

Leading Learning Trust – Scheme of Delegation

[Policies are reviewed and approved as per the Policy Tracker, held separately]

May 2017



Selwyn Primary School and Portway Primary School are part of the Leading Learning Trust



Task description	Board	FARM	Pay Review	Selwyn LGB	Portway LGB	EHT
Overarching						
Trust vision, aims and objectives	Approve			Consulted and implement	Consulted and implement	Recommend and implement
Trust development plan	Approve			Consulted and implement	Consulted and implement	Recommend and implement
Trust education improvement plan	Approve			Consulted and implement	Consulted and implement	Recommend and implement
Trust staff development plan	Approve			Consult and Implement	Consult and Implement	Recommend and implement
Strategic Financial Plan (three year Financial Strategy)	Approve	Recommend				Recommend and implement
Risk management register	Approve	Recommend				Develop, implement and review
Scheme of delegation	Approve	Implement	Implement	Implement	Implement	Implement
Committee memberships and terms of reference	Approve	Consult and Implement	Consult and Implement			
Trust annual report	Approve	Recommend				
Amendments to Articles of Association	Recommend to					



	Members					
Policies – see below (not delegated to Executive Headteacher) -	Approve			Consulted and implement	Consulted and implement	Approve where delegated and implement

Task description	Board	FARM	Pay Review	Selwyn LGB	Portway LGB	EHT
LGB Constitution						
Constitute LGB and determine membership	Approve					
Appoint LGB co-opted governors				Approve	Approve	
Remove LGB co-opted governors (for reasons other than non-attendance)	Approve			Consulted	Consulted	
Remove LGB governors for non-attendance				Approve	Approve	
Appoint LGB Chair and Vice-Chair	Approve			Recommend	Recommend	
Remove LGB Chair and Vice-Chair (from their office as Chair or Vice-Chair)	Approve			Consulted	Consulted	
Appoint parent governors if insufficient candidates for election				Approve	Approve	



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Standards						
School Development Plan	Approve for Portway			Approve and monitor	Recommend and monitor	Recommend and implement
Attainment and attendance targets	Approve for Portway			Approve and monitor	Recommend and monitor	Recommend and implement
School self-evaluation review	Approve for Portway			Approve and monitor	Recommend and monitor	Propose
Quality of teaching	Oversee			Monitor	Monitor	Approve and implement
Pupil achievement	Oversee			Monitor	Monitor	Approve and implement
Pupil behaviour	Oversee			Monitor	Monitor	Approve and implement



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Staffing						
Appointment of Executive Headteacher	Approve					
Appointment of Headteacher	Approve			Recommend	Recommend	Recommend
School staffing structure	Approve for Portway			Approve and monitor	Recommend and monitor	Recommend and implement
Trust staffing structure	Approve	Recommend and monitor				Recommend and implement
Appointment of senior leaders						Approve (with Headteacher for Portway)
Appointment of other staff						Approve (can delegate)
Performance Management	Approve		Recommend Executive Headteacher appraisal and pay review			Headteacher/ Head of school appraisal and pay review
Pay award	Approve	Recommend				
Dismissal of Executive Headteacher	Approve					
Dismissal of other staff	Hears appeals					Approves



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Pupils						
Admission arrangements	Approve			Implement	Implement	Recommend
School term and holiday dates	Approve			Consulted and implement	Consulted and implement	Recommend
Times of school sessions	Approve			Consulted and implement	Consulted and implement	Recommend
Exclusion of pupils				Executive Headteacher		
Exclusion appeal				Pupil Discipline Committee	Pupil Discipline Committee	
Safeguarding and child protection	Monitor			Monitor	Monitor	Implement



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Finance						
Financial regulations and procedures	Approve	Recommend		Implement	Implement	Recommend
Financial self-review	Monitor	Approve				Recommend
Financial strategy (three year plan)	Approve	Recommend and monitor		Consulted	Consulted	Recommend
Set school budget within approved funding envelope	Approve for Portway	Recommend		Implement and monitor	Implement and monitor	Recommend
Monitor and manage unplanned expenditure	Approve	Recommend		Monitor and recommend	Monitor and recommend	Recommend
Pupil premium spending	Oversee	Ensure compliance		Monitor implementation and impact	Monitor implementation and impact	Approve
Appoint internal and external auditors		Approve				
Approve audited accounts	Approve	Recommend				
EFA financial returns	Approve	Recommend				
Applying for grants	Approve above £1 million	Approve up to £1 million				Recommend



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Premises and equipment						
Capital projects	Approve above £1 million	Approve up to £1 million		Implement	Implement	Recommend
Health & safety	Oversee	Approve expenditure above EHT delegated limit		Monitor	Monitor	Implement
Asset management inventory		Monitor for compliance				Implement
Premises management plan (Five years repair, replace and maintenance expenditure plan)	Oversee	Approve and Monitor for compliance				Recommend and implement



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PR and community engagement						
Prospectus	Approve			Consulted	Consulted	Recommend and implement
Branding	Approve			Implement	Implement	Recommend
Community engagement strategy	Approve			Consult and Implement	Consult and Implement	Recommend
Parental involvement strategy	Approve			Consult and Implement	Consult and Implement	Recommend
Website	Oversee	Monitor compliance		Monitor compliance	Monitor compliance	Ensure compliance

Note that all policies are reviewed and approved as per the Policy Tracker, which is held separately. .

Approval is either by (a) the Trust Board or (b) by the Executive Head teacher, with consultation/implementation as per this Scheme of Delegation.