

**Thomas Telford Multi Academy Trust
(TTMAT)
Scheme of Delegation**



**Approved by the TTMAT Board
4 March 2019**

Scheme of Delegation of Powers

As a charity and company limited by guarantee, Thomas Telford Multi Academy Trust (“TTMAT” or the “Company”) is governed by a Board of Directors (Trustees) who are responsible for, and oversee, the management and administration of the Company and the Academies run by the Company. The Directors are accountable to external government agencies, including the Charity Commission and the Department for Education (including any successor bodies), for the quality of the education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

It is the Trustees and not the Members who are accountable to the external government agencies.

Delegated Functions to the Local Governing Board

Functional responsibilities are as shown in the tabulation below. The Local Governing Board (“LGB”) may also delegate any of its functions to a committee, or to a Head, or to groups of identified individuals, but must monitor the activities of any such individual/group and receive reports. Formal decisions resulting from delegation may only be taken at full LGB meetings. Committees may delegate their functions to an individual or working party of individuals, and names will be recorded in the minutes.

The proceedings of each LGB will be regulated by the terms of reference prescribed by TTMAT but, in particular:

The LGB will review the following at least annually:

- Establishment, terms of reference, constitution and membership of committees
- Delegation of functions to committees and individuals
- Proceedings in advance of and at meetings of the LGB

The dates of LGB termly and themed/monitoring/training meetings will be circulated, so far as practicable, prior to the beginning of the academic year.

An agenda and related documents for LGB meetings will be circulated two weeks in advance of the date of the meeting. There will be no facility for proxy vote at LGB meetings.

Quorum for any meeting of the LGB will be 50% of the Board membership.

LGB members will be required to send apologies to the Clerk/Company Secretary (“Secretary”) when they are unable to attend meetings. Attendance by telephone, video conferencing etc. will be permissible, provided that the member has given notice of this intention at least 48 hours prior to the meeting and that appropriate equipment is available to facilitate the same.

The proceedings of the LGB must be recorded by the Secretary, or where the Secretary is not in attendance at a meeting for any reason, by any other person agreed by the LGB to act in this role.

The minutes of LGB meetings will be presented to the Chair of Governors for amendment/agreement before full circulation. The LGB minutes will be circulated in advance of the next full meeting so that they can be formally discussed and agreed as a true record. Only at properly constituted and notified LGB meetings will the minutes be amended, by common agreement of those present.

Only those decisions that have been duly notified by agenda, properly discussed and recorded in a formally presented and constitutionally agreed set of minutes will be deemed to be the properly accountable business of the LGB.

Membership of the LGBs will be as prescribed by TTMAT and focused on ensuring an appropriate skillset at local level.

All LGB appointees must undertake DBS checks and undertake statutory training as necessary (i.e. Child Protection & Prevent)

Delegation

Function statement	Responsibility of:
1. To appoint Local Governors	LGB & TTMAT
2. To elect and appoint the Chair	LGB & TTMAT
3. To elect the Deputy Chair	LGB
4. To agree the dates and locations for full LGB meetings (legal minimum 3 per year)	LGB
5. To regulate the procedures of meetings via code of conduct	TTMAT (Article 101)
6. To establish selection panels for Academy senior leadership recruitment	Head
7. To establish the governors' register of pecuniary and business interests and oversee its maintenance	Secretary
8. To monitor Academy expenditure as presented by the Finance Director/Head	LGB
9. To agree and approve the annual Academy budget	LGB & TTMAT
10. To submit to the TTMAT Board completed budget forecasts on a termly basis	Head/Finance Director
11. To attend training on Safer Recruitment prior to participating in staffing selection panels	Head
12. To participate in the safer recruitment of Academy leaders	Head
13. To determine the arrangements for the appointment of all other staff	Head
14. To participate in the Academy self-review process including the review of the LGB effectiveness	LGB/Secretary/TTMAT
15. To provide to the Executive Advisor to TTMAT relevant progress and achievement data on a termly basis	Head
16. Child Protection matters, Social Services Referrals, Instances of race/hate related incidents and incidents requiring physical intervention with pupils by staff	Head
17. To ensure the Academy is working to the ESFA Financial Management and Governance Evaluation	Head/LGB/Secretary
18. To appoint the Head	LGB/TTMAT

Strategic Direction, Policy Development, Planning and Public Accountability

Function statement	Responsibility of:
1. To formulate the Academy Prospectus	Head
2. To monitor content of the Academy Prospectus	Head
3. To formulate, approve and monitor progress of the Academy Improvement/Development Plan	Head/LGB
4. To approve Academy session times and term/holiday dates	Head/LGB
5. To feedback local issues and concerns to the TTMAT Board	LGB
6. To formulate, approve and review as required policies as delegated by the Trust Board	Head/LGB
7. To review the Home Academy Agreement	Head
8. To issue press statements	Head/Chair LGB
9. To determine matters relating to health and safety and the security of the premises and its occupants, and to determine arrangements for the maintenance of the Health and Safety Policy and Procedures	Head/LGB
10. To monitor the use and suitability of the premises in H&S context	Head/LGB
11. To monitor pupil achievement against set targets	Head/LGB/TTMAT
12. To agree pupil achievement targets	Head/LGB/TTMAT

13. To arrange Governor Training/Induction	Head/Secretary
14. To agree and organise regular Local Governing Board self-evaluations	Secretary
15. To monitor Academy records	Head
16. Maintain central record of recruitment and vetting checks	Head
17. To ensure provision of FSM (free school meals) to those pupils meeting the criteria	Head
18. To discharge duties in respect of pupils with special needs by appointing a SENCo	Head
19. To carry out an annual review of safeguarding children and child protection Policy and procedures	Head/LGB/TTMAT
20. To ensure a designated teacher plus a second designated teacher for Child Protection and Looked-After Children are in place	Head
21. To ensure the designated teacher(s) report to the Local Governing Body at least once per year	Head/LGB
22. To monitor asset management planning arrangements and Risk Register	LGB
23. To procure and maintain buildings including developing properly funded maintenance plans	Head/LGB
24. To monitor the Academy's use of Pupil Premium monies	Head/LGB
25. To participate in governor training as provided via the Trust or the Academy	LGB
26. To review the Academy's policies on a regular basis	Head/LGB
27. To monitor the Academy's measures and progress in Preventing and Tackling Extremism	Head/LGB
28. To ensure compliance with GDPR/Data Protection Act 2018	Head/LGB/TTMAT

Finance and Resources

Function statement	Responsibility of:
1. To formulate the budget plan with Best Value	Head/Finance Director
2. Approve the Budget Plan	LGB/TTMAT/Executive Advisor
3. To monitor expenditure against the budget plan and agree adjustments as necessary	Head/Finance Director/ LGB/Executive Advisor
4. Review expenditure and forecast termly	Head/Finance Director/LGB
5. Submit end of year accounts to the TTMAT Board.	Head/Finance Director
6. To enter into contracts	Head/TTMAT
7. To monitor the Academy's arrangements for obtaining quotations and inviting tenders	Head/LGB/TTMAT
8. To maintain inventories and security of assets	Head/Finance Director
9. To determine payments regarding petty cash	Head/Finance Director
10. To determine arrangements for the annual auditing of the Academy funds and to send audited accounts to the TTMAT Board	Head/LGB/Executive Advisor
11. To monitor actions following an internal audit	Head/Finance Director/LGB
12. To approve the writing off of irrecoverable debts up to £1k and the disposal of surplus and damaged equipment	Head/Finance Director/LGB
13. To approve: <ul style="list-style-type: none"> a. land and building leases b. all other operating leases (photocopier, vending, minibus etc.) 	LGB/TTMAT Head/Finance Director
14. To manage the Academy Investment Portfolio	Finance Director /LGB/TTMAT
15. To carry out the statutory responsibility of Accounting Officer	Executive Advisor

HR Functions and Pay

Function statement	Responsibility of:
1. To determine the staff complement	Head/LGB
2. To review staffing structure	Head/LGB

3. To review periodically the performance management policy	Head/LGB
4. To implement the performance management policy	Head
5. To review annually the Academy's pay policy and pay awards	Head/LGB/TTMAT
6. To implement the pay policy	Head
7. To manage the annual salary review, including progression for teachers	Head/LGB
8. To conduct the annual appraisal of the Head	Chair of LGB
9. To consider the Head of Academy's performance management appraisal in relation to the Head's pay	Chair of LGB/Rem. Committee
10. To recruit staff on the leadership spine	Head
11. To recruit all teaching staff	Head
12. To recruit all other staff	Head
13. To suspend other staff	Head
14. To end the suspension of other staff	Head
15. To dismiss other staff	Head/LGB
16. To hear appeals made by staff in relation to the above	Head/LGB
17. To determine dismissal payments/early retirement to the above	Head/LGB
18. To recruit the Head	LGB/TTMAT
19. To suspend the Head	LGB
20. To end the suspension of the Head	LGB
21. To dismiss the Head	LGB
22. To hear an appeal made by the end in relation to the above	TTMAT
23. To determine dismissal payments/early retirement to the above	LGB/TTMAT
24. To agree and monitor the Academy's training strategy for teachers, support staff and governors	LGB

Admissions and Exclusions

Function Statement	Responsibility of:
1. To set and consult on changes to the Pupil Admission Number	Head/LGB
2. To agree the admissions policy and monitor its compliance with the Admissions Code	Head/LGB
3. To agree the behaviour policy and monitor its compliance with current legislation	Head/LGB
4. To hear pupil exclusions representations and determine outcome	LGB
5. To review the behaviour policy periodically and the use of exclusion	LGB
6. To appoint a clerk to the discipline committee	Chair
7. To monitor and review pupil attendance	LGB
8. To monitor compliance with admissions and exclusions legislation	LGB
9. To implement the admissions policy	Head/LGB
10. To attend admissions appeals as necessary	Head
11. To arrange admissions appeals as necessary	Head

Curriculum

Function statement	Responsibility of:
1. To adopt the Thomas Telford Template as a basis for organisational and curriculum provision.	Head/LGB
2. To report standards of teaching and attainment to the Local Governing Body	Head
3. To ensure that the delivery of sex education and RE are in line with the Governors' policies and legal guidance	Head
4. To ensure the prohibition of political indoctrination of pupils and ensure a balanced treatment of political issues	Head/LGB
5. To implement and monitor the PREVENT agenda	Head/LGB

6. To decide which subject options should be taught having regard to resources and implement provision for flexibility in the curriculum (including activities outside the Academy day)	Head
7. To ensure the curriculum complies with the Equality Act 2010	Head/LGB
8. To monitor the curriculum in respect of Special Needs provision, including Gifted and Talented pupils	Head/LGB & Link Governor
9. To monitor the arrangements for academic visits/residential trips	LGB
10. To monitor compliance with the requirements of the Ofsted Inspection Framework	Head/LGB
11. To be involved in the formulation and review of the Ofsted self-evaluation form (SEF)	Head/LGB
12. To consider in detail any inspection report made by Ofsted or the DfE and monitor progress against recommendations	Head/LGB
13. To ensure that the Academy encourages pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, tolerance of those with different faiths and beliefs	Head/LGB
14. To monitor safeguarding procedures	Head/LGB & Link Governor
15. To ensure that where political issues are brought to the attention of the pupils, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to pupils, whether in lessons or extra-curricular activities, on and off the Academy site	Head/LGB