

Learning Pathways Academy Trust

Scheme of Delegation

Key:

- Level 1: Academy Trust Members
 Level 2: Board of Directors
 Level 3: Local Governing Body
 Level 4: Accounting Officer/CEO
 Level 5: Headteacher

Column blank: Action can be undertaken at the level

Column shaded: Function cannot legally be carried out at this level

Key function	Task	Decision level				
		1	2	3	4	5
Budgets & Accounts	Approve Academy budget			√		
	Approve Trust budget plan for financial year		√			
	Monitor monthly expenditure			√		√
	Establish charges & remissions policy			√		√
	To enter into contracts (refer to Financial Scheme of Delegation)			√		√
	Ensure academy annual accounts are prepared within the appointed time frame		√			√
	To approve and submit the annual accounts		√			
	To receive the Annual Report and Accounts	√	√			
	Review annually and appoint the External Auditors	√	√			
	Review annually and appoint the Internal Auditors (ICE)		√			
Staffing	Headteacher appointments		√			
	Deputy Headteacher appointments			√		√
	Senior Leadership Team appointments			√		√
	Teaching staff appointments					√
	Non-teaching staff appointments					√
	Pay policy – review - approve		√	√		
	Establish and review procedure for addressing staff disciplinary, conduct and grievance		√			
	Dismissal of the Headteacher		√			
	Dismissal of other staff			√		√
	Suspension of the Headteacher		√			
	Suspension of other staff			√		√
	Ending suspension of the Headteacher		√			
	Ending the suspension of all other staff			√		√
	Determining staffing requirements			√		√
	Dismissal payments/early retirement Headteacher early retirement		√	√		√

Key function	Task	Decision level				
		1	2	3	4	5
Curriculum	Establish and implement Curriculum Policy					√
	Approval of Curriculum Policy			√		
	Responsibility for standards of teaching			√	√	√
	Responsibility for individual child's education			√		√
	Provision of sex education – includes establishing and maintaining an up to date policy			√		√
	To prohibit political indoctrination and ensuring a balanced treatment of political issues	√	√	√	√	√
Performance Management	Establish performance management policy and review annually		√			
	Implement the performance management policy			√		√
Target setting	Set and share targets for student achievement			√		√
Discipline/Exclusions	Establish a discipline policy			√		√
	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (can be delegated to chair/vice chair in case of emergency)		√	√		√
	Direct reinstatement of excluded students			√		√
Admissions	Consult annually before setting an Admissions Policy			√		√
	Admissions: applications decisions (main round)			√		√
Collective worship	Arrangements for collective worship			√		√
Risk Register	Termly review and update			√		
	Termly review and approval		√			
Premises & Insurance	Buildings insurance, personal liability & Governors' Indemnity Insurance		√	√		
	Develop academy building strategy		√	√		√
	Procure & maintain buildings, including properly funded maintenance programme			√		√

Key function	Task	Decision level				
		1	2	3	4	5
Health & Safety	Institute a Health & Safety policy			√		√
	Ensure Health & Safety regulations are followed		√	√		√
School organisation	Set times of academy day and dates of academy terms and holidays			√		√
	Ensure academy lunch nutritional standards are met				√	
Information for parents	Maintain LPAT website		√		√	
	Maintain Academy websites			√		√
GB procedures	Ensure provision for free school meals to those students meeting the criteria					√
	Appoint (and remove) the LGB chair	√		√		√
	Appoint vice chair			√		
	Appoint (And dismiss) the clerk to the governors			√		
	Hold a full GB meeting at least 3 times in the academy year			√		
	Appoint (and remove) governors	√		√		
	Set up register of Governor/Trustees business interests			√		
	Approve and set up governor expenses scheme		√			
	Discharge duties in respect of students with special needs by appointing a 'responsible person'			√		
	Consider whether or not to delegate functions to individuals or committees			√		
	To delegate 'Chair's Action' to the Chair of Governors			√		
Extended schools	Regulate the GB procedures		√			
	Decide to offer additional activities and services & what form these should take			√		√
	Put in place and ensure delivery of services to be provided					√
	Cease providing extended school provision			√		√

Key function	Task	Decision level				
		1	2	3	4	5
Inclusion and equality	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years			√		√
	To establish and review a special educational needs (SEN) and disability policy			√		
	To designated a 'responsible person' for Safeguarding			√		√
	To designate a 'responsible person' for looked after children			√		√
	To establish an accessibility plan and review it every three years			√		√
	To establish and review annually a child protection policy and relevant procedure			√		√
	To monitor the effectiveness of Safeguarding, LAC, CP		√	√		√
GDPR	Appoint Data Protection Officer				√	
	Review GDPR policies			√		√
	Approve GDPR policies		√			