



Orchard Community Trust.

Scheme of Delegation

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Scheme of Delegation

It is The Orchard Community Trust's Multi Academy Trust stated intention and preference that:

- The Trust and the Local Governing Boards (LGB's) will work collaboratively and in partnership at all times.
- The Trust will make decisions, following consultation with LGB's, on matters related to all the academies in the Trust, where specified in the scheme of delegation. LGB's will make decisions within their powers of delegation on matters that affect individual academies and make recommendations to the Trust and the Headteacher of the Academy, where appropriate.
- The Trust Board will put into place effective arrangements for monitoring and evaluating the performance of LGB's and academies. (Annual Review).
- The principle of earned autonomy will apply to all academies in the Trust. The Trust will apply an annual risk assessment to each academy to determine its ability to operate with greater levels of autonomy. Good schools will have greater freedoms than academies that are deemed to be requiring improvement or at higher risk. These freedoms will be determined through meaningful consultation with the Senior Executive Leader, who will report back to the Trust Board on any variations in terms.
- LGB's/the Headteacher will report regularly and frequently to the Board and will make available all relevant data and information on performance and effectiveness.

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 required 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;
- to delegate Members to attend meetings of a Project Board (as required) made up of Trustees, the Senior Leadership Team of the Academy and the Senior Executive Leader, and to assist the Senior Leadership Team in the

implementation of the Raising Achievement Plan (RAP) in accordance with decision made by that Project Board (only where a school is causing extreme concern or the MAT expands to take on a school causing extreme concern).

Chairs powers to act

During the proceedings of the Trust Board and the seven Local Governing Boards; The Chairman and Vice Chairman of the LGB, and its committees, must stand for (re)election annually in the Autumn Term (staff Governors may not stand).

- Further to this, the Members Board have resolved that by virtue of the Office of **Chairperson of the Trust Board**, that they delegate the 'Power to Act' on their behalf in circumstances where the **Chair of the Trust** is of the opinion that a delay in exercising the function would be likely to be seriously detrimental to the interests of; (a) the Academy Trust and any school within the Trust; (b) any pupil within the Trust, or their parent; or (c) a person who works within the Academy Trust.
- And also that, the Trust Board have resolved that by virtue of the Office of **Chairperson of the LGB**, that they delegate the 'Power to Act' on their behalf in circumstances where the **Chair of the LGB** is of the opinion that a delay in exercising the function would be likely to be seriously detrimental to the interests of; (a) their academy; (b) any pupil at their academy, or their parents; or (c) a person who works at their academy.

Reporting Requirements

Reports from LGB to Trustees

- 1.Relevant LGB Academy Reports, including actions and issues to be addressed
- 2.Summary Senior Executive Leader report at each trustees meeting
- 3.Any Draft Budget Plans (for approval by Trust)
- 4.Targets and Annual performance data

Information sharing Requirements

1. Senior Executive Leader briefing paper containing key elements/ decisions/ redacted minutes from most recent Trustee meeting (for Governors and Academy Headteachers).

2. Issue to bring to the attention/for consideration by the Board of Governors:
3. Regular meeting between the Chair of the Trust Board and the Senior Executive Leader
4. Regular meetings between Trustee Chair, Chair of LGB and Senior Executive Leader
5. Monthly meetings between Senior Executive Leader and Headteachers Executive Board

1 Budgets & Finance - the Trustees and Governors have responsibility for good financial management

1. Trustees Appoint the Responsible Officer

1.1 Trustees Procure Essential Services-in consultation with the SEL, Headteachers and LGB's

1.1.2 Trustees, where needed/necessary will procure 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.

1.1.3 Procure, where agreed appropriate the non-Central Essential Services

The Trust shall also, where appropriate, advise and determine those essential services that must be procured by each Academy. The LGB shall ensure that such services are procured ensuring that they represent value for money.

1.2 Trustees Monitor the Budget and Budget Plan

1.2.1 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").

1.2.2 The Trust shall approve the Budget Plan provided that:

- it is consistent with the Academies Financial Handbook;
- 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;
- the staffing structure is affordable and what the Trust considers to be the most appropriate;
- it represents what the Trust considers to be the most appropriate allocation of resources consistent with the RAP/SIP Plan for the Academy
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1.3 Financial Monitoring

The LGB shall:

- develop and draft 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 for approval.
- monitor the monthly expenditure of the Academy budget against the approved Budget Plan;
- approve any virements between Budget Plan headings (provided that these are within the overall Budget);
- enter into contracts within the financial limits published by the Trust from time to time [Financial Scheme of Delegation and Financial Procedure] and within the budget Plan;
- observe the policy on charging and remissions published by the Trust from time to time [Finance Policy];
- not agree to any expenditure outside of the approved Budget Plan without the approval of the Trust [Financial Scheme of Delegation and Financial Procedures];

2. Statutory Functions – Trustees and Governors must ensure all statutory functions are relating to Safeguarding, Governance, Admissions, Structure and Opening Times are met

2.1. INFORMATION FOR PARENTS

The LGB shall ensure that all relevant information is readily available for parents and carers via the Academy’s websites. Decisions on admissions shall be made by the LGB in line with the Admissions Policies and procedures mentioned above. bound by, any representations from the LGB

The LGB shall refer to the Trust any proposal to alter:

- Opening Times;
- Extended School Provision;
- Setting Term times and Inset Days;
- Change in age range;

Appeals shall be considered by the Trust taking into account, but not being

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. The Trust will consider such consent having regard to but not being bound by representations from the LGB.

2.2. GOVERNANCE

The Trust will make clear its Governance structure on the MAT and Academies websites.

2.3. POLICIES

All statutory and necessary policies, including the Admissions policy for the Academy are consistent with the Admissions Policy and other policies of the Trust and are published on the Academy’s website.

2.4. SAFEGUARDING

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.

The LGB shall appoint a Governor with specific responsibility for safeguarding and make contact details for that Member available on the Academy website. The LGB shall also inform the Trust of the name and contact details of that responsible LGB Governor for publication on the Trust's website. The Trust's website will include the name and contact details of the person at the Trust with special responsibility for safeguarding.

2.5. HEALTH & SAFETY

The LGB shall ensure that the Academy implements and complies with the Health and Safety policy published by the Trust Orchard Health and Safety Policy. The Trust shall effect an insurance policy for buildings, public liability, business interruption and officer's liability in accordance with the Articles.

The Trust shall develop an overall Estates Management plan and each LGB shall develop and implement a strategy for the maintenance and development of the school site and buildings.

2.6. EXTENDED SCHOOLS AND BEFORE AND AFTER SCHOOLS CLUB

The LGB will ensure that any out of school provision follows national guidance and safeguarding requirements. Any profit originating will be invested back into the individual Academy on priorities agreed by the LGB,

Staffing

3.1 Appointments

The Trust shall appoint the Senior Executive Leader, inviting Headteachers and Local Governing Board members to be part of the stakeholder panels as part of the process.

The Trust shall appoint the Chief Finance Officer, inviting Headteachers and Local Governing Board members to be part of the stakeholder panels as part of the process.

The Trust shall appoint the Administrative Support Officer, inviting Headteachers be part of the stakeholder panels as part of the process

The Trust shall appoint the Headteacher of the Academy, having regard to representatives of the LGB who shall be invited to appoint 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 from time to time

3.2 APPRAISAL REVIEWS - Performance Review, Pay Discretions and other HR matters

The performance review of the Headteacher shall be conducted by the Senior Executive Leader who will invite 2 members of the LGB to carry out this with them and in accordance with the Trust's Performance Review Policy [Appraisal Policy for Teaching Staff].

Performance review – other staff

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

3.3 Pay Discretions

The LGB may, in line with the Trust Pay Policy and the Budget Plan, and with any written recommendations from the Performance Review procedure, recommend discretionary pay awards 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 or Principal consistent with recommendations from the Performance Review Procedure.

3.4 Disciplinary and Capability Procedures

The LGB shall undertake any capability or disciplinary procedure in accordance with the Trust's policies and in accordance with advice from the Trust's HR advisors [Capability Policy for Teaching and Support Staff, Disciplinary Policy].

3.5 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 Senior Executive Leader

3.6 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 Advisor.

4. Standards, Curriculum and Target Setting

The LGB shall determine the curriculum of the Academy in line with the Trust's Curriculum Policy /statement and shall set targets, as appropriate, for each pupil of the Academy. The LCB shall refer proposed targets to the Trust for approval.

4.1. SCHOOL IMPROVEMENT

Each academy will plan and implement a school improvement plan based on raising attainment, improving progress and continuing to improve provision for all children. Each plan will have links to the overarching MAT Development plan and will, where appropriate cover the following aspects

- Teaching, Learning and Curriculum
- PDBW (inc Pupil premium, Inclusion, Safeguarding)
- Leadership and Governance
- Office
- Site
- Sports
- Links with parents and the community

4.2. QUALITY OF TEACHING, LEARNING & ASSESSMENT

Each academy will monitor their own quality of teaching, learning and assessment through formal and informal processes and will report to its own LGB on the schools' performance and progress. Triangulation discussions will feed into the SEF, the appraisal cycle and overall school judgements. An external review of the quality of provision will take place at least annually and will be carried out by an agreed Education Improvement Professional. The SEL will quality assure informal and formal monitoring at least annually. All findings will be reported to the LGB and Trustees. The SEL will make a half termly visit to each school to discuss progress against priorities and to carry out an appropriate range of school improvement functions. A report will be produced after each visit and shared with the Headteacher. Strengths of each school will be identified through the visits and these will be shared across the MAT. Any support required will also be identified and suitable plans put in place for that support.

4.3. TARGET SETTING

Targets will always be set in line with national expectation regarding standards and progress data. Internal tracking and analysis will ensure regard is given to children's individual starting points. Targets will be shared with and discussed by the LGB and Trust Board at an appropriate meeting. LGB's will also be kept informed of the progress their school is making towards the achievement of its targets.

4.4. CURRICULUM

The curriculum will link to the schools' own approaches to delivery of the curriculum and will be reviewed each school by the LGB. The curriculum will be reviewed regularly by staff from all academies to ensure it meets our pupils needs and is broad, balanced and fit for purpose.

4.5. QUALITY OF PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE

PDBW is led by a senior leader and is high priority in our schools and we offer a nurturing environment throughout the school day, which supports both the PDBW of each child but also their academic progress. All staff will take responsibility for supporting this aspect of the schools' work with the children/students.

Scheme of delegation agreed and adopted on _____

..... Chair of LGB

Signed by Chair of LGB Members on behalf of the LGB.

..... Senior Executive Leader Signed by Executive Principal on
behalf of the Trust

..... Implementation Date [date]