



BRIGHTER FUTURES ACADEMY TRUST

Levels of Delegation - September 2019

COMPANY DELEGATION CHECK LIST

KEY

Level 1: **The Company Board of Directors**

Level 2: Director Committees – **Resources (R)**; **Audit (A)**; **Monitoring (M)**;
Performance Management (PM)

Level 3: **Local Governing Body**

Level 4: **Trust Executive Leadership Team**

It should be remembered that although decisions may be delegated, the Company as a whole remains responsible for any decision made under delegation

Function	No	Tasks	Decision Level			
			1	2	3	4
Central Services	1.	To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies	✓			
	2.	To identify additional services to be procured for individual academies	✓			
	3.	To ensure centrally procured services provide value for money by considering economy, efficiency and effectiveness of goods and services	✓			
Budgets	4.	To determine the proportion of the overall Academy budget to be delegated to individual Academies	✓			
	5.	To develop and propose the individual Academy budgets, taking into account Academy improvement plan priorities and establish and maintain a 3 year rolling indicative oversight of the Academy budget				✓
	6.	To approve the first formal budget plan each financial year	✓			
	7.	To establish financial decision levels and limits - CEO up to £15,000 - Resources Committee up to £30,000	✓			

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			1	2	3	4
		- Board of Directors over £30,000				
	8.	To establish Charging and Remissions Policies; a Whistleblowing Policy, a Write-off Policy, the Academy's ICT security policy, an Anti-Fraud, Bribery and Corruption Policy and a Academy Lettings Policy	✓			
	9.	To appoint the Responsible Officer, auditors and accountants.	✓			
	10.	To monitor income and expenditure of all funds and report the financial situation to the Board of Directors termly having due regard for the Academies Financial Handbook and the Academy funding agreements		✓ R		
	11.	To approve any virements between budget headings and/or likely budget overspends		✓ R		
	12.	Miscellaneous financial expenditure outside of the agreed budget		✓ R		
	13.	To enter into contracts up to the limits of delegation and within an agreed budget - CEO up to £15,000 - Directors' Resources Committee up to £30,000 - Board of Directors over £30,000	✓	✓ R		✓
	14.	To review annually and adopt a Scheme of Financial Administration and complete and approve an annual self-assessment		✓ R		
	15.	To annually review financial benchmarking data and apply any outcomes to the budget setting process		✓ R		
	16.	To contribute to and monitor the relevant areas of the SDP by ensuring that budget planning supports identified priorities		✓ R		
	17.	To maintain an oversight of the adequacy and effectiveness of the Academy Trust's governance, risk management, internal control and value for money framework and report findings annually to the Board of Directors as a critical element of the Academy Trust's annual reporting requirements.		✓ A		
	18.	Advise the Directors on an appropriate programme of work to be delivered by independent assurance providers		✓ A		

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		(external auditors and responsible officer.) This programme of work to be derived from the Audit Committee's regard of the key risks faced by the AT, the assurance framework in pLGBE and its duty to report to the Directors				
	19.	Review the external auditor's annual planning document and approve the planned audit approach		✓ A		
	20.	To receive external audit reports of public funds and consider any issues raised, the associated management response and action plans.		✓ A		
	21.	Regularly monitor outstanding audit recommendations and ensure any delays to implementation dates are reasonable		✓ A		
	22.	Consider any additional services delivered by the external auditor or other assurance provider and ensure appropriate independence is maintained		✓ A		
	23.	Ensure appropriate cooperation and coordination of the work of the external auditor and responsible officer		✓ A		
	24.	Meet with the external auditor at least annually and the responsible officer termly		✓ A		
	25.	To oversee the day-to-day operation of the Academy finances and ensure payments are made within agreed financial limits and appropriate income is received				✓
Staffing	26.	Executive Team appointments (selection panel)	✓			
	27.	Principal appointments (selection panel)	✓			
	28.	Appoint other teachers				✓
	29.	Appoint non teaching staff				✓
	30.	To approve, monitor and review the Academy's Pay Policy		✓ R		
	31.	Pay discretions - Approval of performance related pay awards Annual review and approval of teaching		✓ R		

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		and support staff salaries				
	32.	To approve and review all policies and procedures relating to employment law		✓ R		
	33.	Establishing disciplinary/capability procedures	✓			
	34.	Dismissal of CEO, CFO, Director of Academy Excellence and Principals	✓			
	35.	Dismissal of other staff				✓
	36.	Suspending Principal or Academy Executive team members		✓ R		
	37.	Suspending other Staff				✓
	38.	Ending suspension (Principal or Academy Executive team members)	✓			
	39.	Ending Suspension (other Staff)		✓ R		
	40.	Determining Staff complement within agreed budget		✓ R		
	41.	Determining dismissal payments/early retirement		✓ R		
Curriculum	42.	To develop and approve the Academy's curriculum policy	✓			
	43.	To implement curriculum policy				✓
	44.	Responsible for standards of teaching	✓			
	45.	Accountability for standards of teaching				✓
	46.	Responsibility for individual child's education	✓			
	47.	Accountability for individual child's education.				✓
	48.	To contribute to and monitor the relevant areas of the SDP to ensure it addresses priorities for raising standards			✓	
	49.	With the assistance of staff, provide information to the Board of Directors about how the curriculum is taught, evaluated and resourced			✓	

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	50.	To monitor the establishment and implementation of the Academy's procedures which promote pupil wellbeing			✓	
	51.	To ensure the Academy complies with its obligations in respect of Community engagement by monitoring the impact of all relevant policies			✓	
	52.	To establish, adopt and review the Academy's policies and provision for Collective Worship and Religious Education	✓			
	53.	Provision of sex education – to establish and keep up to date a written policy	✓			
	54.	To establish, monitor and review the Academy's policy and procedures for the conduct of school journeys, visits and residential activities			✓	
	55.	To establish, adopt, evaluate and annually review the Academy's Equality Scheme and associated policies to ensure compliance with the Equality Act 2010			✓	
	56.	To review and ensure publication of the statutory information on the Academy's website			✓	
	57.	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓			
Performance Management	58.	To develop and review a performance management policy annually		✓ PM		
	59.	To implement the performance management policy				✓
	60.	To ensure the CEO, teaching and support staff's performance over the previous academic year is reviewed and performance objectives set for the forthcoming year and to make recommendations to the Resources Committee on performance related pay awards.		✓ PM		
Target Setting	61.	Propose targets for pupil achievement				✓
	62.	To agree targets for pupil achievement and receive regular reports on progress		✓		

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				M		
	63.	Responsibility for pupil outcomes		✓ M		
	64.	Accountability for pupil outcomes				✓
	65.	To establish a discipline policy	✓			
	66.	To monitor pupil attendance and agree annually pupil attendance targets			✓	
	67.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil 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 urgency)		✓ R		
	68.	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		✓ R		
Admissions	69.	To consult on, propose and recommend to the Directors, any changes to the admission criteria for the Academy			✓	
	70.	Admissions: criteria application decisions – <i>with the final admission list to be submitted to Mrs. S. Bruton, CEO or Mrs. J. Jones, CFO for checking</i>			✓	
	71.	To appeal against LA directions to admit pupil(s)			✓	
	72.	To agree arrangements for appeals			✓	
Religious Education	73.	To consider the effectiveness of the curriculum in RE, especially the teaching of Christianity, also the effectiveness of leadership and management			✓	
	74.	To consider and advise the Directors on the Christian Character of the Academy and support and monitor links between the Academy and the Parish			✓	
	75.	To consider how well the Christian Character contributes to academic achievement and personal development of all learners			✓	

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	76.	To receive regular reports from the LGB on RE and Collective Worship	✓			
Collective Worship	77.	To ensure that all pupils take part in a daily act of collective worship				✓
	78.	To consider how well Collective Worship enables participants to develop an understanding of Jesus Christ and of God as Father, Son and Holy Spirit			✓	
	79.	To consider how well Collective Worship sets the distinctive values of the Academy as a Christian community			✓	
	80.	To make arrangements for Directors and LGB representatives to be represented at Academy acts of Collective Worship where possible.			✓	
Premises & Insurance	81.	Buildings insurance and personal liability	✓			
	82.	Developing school buildings strategy or master plan and overseeing the preparation and implementation of building development contracts		✓ R		
	83.	Procuring, repairing and maintaining buildings, including developing properly funded maintenance plan and ensuring value for money in the use of DFC and CIF funding		✓ R		
	84.	To institute a health and safety policy		✓ R		
	85.	To ensure that health and safety regulations are followed			✓	
	86.	To monitor and review the use of energy within the Academy and implement proposals for more effective management of energy use to deliver improved environmental performance		✓ R		
School Organisation	87.	To publish proposals to change category of school	✓			
	88.	To set the times of school sessions and the dates of school terms and holidays	✓			
	89.	To ensure that the school meets for 380 sessions in a school year	✓			
	90.	To circulate the school prospectus			✓	

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	91.	To establish, adopt and monitor a Academy policy on Food and ensure that nutritional standards are met.		✓ R		
	92.	To ensure provision of free school meals to those pupils meeting the criteria		✓ R		
	93.	To recommend adoption and review of home-school agreements to directors			✓	
	94.	To draw up governing documents and any amendments thereafter	✓			
	95.	To appoint (and remove) the chair of the LGB	✓			
	96.	To appoint and dismiss the clerk to the LGB	✓			
	97.	To appoint and remove members of the LGB	✓			
	98.	To set up a Register of members' Business Interests	✓			
	99.	To approve and set up a director's/representative's Expenses Scheme	✓			
	100.	To discharge duties in respect of pupils with special needs by appointing a "responsible person"	✓			
	101.	To consider whether or not to exercise delegation of functions to individuals	✓			
	102.	To regulate the LGB procedures (where not set out in law)	✓			
	103.	To determine the development needs of directors/LGB representatives and put in place an appropriate program	✓		✓	
	104.	To consider requests from other schools to join the Company	✓			
	105.	To decide to offer additional activities and to what form these should take	✓			
	106.	To put into place the additional services provided			✓	✓
	107.	To ensure delivery of services provided				✓

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	108.	To cease providing extended school provision	✓			
	109.	To institute a safeguarding policy	✓			
	110.	To ensure that the safeguarding policy, Prevent Duty and Modern British Values are implemented				✓
	111.	To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies	✓			
	112.	To provide to the Company, on an annual basis, copies of all policies and procedures and a schedule for their review				✓