parents</b>	To adopt and review the home-school agreement	Full Governing Body
	To establish, publish and review a complaints procedure	Trust Committee – P, C, D Full Governing Body - I
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	Principal – P, C, D Full Governing Body - I
<b>GB Procedures</b>	To approve Articles of Association and any amendments thereafter.	Trust Committee – P, C, D Full Governing Body - I
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	Full Governing Body
	To appoint and dismiss the clerk to the governors	Full Governing Body
	To set up a register of governors' business interests	Clerk – P, C, D Full Governing Body - I
	To approve and set up a governors expenses scheme	Resources Committee – P, C, D Full Governing Body - I
	To consider whether or not to exercise delegation of functions to individuals or committees	Full Governing Body
	To regulate the GB procedures (where not set out in law)	Trust Committee – P, C, D Full Governing Body - I
	To appoint and remove co-opted governors.	Full Governing Body

Area	Function	In Our Trust, this responsibility is delegated to:
	To hold a full governing body meeting at least once a term	Full Governing Body
<b>Inclusion and equality</b>	To establish and review a special educational needs (SEN) policy	Full Governing Body
	To establish and publish annually an 'Equality information and objectives statement' and review equally objectives every four years.	Principal – P, C, D Full Governing Body - I
	To designate a responsible person for SEN	Principal – P, C, D Full Governing Body - I
	To designate a 'responsible person' for looked after children in community, voluntary and foundation schools	Principal – P, C, D Full Governing Body - I
	To establish an accessibility plan and review it every three years.	Principal/Resources Committee – P, C, D Full Governing Body - I
	To establish and review annually the Safeguarding policy and relevant procedures.	Resources Committee – P, C, D Full Governing Body – I
Academy	Annual report to EFA after year end	Full Governing Body
	Annual Report to Companies House by 9 months from year end	Full Governing Body

- At the Governing Body Meeting on the 8<sup>th</sup> March 2018 - RCL asked governors for approval of the following proposal:
- There are going to be occasions where decisions regarding staffing etc within the budget may need to be agreed quickly and outside of a meeting and it was proposed that governors approve these being approved by the Principal, Chair of Governors and Chair of the Committee along with the Business Manager. Formal ratification of any decisions made in this way would be sought at the next Governing Body Meeting.
- ***BBI proposed approval of this, GKM seconded – this was agreed and approved by all those present.***