

Scheme of Delegation

Version Control

Version	Date	Author/comments
V13	07/12/17	GS: added references to PE Premium
V14	02/10/18	GS: added reference to governor suspension

Scheme of Delegation

Introduction

This Scheme of Delegation is issued in accordance with Articles 105 and 137 of the Articles of Association of the Wellsway Multi Academy Trust, and is subject to the Articles. The purpose of this Scheme is to set out a framework under which the Wellsway Multi Academy Trust is governed and managed, and in particular:

- how the Trustees ensure compliance with the various statutory and regulatory requirements placed upon them
- the relationship between the Trustees, the Academy Governance Committees, the Executive Team, and (in the case of Church Academies) the local Diocese
- how the Trustees work together effectively

This Scheme may be altered or amended in relation to all Academies in the Trust or in relation to an individual Academy by decision of the Trustees or through the Trust's Intervention Policy.

TRUST BOARD				
Governance				
Trust Governance		Local Governance	Executive Officers	
Members	Trustees	Academy Governance Committee (AGC)	Executive Team	Principal/Headteacher
<p>To appoint and remove Members (other than those appointed or removed by the Diocesan Board of Education (“DBE”))</p> <p>To appoint and remove Trustees (save for those appointed or removed by the DBE)</p> <p>To review and amend (subject to approval by the DBE) the Articles of Association</p> <p>To change the name of the Academy Trust</p> <p>To receive an annual report from the Trustees and the CEO on the Academy Trust's performance</p>	<p>To determine the overall vision, values and strategy for the Academy Trust</p> <p>To approve (subject to approval by the DBE), review, amend and publish the Scheme of Delegation</p> <p>To appoint a Company Secretary</p> <p>To appoint a Clerk to the Trust Board and its Sub-committees</p> <p>To appoint annually (and remove) the Chair and Vice Chair of the Trust Board</p> <p>To appoint and remove the chairs of each Board Committee</p>	<p>To determine the ethos, vision and values of the Academy ensuring consistency with that of the Academy Trust, in collaboration with the Principal</p> <p>To appoint (and remove) from its number a Vice-Chair</p> <p>To arrange for the election of parent governors in accordance with the AGC Terms of Reference</p> <p>To arrange for the election of staff governors in accordance with the AGC Terms of reference</p>	<p>To attend meetings of the Trustees and provide executive reports as required</p> <p>To support the appointment process for the Company Secretary and all Clerks</p> <p>To secure professional advice on behalf of the Trustees as may be requested</p> <p>To support the Trustees and Academies in the preparation of all policy requirements</p> <p>To monitor and support the implementation of all Trust-wide policies</p>	<p>To implement the ethos, vision and values of the Academy ensuring consistency with that of the Academy Trust</p> <p>To attend meetings of the AGC and to provide a Principal's/Headteacher's report</p> <p>To implement all applicable Policies and support the AGC and/or the Executive Team (as indicated in the Policy Schedule) in maintaining the policies</p>

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	<p>To appoint (and remove) the Chair of each HGC</p> <p>To disband an AGC and establish an interim governance committee in accordance with the Trust’s Intervention Policy</p> <p>To appoint community governors to an AGC in accordance with the AGC Terms of Reference</p> <p>To be responsible for the removal of any local governor</p> <p>To approve, review and amend:</p> <ul style="list-style-type: none"> • the Terms of Reference for the Trust Board and its sub-committees • the Terms of Reference of HGCs • the Terms of Reference of AGCs • the Policy Schedule 	<p>To appoint community governors (and, in the case of Church schools, foundation governors) in accordance with the AGC Terms of Reference</p> <p>To assign to individual members responsibilities for Special Educational Needs and Disability, Safeguarding, Looked after Children and Pupil Premium</p> <p>To ensure adherence with the Trust Conflicts of Interest Policy</p> <p>To suspend a governor in accordance with the Trust’s Suspension Policy</p> <p>To approve, review and amend Academy policies as defined in the Policy Schedule</p> <p>To monitor and support the implementation of the Academy’s policies</p> <p>To establish and maintain a relationship with members of the local community and</p>		
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	<ul style="list-style-type: none"> • the Terms of Reference for delegation to the Chief Executive Officer including job descriptions and remuneration • this Scheme of Delegation • A Code of Conduct (which will include a Conflict of Interest Policy) for trustees and governors 	<p>key stakeholders (including annual parental survey)</p>		
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Finance and Procurement				
Trust Governance		Local Governance	Executive Officers	
Members	Trustees	Academy Governance Committee (AGC)	Executive Team	Principal
<p>To appoint and remove external auditors</p> <p>To receive the Trust's annual Report and Accounts</p>	<p>To ensure the preparation of an annual Report and Accounts</p> <p>To approve the annual budget for the Trust</p> <p>To maintain a register of interests</p> <p>To appoint internal auditors</p> <p>To oversee the financial performance of the Trust and to ensure that its income is spent appropriately</p> <p>To appoint a Finance and Resources Committee to:</p> <ul style="list-style-type: none"> • approve expenditure from reserves (according to Financial delegations) • recommend Trust and Academy budgets • monitor capital projects 	<p>To establish spending priorities with the Principal in order to inform the annual budget process</p> <p>To maintain a register of interests</p>	<p>To prepare the annual budget for the Academy Trust</p> <p>To monitor the income, expenditure, cash flow and balance sheet of the Academy Trust</p> <p>(CEO) To act as the Accounting Officer</p> <p>To ensure proper financial controls are implemented across the Trust</p> <p>To prepare monitoring reports as required</p> <p>To approve staff expenses for the Executive Team</p> <p>To maintain a register of interests</p>	<p>To prepare the annual budget for the Academy</p> <p>To manage the Academy budget and other funds, ensuring compliance with the Finance Policy at all levels within the Academy</p> <p>To implement the Charging and Remissions Policy</p>

Finance and Procurement				
Trust Governance		Local Governance	Executive Officers	
Members	Trustees	Academy Governance Committee (AGC)	Executive Team	Principal
	<ul style="list-style-type: none"> • monitor income, expenditure, cash flow and balance sheet of the Academy Trust • approve, review and amend Finance and Reserve policies including financial delegations • monitor reserve levels and expenditure from reserves • approve changes to the agreed budget (according to financial delegations) • ensure proper financial controls are in place and complied with • enter into contracts for supply of goods and services within an agreed budget (according to financial delegations) 		<p>Enter into contracts for supply of goods and services within an agreed budget (according to financial delegations)</p> <p>Approve expenditure from reserves (according to Financial delegations)</p> <p>Approve changes to the agreed budget (according to financial delegations)</p>	

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Finance and Procurement				
Trust Governance		Local Governance	Executive Officers	
Members	Trustees	Academy Governance Committee (AGC)	Executive Team	Principal
	<ul style="list-style-type: none"> • approve, review and amend a Governor Expenses Policy • approve, review and amend a Charging and Remissions Policy 			

Asset and Estate Management				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
	Appoint a Finance and Resources Committee to: <ul style="list-style-type: none"> review and maintain a buildings strategy and asset management planning arrangements approve, review and amend a Trust-wide Lettings Policy 		To prepare a buildings strategy and asset management planning arrangements Ensure the maintenance and safety of the buildings To support Trustees in the preparation a Trust-wide Lettings Policy for the Trustees' approval To monitor and support the implementation of the Trust-wide Lettings Policy	To monitor the maintenance and safety of the Academy premises To monitor security of premises and equipment To implement the Trust-wide Lettings Policy

Curriculum and Standards (or Teaching and Learning)				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
To receive an annual report from the Trustees and the CEO on standards	<p>To hold Executive Leaders to account for the educational performance of the Trust and for the performance management of staff</p> <p>To review performance via the Data Dashboard</p> <p>To appoint an Education and Standards Committee to:</p> <ul style="list-style-type: none"> approve, review and amend a Trust-wide Curriculum Policy which seeks to provide: a balanced and broadly based curriculum; a prohibition on political indoctrination & a balanced treatment of political issues; and a written policy on sex and relationship education 	<p>To review the curriculum proposed by the Principal (to the extent that it is consistent with the Trust-wide Policy)</p> <p>To approve the annual targets set for student/pupil progress, attainment & attendance by the Principal and monitor against targets</p> <p>To ensure effective processes are in place for monitoring the quality of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy, in line with the Trust's Monitoring & Evaluation Framework</p> <p>To monitor and challenge the educational performance of the Academy</p>	<p>To support Trustees in the preparation of a Trust-wide Curriculum Policy</p> <p>To approve, review and amend the curriculum proposed by the Principal/Headteacher</p> <p>To monitor the KPI figures reported from the Principal relating to standards</p> <p>To provide a termly report (via the data Dashboard) to the Trustees regarding standards</p> <p>To provide oversight of the target setting for student/pupil achievement, progress & attendance by the Principal and monitor against targets</p>	<p>To ensure the curriculum is designed, delivered and reviewed at the Academy including compliance with any funding agreement requirements</p> <p>To set targets for student/pupil achievement, progress & attendance and monitor against targets</p> <p>To report KPI figures to the Executive Team and the AGC relating to standards</p>

Curriculum and Standards (or Teaching and Learning)				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
	<ul style="list-style-type: none"> approve, review and amend a Trust-wide policy on religious education and collective acts of worship (which in relation to Church Academies will follow any directives or guidance from the DBE) provide oversight of the targets set for pupil/student progress, attainment and attendance across the Trust and monitor against targets 	<p>To approve (or reject) the Principal’s recommendations for pay progression</p> <p>To monitor the KPI figures reported by the Principal/Headteacher relating to standards</p> <p>To approve, develop (with the Principal), monitor and amend the Academy Development Plan</p> <p>To approve and review the Policy on religious education and collective acts of worship (to be consistent with the Trust-wide policy)</p>	<p>Develop and maintain processes and procedures for Self-Evaluation and the sharing of best practice, including templates as appropriate, for the conduct of SEF activities and the development of Academy Improvement Plans</p> <p>Agree and monitor academy development plans and SEFs</p>	<p>To prepare the Academy Development Plan in consultation with the AGC</p> <p>To implement the policy related to religious education and collective acts of worship and support the AGC in maintaining the Policy</p>

Special Educational Needs and Disability (SEND)				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
	To appoint an Education and Standards Committee to: <ul style="list-style-type: none"> approve, review and amend a Trust-wide SEND Policy 	To appoint a Local Governor responsible for SEND matters To monitor and support the implementation of the SEND Policy within the Academy To ensure there is a qualified teacher designated as a SENCO	To support Trustees in the preparation of a Trust-wide SEND Policy To monitor and support the implementation of the Trust's SEND Policy	To designate a teacher to be responsible for co-ordinating SEND provision To liaise with the local authority in respect of students who have (or might have) SEND To make provision for SEND students/pupils with or without a statement or Education, Health and Care plan To publish an annual SEND Report via the Academy's website

Pupil/Student Behaviour				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
	<p>To appoint an Education and Standards Committee to:</p> <ul style="list-style-type: none"> • review KPIs in relation to behaviour such as attendance and exclusion data • approve, review and amend a Trust-wide Attendance Policy • review the use of exclusions across the Academy Trust 	<p>To approve, review and amend the Academy Behaviour Policy</p> <p>To monitor and support the implementation of the Behaviour Policy</p> <p>To convene an appropriate panel to review permanent exclusions</p> <p>To agree annual targets for attendance and monitor attendance against these</p> <p>To review KPIs in relation to behaviour</p>	<p>To monitor and support the implementation of each academy's Behaviour Policy</p> <p>To review the overall pattern of exclusions and to report to the Trustees</p> <p>To monitor attendance in each academy and across the Trust</p>	<p>To implement the Behaviour Policy and support the AGC in maintaining the policy</p> <p>To decide on any fixed period exclusions</p> <p>To decide on any permanent exclusion in consultation with the Head of Primary or Secondary phase</p> <p>To refer all permanent exclusions to the AGC for review</p> <p>To implement the Attendance Policy</p> <p>To ensure appropriate arrangements are in place to monitor the attendance of all children and take action where needed</p>

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Pupil/Student Behaviour				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
				To provide termly behaviour KPIs for inclusion in the CEO's Board Report

Admissions				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
	<p>To appoint an Education and Standards Committee to:</p> <ul style="list-style-type: none"> approve, review and amend a Trust-wide Admissions Policy 	<p>To approve, review and amend an Academy Admissions Policy (consistent with the Trust-wide Policy)</p> <p>To publish an Admissions Policy and undertake annual consultation in accordance with the Admissions Code</p> <p>To monitor and support the implementation of the Admissions Policy</p>	<p>To support Trustees in the preparation of a Trust-wide Admissions Policy in accordance with the School Admissions and Appeals Codes</p> <p>To monitor and support the implementation of the admissions arrangements across the Academy Trust</p>	<p>To implement the Academy Admissions Policy and support the AGC in maintaining the Policy</p> <p>To make arrangements for determining admissions and hearing admission appeals</p> <p>To ensure participation in the fair access protocol</p> <p>To ensure effective arrangements are in place for student/pupil recruitment</p> <p>To ensure admissions information is published via the academy website</p>

Other Student/Pupil Related Matters				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
	<p>To appoint an Education and Standards Committee to:</p> <ul style="list-style-type: none"> approve, review and amend a Trust-wide Complaints Policy and receive reports from the Executive Team regarding the level of complaints across the Academy Trust handle any formal complaints in accordance with the Trust-wide Complaints Policy 	<p>To approve and monitor the Academy's home-school agreement</p> <p>To be consulted on any proposed changes to the school day</p> <p>To appoint a Local Governor responsible for statutory grants including Pupil Premium, PE Premium and Year 7 catch-up Premium.</p> <p>To monitor the impact of the Pupil and PE Premiums in the Academy and publish statutory information on the school website</p> <p>To ensure effective arrangements are in place for pupil/student representation at the Academy</p>	<p>To monitor the use of home-Academy agreements and report termly to the Trustees</p> <p>To agree any proposed changes to the timing of the school day</p> <p>To monitor the impact of the Pupil and PE Premiums across the Academy Trust</p> <p>To establish term dates and holidays on a Trust-wide basis</p> <p>To support Trustees in the preparation of a Trust-wide Complaints Policy</p> <p>To review the level of complaints across the Academy Trust</p>	<p>To review and maintain home-Academy agreements</p> <p>To set the times of Academy sessions , in line with any shared teaching or site arrangements</p> <p>To ensure effective deployment of the Pupil and PE Premiums and support the AGC in publishing statutory information</p> <p>To handle any formal complaints in accordance with the Trust-wide Complaints Policy</p>

Other Student/Pupil Related Matters				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
		<p>To handle any formal complaints in accordance with the Trust-wide Complaints Policy</p> <p>To agree any proposed changes to the school uniform</p>		

Staffing				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
	<p>To appoint (in consultation with the Diocesan Director of Education), suspend and dismiss the CEO</p> <p>To conduct the performance management review of the CEO</p> <p>To appoint, suspend and dismiss the Executive Leaders, supported by the CEO</p> <p>To appoint a Human Resources Committee to:</p> <ul style="list-style-type: none"> • approve, review and amend Trust-wide staff policies and procedures • approve, review and amend a Trust-wide Pay Policy • approve the management structures across Academy Trust 	<p>To support the CEO in the appointment of the Principal/Headteacher</p> <p>To support the CEO in the performance management of the Principal</p> <p>To review staffing structure for the Academy</p> <p>To support the Principal in the appointment of Academy staff</p> <p>To establish panels as appropriate in accordance with Trust policies (including pay,, grievances, redundancies and disciplinary procedures)</p>	<p>(CEO) To appoint, suspend and dismiss the Principals (CEO/DCEO) To conduct the performance management of Principals and Executive Leaders</p> <p>(CEO) To approve applications for leave of absence from Principals/Headteachers and the executive in line with trust policies</p> <p>(CEO) To manage the grievance, capability and disciplinary processes for Principals/Headteachers, and the Executive</p> <p>To agree any proposed changes to the staffing structure in each academy</p>	<p>To determine staffing structure for the Academy ensuring it is fit for purpose and affordable</p> <p>To implement the Trust-wide policies and procedures in the Academy and support the CEO in their maintenance</p> <p>To appoint, suspend and dismiss the SLT of each Academy supported by the CEO/DCEO</p> <p>To appoint teaching and non-teaching staff</p> <p>To suspend or dismiss teaching and support staff in consultation with the CEO/DCEO</p>

Staffing				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
	<ul style="list-style-type: none"> the Terms of Reference for delegation to the Executive Team (excluding CEO), including job descriptions and remuneration appoint, suspend and dismiss the Company Secretary and Clerk 		<p>To determine the management structures for the Academy Trust</p> <p>To support Trustees in the preparation of Trust-wide staff policies and procedures</p> <p>To monitor and support the implementation of Trust-wide staff policies and procedures</p> <p>To monitor and review staffing changes across the Academy Trust</p> <p>To approve applications for early retirement and secondment in line with Trust policies</p>	<p>To manage the grievance, capability and disciplinary processes in the academy</p> <p>To approve applications for leave of absence in line with trust policies</p> <p>To recommend applications for early retirement and secondment in line with trust policies</p>

Safeguarding				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
	<p>To appoint an Audit and Risk committee to:</p> <ul style="list-style-type: none"> • appoint one of its members to take leadership responsibility for the Trust’s safeguarding arrangements • approve, review and amend a Trust-wide Safeguarding and Child Protection Policy • ensure appropriate policies and guidance are in place relating to staff recruitment and conduct 	<p>To appoint a designated governor for Safeguarding</p> <p>To monitor and support the implementation of the Trust-wide Safeguarding and Child Protection Policy</p> <p>To ensure the completion of the Single Central Record and its regular up-dating</p> <p>To review Safeguarding KPIs for identification of any areas of concern for referral to the Trustees</p>	<p>To ensure that each Academy has appointed a designated and second Designated Safeguarding Lead for child protection and ensure that they receive appropriate training</p> <p>To make arrangements for safeguarding audits to be conducted by independent personnel</p> <p>To monitor child protection referrals across the Trust to ensure they are proportionate</p>	<p>To implement the Safeguarding and Child Protection Policy</p> <p>To appoint a Designated Safeguarding Lead and second Designated Safeguarding Lead to take responsibility for child protection matters and make sure their role is compliant with statutory requirements</p> <p>To ensure the designated staff are adequately trained for their role and that these designated staff provide adequate safeguarding training and awareness to all other staff and visitors who need it</p> <p>To maintain the Single Central Record</p>

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Safeguarding				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
				To report to the Safeguarding Governor and Trustees on the procedures in place for safeguarding and on matters as they arise

Information Management and Communication				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
	<p>To appoint an Audit and Risk Committee to:</p> <ul style="list-style-type: none"> • approve review and amend a Freedom of Information (FOI) publication scheme and to ensure compliance with the Freedom of Information Act 2000 (FOIA) • approve, review and amend a Data Protection Policy and procedures to include: <ol style="list-style-type: none"> i. the requirement to notify individuals as to how information is to be used; and ii. the matter of safe storage. 	<p>To ensure systems are in place at the Academy (in line with the Academy Trust's strategy) for effective communication with students/pupils, parents or carers, staff and the wider community including the support of a local parent teacher association (if established)</p>	<p>To consult on and agree the information management and communication systems to be used across the Trust, to ensure consistency</p> <p>To ensure the publication of trust information, ensuring that all electronic communication, including web pages, are up to date</p> <p>To ensure compliance with all data protection legislation and good practice across the Academies</p> <p>To support the individual academies in the effective safe storage of data</p>	<p>To ensure effective communication between the AGC and the Trust Board</p> <p>To ensure the publication of Academy information, ensuring that all electronic communication, including web pages, are up to date</p> <p>To maintain accurate and secure student/pupil records</p> <p>To maintain accurate and secure staff records for the Academy</p> <p>To ensure compliance with all data protection legislation and good practice in the Academy</p> <p>To ensure the school details are kept up to date on EduBase</p>

Information Management and Communication				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
			<p>To maintain accurate and secure staff records for the Executive Team and Trust staff</p> <p>To ensure registration with the Information Commissioner's Office is up to date.</p>	

Health, Safety, Risk and Security				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
	<p>To appoint an Audit and Risk Committee to:</p> <ul style="list-style-type: none"> • provide assurance to the Trust Board on financial systems and operational controls • approve, review and amend Trust-wide policies on health and safety, data protection, FOI, fraud prevention, whistle blowing, and safeguarding • review risk management and maintain a Trust-wide Risk Register • ensure appropriate buildings, employer, public liability and other insurance is in place • approve, review and amend a Trust-wide Business Continuity Plan 	<p>To monitor and review the Academy Risk Register and to report any material change to the Audit and Risk Committee</p>	<p>To prepare the Risk Register for the Academy Trust</p> <p>To procure appropriate insurance and make proposals to the Trustees</p> <p>To support the Trustees in the preparation a Trust-wide Health and Safety Policy</p> <p>To monitor and support the implementation of the Trust-wide Health and Safety Policy</p> <p>To conduct site inspections to review any health and safety issues and the security of premises and equipment</p>	<p>To maintain the Academy Risk Register</p> <p>To implement the Trust-wide Health and Safety Policy and support the Executive Team in maintaining the Policy</p> <p>To monitor the Accident Book and agree appropriate actions</p> <p>To ensure suitable risk assessments are prepared and appropriate actions taken</p> <p>To implement the Academy Business Continuity Plan</p>

Health, Safety, Risk and Security				
Trust Governance		Local Governance	Executive Officers	
Members	Trust Board	Academy Governance Committee (AGC)	Executive Team	Principal
			To support Trustees in the preparation of a Trust-wide Business Continuity Plan To monitor and support the implementation of the Trust-wide Business Continuity Plan	

Appendix A: Delegations applicable to Church of England Academies in the Trust

This table summarizes the requirements set out in the Trust Articles of Association applicable to Church of England Academies

References to the “DBE” are to the Board of Education of the Diocese of Bath and Wells

Governance (Articles 101B, 102)
Scheme of Delegation applicable to a Church of England Academy to be first approved by the DBE
Foundation Governors to make up 25% of the Academy Governance Committee Trust to notify DBE of its intention to appoint a Foundation Governor Foundation Governor candidate to submit an application to the DBE for prior written approval All Governors to sign an undertaking to the Bath and Wells DBE Trust to uphold the religious ethos of the Academy
Prior to disbanding or suspending delegation to the AGC of a Church of England Academy, the Trust to consult with the DBE over how the Christian ethos of the Academy will be maintained, including Foundation Governor representation
Staffing (Articles 107A, 107B)
Principal/Headteacher of a Church of England Academy to be appointed only with the prior agreement of the Diocesan Director of Education