

# Scheme of Delegated Authority Vale Academy Trust

## October 2017

The board will take action, including the full or partial withdrawal of delegated authorities to individuals, groups and local governing bodies, should the individual, group, or local governing body, fail to carry out their duties and responsibilities effectively.

### Key:

Level 0	Members
Level 1	VAT Board of Directors
Level 2	VAT Committees:
	1 All groups (1)
	2 Finance & Operations (2)
	3 Teaching & Learning (3)
	4 Student Discipline (4)
	5 Pastoral (5)
	6 Audit (6)
	7 Pay Committee (7)
Level 3	Local Governing Bodies
Level 4	Executive Team

**A**ccountable - approve, appoint (strategic/non-executive responsibility) **M**onitor/ensure (delegated strategic/non-executive responsibility) **R**esponsible - do the work (operational/executive responsibility) **C**onsulted - opinions sought

Where groups have a shared duty, overall lead/authority is as shown in **bold text** and with asterisk\*

Key Function	No.	Task				LGB	Executive Team
			Members	Board of Directors	VAT Ctees		
<b>Governance</b>	1.	Structure of VAT Board	AR				
	2.	Changes to the Governance structure, Terms of Reference, Schemes of Delegation		AR	M6		
	3.	Appoint the Chair and Vice Chair of the Board		AR			

Key Function	No.	Task	Members	Board of Directors	VAT Ctrees	LGB	Executive Team
	4.	Appoint the Chairs of Committees		A	R1		
	5.	Appoint the Chairs of Local Governing Bodies		A		R	
	6.	Appoint the Company Secretary	C	AR*			C
	7.	Appoint the LGB Clerk		A	M1	M	R
	8.	VAT Risk Management Plan		A	R1	R	R
	9.	Complaints Policy		A	C	C	R
	10.	Complaints Policy monitoring		A	M		R
	11.	Safeguarding Policy		A	R5*	C	C
	12.	Safeguarding Policy monitoring		A	R5*	R	R
	13.	Equality Policy		A	R5*	C	R
	14.	Equality Policy monitoring		A	R5*	R	R
Finance	15.	Set VAT and Academy budgets for financial year		A	M2	R*	M
	16.	Review and monitor VAT Academy budgets in year		A	M2	MR*	R
	17.	Revise VAT and Academy accounts in year		A	M2	R	R*
	18.	Financial, procurement and charging policies and procedures including schemes of financial delegation		A	M2* M6	C	R
	19.	Appoint the auditors	A	M	M6 C2		R
	20.	Approve the audited accounts		AR	M6		
	21.	Receive the director approved audited accounts	A				
	22.	Appoint the Chief Executive		AR			
Staff & Performance Management	23.	Appoint Executive Headteachers		A	M		R
	24.	Appoint Academy Headteachers		A		R	M
	25.	Agree staffing structure within academy		A		R	M
	26.	Appoint senior staff within academy		A		R	M
	27.	Appoint staff (within the agreed staffing structure)		A		R	M

Key Function	No.	Task	Members	Board of Directors	VAT Ctrees	LGB	Executive Team
	28.	Performance review of Academy Headteachers		A		R	R*
	29.	Make recommendations to Academy Trust Pay committee		A		R	R*
	30.	Suspend an Academy Headteacher		AR		C	
	31.	End the suspension of an Academy Headteacher		AR		C	
	32.	Dismiss an Academy Headteacher		AR		C	
	33.	Suspend other staff within an academy		A		C	R*
	34.	Staff, HR, pay, performance and disciplinary policies		A	R2 3*	C	C
	35.	Changes to Academy staffing structures including recruitment (Outside agreed budget)		A	R2 *	C	R
Academic Performance & Curriculum	36.	Academy Trust Development Plan		A	M1	C	R
	37.	Review progress against Academy Trust Development Plan		A	R1	C	R
	38.	Individual Academy Development and curriculum plans		A	C3	R	M
	39.	Academic Performance and Curriculum policies and Procedures including Attendance and SEN		A	R3 5	C	M
	40.	Academic performance and curriculum implementation and monitoring		A	R3	R*	R
	41.	Quality of Teaching in academies		A	M3	R	R*
	42.	Outcomes for pupils and students		A	M	R	R*
Discipline / Exclusions	43.	Pupil behaviour policies		A	R4	C	M
	44.	Monitor implementation of pupil behaviour policies		A	R4, 5*	R	R

Key Function	No.	Task	Members	Board of Directors	VAT Ctrees	LGB	Executive Team
	45.	Exclude a pupil permanently		A	R4*	R	M
	46.	Review exclusion on appeal		A	R4*	R	
	47.	Direct reinstatement of excluded students		AR		C	C
	48.	Exclude a pupil for a fix period		A	M4 M5	R	M
<b>Admissions</b>	49.	Admissions policy		A	<b>R5</b>	C	M
	50.	Admissions: application decisions.		A		R	M
	51.	Admissions prospectus			AR 5	R	M
<b>Premises &amp; Insurance</b>	52.	Premises-related polices		A	R2	C	M
	53.	Academy premises & capital strategy		A	<b>R2*</b>	C	R
<b>Health &amp; Safety</b>	54.	Health & Safety Policy		A	<b>R2*</b>	C	M
	55.	Monitor implementation of H&S Policy		A	<b>R2*</b>	R	R
	56.	H&S Risk Management Plan		A	<b>R2*</b>	R	R
	57.	Monitor H&S Risks		A	<b>R2*</b>	R	R
<b>School Organisation</b>	58.	Set times of the Academy day and dates of Academy terms and holidays		A	M1	C	R