anthem

A place to thrive

Scheme of Delegation 2022

(2023 update in progress)

Scheme of Delegation Matrix

This Scheme of Delegation is structured in accordance with the functions:

- Governance
- Strategy and Quality
- School Improvement
- Human Resources
- Estates and Technology
- Finance
- Community Engagement

Under each function the role of each level of governance is identified using the key:

T = Trustees   E = Executive   LGB = Local Governing Body   HT = Headteacher

Responsible

Those responsible for the task, who ensure that it is done.

Accountable

Those ultimately answerable for the correct and thorough completion of the deliverable or task, and who delegate the work to those responsible.

Support

Those who provide to those responsible.

Consulted

Those whose opinions are sought, and with whom there is two-way communication.

Informed

Those who are kept up to date on progress and key information.

Approval and Renewal

The Anthem Scheme of Delegation is renewed and approved by the Board annually, so that the roles and responsibilities outlined continually reflect organisational realities and updates to statutory legislation.

Date of last renewal: October 2022

Date of next renewal: September 2023 *(currently under review)*

Governance		T	E	LGB	HT
1	Create and update governance documentation	A	R	I	I
2	Appoint (and remove) the chair of the LGB	A	R	I	I
3	Appoint and dismiss the clerk to the LGB	A	S	R	I
4	Hold a full LGB meeting at least three times per academic year	A	I	R	S
5	Approve the appointment of members of the LGB	A	R	C	C
6	Actively seek LGB members	A	S	R	S
7	Remove members of the LGB other than the chair	A	S	R	C
8	Determine LGB members' development needs and put in place an appropriate programme	A	S	R	S
9	Produce and update statutory and best practice Trust policies	A	R	C	C
10	Implement Trust policies	A	S	I	R
11	Produce and update policies particular to the school	A	S	C	R
Strategy and Quality (Services)		**T**	**E**	**LGB**	**HT**
12	Determine the scope of central services to be delivered by Anthem to schools	A	R	I	I
13	Identify additional services to be procured on behalf of schools	A	R	I	C
14	Ensure centrally delivered and procured services provide value for money	A	R	I	C
Strategy and Quality (Compliance)		**T**	**E**	**LGB**	**HT**
15	Set the timing of the school day and the dates of school terms and holidays	A	R	C	R
16	Consider requests from other schools to join the Trust	A	R	I	I
17	Setting/amending an admissions policy for the school	A*	S	C	S
18	Admissions application decisions for individual in year, over PAN and deferred admission	A	S	R	S
19	If appropriate, appeal against LA directions to admit pupil(s)	A	S	C	R
20	Publish proposals to change category of school	A	R	C	S
21	Prepare and publish the school prospectus	A	S	I	R
22	Ensure school website is fully compliant	A	S	I	R

School Improvement: Education (Development and Operations)		T	E	LGB	HT
23	Propose targets for pupil achievement	A	S	C	R
24	Approve targets for pupil achievement	A	R	I	C
25	Establish and update the Trust behaviour policy	A	R	I	C
26	Establish the school behaviour policy	A	S	C	R
27	Review school-level exclusions data	A	R	C	S
28	Carry out a review of the Headteacher's decision to issue an exclusion or suspension of a pupil	A	I	R	I
29	Produce the School Development Plan	A	S	C	R
30	Approve the School Development Plan	A	R	I	S
31	Compile post-inspection action plans and RAPs (raising attainment plans)	A	S	I	R
32	Create and update the Trust safeguarding policy	A	R	I	I
33	Implement the Trust safeguarding policy	A	S	S	R
34	Put in place and monitor any additional educational support services	A	S	I	R
35	Maintain accurate, effective and secure pupil records	A	S	I	R
36	Set Trust-wide monitoring and evaluation cycle of schools	A	R	I	C
37	Set schools' internal monitoring and evaluation cycles	A	I	S	R
38	Comply with all Data Protection legislation and good practice	A	R	R	R
39	Collate data for pupil assessment and other returns	A	S	I	R
40	Develop a school curriculum policy	A	S	C	R
41	Develop and implement Trust curriculum vision and strategy	A	R	I	R
42	Implement a school curriculum policy	A	I	S	R
43	Prevent radicalisation, promote equality, diversity and tolerance and ensure the balanced treatment of political issues	A	S	S	R
44	Ensure provision of Religious Education in line with statutory requirements	A	S	S	R
45	Ensure that all pupils take part in a daily act of collective worship	A	S	S	R
46	Discharge duties in respect of pupils with special educational needs and disabilities	A	S	S	R

		T	E	LGB	HT
47	Ensure high-quality educational experiences and outcomes	A	S	I	R
48	Ensure provision of free school meals to those pupils meeting the criteria	A	I	S	R
49	Determine and evaluate use of Pupil Premium funding	A	S	C	R
50	Develop and implement a compliant sex and relationships education policy at school level	A	I	C	R
Human Resources		**T**	**E**	**LGB**	**HT**
51	Draft and update all employee contracts and HR policies	A	R	I	C
52	Appoint the Headteacher	A	R	C	I
53	Dismiss or suspend the Headteacher	A	R	I	I
54	Appoint the Deputy Headteacher	A	S	C	R
55	Dismiss or suspend the Deputy Headteacher	A	C	C	R
56	Appoint, dismiss or suspend all other school staff	A	S	S	R
57	Ensure that an approved appraisal policy is in place	A	R	I	C
58	Conduct the appraisal of the Headteacher	A	R	S	C
59	Approval of pay awards for headteachers, where applicable	A*	S	I	I
60	Conduct the appraisal of all school staff	A	C	I	R
61	Hold an annual pay committee meeting to approve school staff pay awards (excluding Headteachers)	A	R	C	S
62	Formulate Staff Handbook	A	C	C	R
63	Determine staff complement within agreed budget	A	C	C	R
64	Determine settlement payment/early retirement Headteacher	A	R	C	I
65	Determine dismissal payment/early retirement of all other staff	A	S	I	R
66	Monitor and support the wellbeing of all staff including through staff surveys	A	R	I	R
Estates and Technology: Estates		**T**	**E**	**LGB**	**HT**
67	Create and update the Trust health and safety policy	A	R	I	S
68	Implement the school health and safety policy	A	S	I	R
69	Place insurance for buildings, contents and other liabilities	A	R	I	C

		T	E	LGB	HT
70	Develop school buildings and facilities estate long-term strategy or master plan	A	R	C	S
71	Produce and maintain buildings, including developing properly funded maintenance plan	A	S	I	R
72	Ensure that health and safety regulations are followed	A	S	S	R
73	Manage the school premises and ensure security	A	S	I	R
Estates and Technology: Technology		**T**	**E**	**LGB**	**HT**
74	Produce and update the Trust IT strategy, setting minimum requirements for digital systems including security and back up	A	R	I	C
75	Formulate the school IT strategy within the framework set by the Trust IT strategy	A	S	I	R
Finance		**T**	**E**	**LGB**	**HT**
76	Develop and propose the individual school budget	A	S	C	R
77	Approve the formal budget plan each financial year and submit to the ESFA	A	R	I	C
78	Plan, manage and monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend	A	S	I	R
79	Approve any variations to budget and/or likely budget overspends within Anthem	A	R	I	C
80	Establish financial decision levels and limits	A	R	I	I
81	Establish a charging and remissions policy for the school	A	R	I	I
82	Appoint the internal auditor for the school	A	R	I	I
83	Produce and update the Anthem Financial Handbook	A	R	I	C
84	Abide by the financial limits and authorisation levels set within the Anthem Financial Handbook	A	R	I	R
85	Appoint internal and external auditors	A*	S	I	I
86	Monitor compliance with approved financial procedures	A	R	I	S
87	Develop risk management strategies	A	R	S	R
88	Decide how to use Pupil Premium funding	A	S	C	R

Community Engagement		T	E	LGB	HT
89	Promote effective communication with external stakeholders, including local businesses	A	I	S	R
90	Ensure parental support, undertaking annual pupil and parent satisfaction surveys	A	S	S	R
91	Positively increase the school's profile	A	I	S	R
92	Build relationships with external organisations that can add value to the school	A	R	R	R
Church of England schools only		T	E	LGB	HT
93	Ensure compliance with SIAMS	A	S	R	R
94	Ensuring clarity of Christian ethos, vision and strategic direction	A	S	R	R
95	Promote education which is consistent with the faith and practice of the Church of England and ensuring that the Christian ethos of the school is preserved and developed	A	S	R	R

* Trustees are accountable and responsible in this instance.