

# The Aspire Educational Trust

## Scheme of Delegation

2019 – 2020



Contents:	Page Number:
Organisation and strategic planning	2
Finance	4
Personnel	6
School performance and premises	8

Section 1: Organisation and strategic planning						
	Members	Trustee board	Hub board	LAC	Principal	Aspire SLT
1.1 Appointment and removal of – <ul style="list-style-type: none"> <li>- Members</li> <li>- Trustees</li> <li>- Hub boards*</li> <li>- Local governors (LAC) **</li> </ul> <b>Notes</b> Trustee Board; Members to appoint *Hub boards; Composition decided by Trustees – membership Independent chair; chair of each LAC **Local Advisory Committee to include at least 2 elected parent governors, at least 1 elected staff governors (ensuring staff do not comprise more than one third of the total)	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	✓		✓		
1.2 Review and agree annually scheme of delegation for Trust and governance structure		Approve				
1.3 At least annually review and agree terms of reference and membership of- <ul style="list-style-type: none"> <li>- Members</li> <li>- Trustees' Board</li> <li>- Hub boards</li> <li>- Local Advisory Committee (LAC)</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	✓	✓			
1.4 Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured, including business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes.	O/sig ht	Approve	✓	✓	✓	✓
1.5. Determining the level of central services and additional support required for Trust schools Setting the level of schools' financial contribution to the cost of support		✓	✓			✓
1.6. Agreeing the scope and terms of collaboration between schools within the Trust and with schools that are not part of the Trust.		Notified	Notified		✓	✓
1.7 Set the dates of school terms and holidays Ensure that the school meets the required number of sessions (380 per year)				✓	✓	
1.8 Set the time of school sessions				Approve	✓	
1.9 Approve and publish a Freedom of Information policy		✓				
1.10 Ensure schools meet all requirements in respect of information required to be published on line, including in respect of governance						

- Trust - Schools		✓ ✓	✓		✓	
1.11 Appoint (and remove) the Chair and Vice Chair of - the Members - Trustee Board - Hub boards - Local Advisory Committees	✓ ✓	✓ ✓ ✓		✓		
1.12 Appoint and dismiss the clerk - Trustee board - Hub boards - LAC		✓ ✓ ✓				✓ ✓ ✓
1.14 Ensure that meetings are held – - The Members as least once a year and additionally as required - the Trustee Board at least 3 times a year and additionally as required - the Resources Committee at least 6 times a year and additionally as required - Hub boards at least 3 times a year and additionally as required - LACs at least 3 times a year and additionally as required	✓	✓ ✓	✓	✓		
1.15 Review and approve a governors' expenses policy			✓			
1.16 Annual review of schools' admissions policies ensuring that Department for Education requirements are met.		✓		O/sig ht		
1.17 Deal with appeals against admissions decisions <b>Notes:</b> Trustees to agree annually whether to contract to LA or convene a panel		✓			✓	
1.18 Hear appeals against exclusion and direct reinstatement of excluded pupils <b>Notes:</b> Trustees to agree annually whether to contract to LA or convene a panel		✓		✓		
1.19 Monitor numbers on roll, attendance and unauthorised absence data Any proposed change to the PAN to require the written consent of the Trustees		✓	O/sig ht	✓	✓	
1.20 To decide the extent of any additional services offered by the school including extended services with due regard to the overall aims of the Trust and its charitable status		✓		✓		

Section 2 Finance						
	Members	Trustee board	Hub board	LAC	Principal	Aspire SLT
2.1 Review and approve annual draft and final budgets and three- year plan; submit funding bids to meet SDP aims		Approve		O/sight	✓	✓
2.2 Monitor income and expenditure (including variances between budget and actual), cash flow, creditors and debtors and three-year budget forecasts		✓		O/sight	✓	
2.3. Provide half termly management accounts to the Resources Committee Consult the Trustees regarding any significant unplanned expenditure		✓ ✓				✓ ✓
2.4 Ensure prompt submission of information to ESFA including LBCT, BFRO and BFR		✓				
2.5 Review and approve schools' Financial Procedures (including schemes of financial delegation and business continuity plans) ensuring compliance with the Academies Financial Handbook		✓			✓	
2.6 Prepare/approve the annual financial statements and governance statements ensuring compliance with Accounts Direction and ensure prompt submission to ESFA and Companies House		✓				
2.7 Appoint the external and internal auditors	✓					
2.8 Receive auditors' reports and ensure appropriate action is taken in response to audit findings		✓				
2.9 Enter into contracts in line with the Trust's Financial Regulations Manual Amounts over £50,000 require Trustees' approval		✓				
2.10 Review schools' financial efficiency including value for money and benchmarking		✓			✓	
2.11 Review/ approve financial policies including Investment policy and Reserves policy		✓				
2.12 Maintain the Trust's risk register and ensure appropriate risk management strategies Maintain schools' risk register and monitor/manage local risk		✓ ✓			✓	
2.13 Maintain an overview of the schools' asset registers Approve write-offs with the Trust's Financial Regulations Manual		✓			✓	✓
2.14 Review and approve policies on lettings charges Agree charges for lettings		✓		✓	✓	
2.15 Approve arrangements insurance (including buildings and public liability – see also under 5.6)		✓				
2.16 Investigate financial irregularities (Principal suspected) and report as appropriate Investigate financial irregularities (CEO suspected) and report as appropriate	O/sight	✓ ✓				

2.17 Investigate other suspected irregularities and report as appropriate		✓				✓
2.18 Ensure additional funds such as Pupil Premium, primary sports funding and capital projects are accounted for separately and in accordance with ESFA requirements		Appro ve	✓	✓		

Section 3 Personnel						
	Members	Trustee board	Hub board	LAC	Principal	Aspire SLT
3.1. Principal appointment LAC to be represented on panel – casting vote to a member of the Aspire SLT. <i>The committee to be made up of 5 people – 2 Trust, 2 LAC and 1 independent.</i>		✓	Ind chair	✓		✓
3.2 Deputy/ other senior school appointments – casting vote to the Principal of the academy. <i>The committee to be made of 3 people – 1 Trust, 1 LAC and the Principal.</i>				✓	✓	✓
3.3 Appointment of other teachers/ appointment of non-teaching staff					✓	advis e
3.4 Determine terms of staff contracts and conditions of employment		✓				
3.5 Review and approve annually pay policies for all categories of staff		✓				
3.6 Review and approve annually a performance management policy for all staff		✓			✓	✓
3.7 Undertake the performance management of the Principal and make decisions in accordance with the pay policy in relation to pay LAC to be represented on panel		Receive recom mendation		✓		✓
3.8 Ensure the performance management of all other staff					✓	✓
3.9 Consider pay decisions for all staff on the recommendation of the Principal (panel to be convened)		✓				
3.10 Consider any appeal against a decision on pay grading or pay awards (panel to be convened)		✓				
3.11 Review and agree policies relating to Personnel including staff discipline policy; staff grievance procedure; flexible working policy; Equality Objectives; attendance management policy and procedure; staff leave of absence policy		✓				
3.12 Ensure appropriate checks are carried out on governors and all staff (DBS) and maintain a Single Central Record		Safeguarding Trustee		O/sig ht		
3.13 Ensure schools are complying with requirements of Keeping Children Safe in Education including Prevent and safer recruitment		Safeguarding Trustee		O/sig ht	✓	

		e				
3.14 Dismissal/early retirement/ Suspending/ending suspension (Principal)		Appro ve				✓
3.15 Dismissal/early retirement / Suspending/ending suspension any staff (except Principal)		Appro ve			✓	✓
3.16 Deal with staff disciplinary issues in accordance with school's policy					✓	
3.17 Hear appeals against disciplinary action against staff				✓		
3.18 Determine staffing structure - centralised Hub roles; - school specific roles		✓		o/ sight	✓	✓
3.19 Ensure staff are deployed for the proper supervision of children					✓	
3.20 Review and approve policies as per The AET Policies Schedule		✓		✓		

Section 4 School performance and premises						
	Members	Trustee board	Hub board	LAC	Principal	Aspire SLT
4.1 Review and agree the Trust development plan including KPIs	✓	✓				
4.2 Monitor the annual Trust development plan and ensure standards in each school meet agreed KPIs of trust development plan and individual school development plans		✓	✓			
4.3 Review and agree the development plans for each school including KPIs			✓	✓	✓	✓
4.4 Monitor the annual SDP			✓	✓	✓	✓
4.5 Review and approve inclusion policy including SEND pupils and including accessibility plan		✓				
4.6 Ensure all requirements are met in respect of Disadvantaged pupils including publication of progress and attainment data.		O/sig ht	✓	✓	✓	✓
4.7 Ensure all requirements are met in respect of additional funding such as sports funding		O/sig ht	✓	✓	✓	✓
4.8 Ensure all Department for Education requirements are met re SEND pupils and review the SEND Local Offer		O/sig ht		✓	✓	✓
4.9 Ensure the curriculum is broad and balanced and meets requirements for collective worship, RE, SMSC, PSHE and British values		O/sig ht	✓	✓	✓	✓
4.10 Review and approve policies as per The AET Policies Schedule		✓		✓		
4.11 Monitor achievement data including ethnic achievement data and pupil progress		O/sig ht	✓	✓		
4.12 Prepare and approve an estates management strategy including maintenance, repairs and improvements Determine annual budget for ongoing repairs and maintenance/capital funding bids		✓ ✓				✓ ✓
4.13 Disposals or acquisition of land/buildings		✓				
4.14 Ensure the school complies with reporting requirements including RIDDOR; ensure premises meet all statutory requirements for standards and review and approve Health and Safety policy		S/G Trust ee		✓	✓	
4.15 Review arrangements for risk assessments for; educational trips; classrooms; outdoor areas and supervision; office; security; first aid; stress; buildings and site; fire; glazing survey; curriculum including swimming; outdoor play equipment; vehicle and pedestrian access and vehicle movement on site; out of hours use; VDU workstations.				✓		L Tread - way
4.16 Agree local hiring Review and agree any leases		✓			✓	



4.17 Dealing with insurance claims in respect of land/buildings and notifying the Trustees (see also 2.16)		✓			✓	