



A.2 Scheme of Delegation – Appendix Two

Archbishop Courtenay Church of England Primary School

Key:

C	Person/group must be consulted with regard to decisions for activity/function
✓	Person/group is responsible for activity/function
x	Person/group is not responsible for activity/function
CEO	Chief/Trust Executive Officer
HFBS	Head of Finance and Business Services

Grey shading denotes that a particular activity or function will not be variable within the Scheme of Delegation

Activity/function	Who is responsible				Comments
	Local Governing Body	Headteacher	DCAT Board of Directors	DCAT CEO	
Central Services					
1. To determine the scope of mandatory core services to be delivered on behalf of its Academies			✓	✓	
2. To identify those additional services to be procured on behalf of individual academies	C	C	✓	✓	
3. To ensure centrally procured services provide value for money			✓	✓	
Accounting and budget					
4. To determine the proportion of the overall Academy budget to be delegated to individual Academies	C	C	✓	✓	Wider consultation with stakeholders
5. Adhering to all accounting policies issued by DCAT	✓	✓	Board sets policy	CEO implements	
6. Maintaining accurate, reconciled and up to date records to provide financial and statistical information for DfE & DCAT	✓	✓	Board sets policy	CEO implements	
7. To develop and propose the individual academy budget to the DCAT Board	✓	✓	x	C	Liaison with HFBS
8. Approving the final budget			✓	C	Liaison with HFBS

9. Monthly monitoring actual year to date income and expenditure against budget and explain variances	✓	✓	x	✓	HFBS reports to CEO
10. Approving transfer between budget headings (virements) within agreed limits	✓	✓	C	✓	Set out in DCAT Finance Policy
11. To establish financial decision levels and limits			✓	✓	Levels of delegation contained in DCAT Finance policy
12. To establish a charging and remissions policy	✓	✓	x	✓	Model DCAT policy
13. To appoint the Responsible Officer			✓	✓	
14. To enter into contracts or Service Level Agreements (Directors may wish to agree financial limits) up to the limits of delegation and within an agreed budget	✓	✓	x	✓	Levels of delegation contained in DCAT Finance policy
15. To make payments within agreed financial limits and agreed budget headings	✓	✓	x	✓	Levels of delegation contained in DCAT Finance policy
16. Miscellaneous financial expenditure outside of the agreed budget	✓	X	x	x	Levels of delegation contained in DCAT Finance policy
Local Governance and Operations					
17. To determine, on an annual basis, those policies which will be devolved by the Trust and mandatory for all Academies			✓	x	CEO prepares list for ratification
18. To provide to the Company, on an annual basis, copies of all policies and procedures and a schedule for their review	✓	✓	x	x	
19. To hold a full LGB meeting at least three times in a school year	✓	X	x	x	
20. To ensure that all meetings are minuted and a copy sent to DCAT and DBE Schools Officer	✓	X	x	x	
21. To set up a Register of LGB members' Business Interests	✓	x	x	x	

22. To approve and set up a members' expenses scheme and hospitality policy	✓	X	x	x	
23. To ensure the development and training of governors to carry out their duties effectively	✓	X	x	✓	
24a. To appoint the Chair of the LGB	C		✓	✓	Receive nominations from LGB
24b. To remove the Chair of the LGB					
25. To appoint (and remove) members of the LGB	✓	x	✓	✓	
26. To appoint (and remove) the Clerk to the LGB	✓	x	x	x	
27. To draw up governing documents and any amendments thereafter	✓	x	✓	✓	
28. To regulate the LGB procedures (where not set out in law)	✓	x	✓	✓	
29. To consider whether or not to exercise delegation of functions to individuals	✓	x	x	x	
30. To set the times of school sessions and the dates of school terms and holidays	✓	x	x	✓	
31. To ensure that the school meets for 380 sessions in a school year	✓	x	x	✓	
32. To prepare and publish the school prospectus	✓	x	x	x	
33. To ensure provision of free school meals to those pupils meeting the criteria	✓	x	x	x	
34. Adoption and review of home-school agreements	✓	x	x	x	
35. To discharge duties in respect of pupils with special needs by appointing a 'responsible person'	✓	x	x	✓	
Safeguarding					
36. To institute a safeguarding policy	✓	x	✓	✓	To be approved by the CEO and DDE
37. To ensure that the safeguarding policy is implemented	✓	✓	x	✓	
Staffing					
38. Executive Headteacher or Headteacher appointments	✓	x	✓	✓	Panel to include DDE and/or CEO

39. Deputy Headteacher/Head of School Appointments	✓	✓	x	✓	Panel to include CEO
40. Appoint other teachers	✓	✓	x	x	
41. Appoint non-teaching staff	✓	✓	x	x	Appointments over £30k to be ratified by CEO
42. Agree a pay policy	C	x	✓	✓	
43. Pay discretions – within policy	x	x	x	✓	
44. Establishing disciplinary/capability procedures	x	x	✓	✓	
45. Dismissal of Headteacher/Deputy	✓	x	✓	✓	
46. Dismissal of other staff	✓	✓	x	x	To be ratified by CEO
47. Suspending Headteacher	✓	x	✓	✓	To be ratified by CEO
48. Suspending other staff	✓	✓	x	x	To be ratified by CEO
49. Ending suspension (Headteacher)	✓	x	✓	✓	Panel to include Director and/or DDE
50. Ending suspension (other staff)	✓	✓	x	x	To be ratified by CEO
51. Determining staff complement within agreed budget	✓	✓	x	C	
52. Determining dismissal payments/ early retirement	X	x	✓	✓	Panel to include CEO
Curriculum					
53. To develop a curriculum policy	✓	✓	x	✓	To be approved by the CEO
54. To implement curriculum policy	✓	✓	x	x	
55. Responsible for standards of teaching	✓	✓	x	✓	
56. Responsibility for individual child's education	✓	✓	✓	✓	
57. Provision of sex and relationships education – to establish and keep up to date a written policy	✓	✓	x	✓	
58. To prohibit political indoctrination and ensure the balanced treatment of political issues	✓	✓	✓	✓	
Performance Management					
59. To develop a performance management policy	✓	x	✓	✓	

60. To implement the performance management policy	✓	✓	x	X	
61. To review annually the performance management policy	✓	✓	✓	✓	
Target setting					
62. To propose targets for pupil achievement	✓	✓	x	x	
63. To agree targets for pupil achievement	✓	x	C	✓	CEO consults with the Board
64. Responsibility for pupil outcomes	✓	✓	x	x	
65. Accountability for pupil outcomes	✓	✓	✓	✓	
Discipline and exclusion					
66. To establish a discipline policy	✓	✓	x	x	To be approved by the CEO
67. To review the use of exclusion and to decide whether or not to confirm any permanent exclusion and fixed term exclusion 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	✓	x	C	✓	Decisions must be consistent with the Board's ethos and Exclusions policy
68. To direct reinstatement of excluded pupils	✓	x	x	✓	
Admissions					
69. To consult before setting an admissions policy and to set the admissions policy	✓	✓	x	✓	To be approved by the DDE
70. Admissions – application decisions	✓	✓	x	x	
71. To secure equal treatment in admissions for pupils with SEN	✓	✓	x	x	
72. To appeal against LA decisions to place pupils	✓	✓	x	x	Notification to CEO
Religious Education and Collective Worship					
73. To ensure provision of RE in line with the school's basic curriculum	✓	✓	x	x	Monitored through SIAMS
74. To ensure that all pupils take part in a daily act of collective worship	✓	✓	x	x	Monitored through SIAMS
Premises and Insurance					
75. Buildings insurance and personal liability	✓	✓	x	✓	

76. Developing school buildings strategy	✓	✓	DCAT Board sets the policy	✓	
77. Maintaining buildings, including developing properly funded maintenance plan	✓	✓	DCAT Board sets the policy	✓	
78. To institute a health and safety policy	✓	x	✓	✓	
79. To ensure that health and safety regulations are followed	✓	✓	x	✓	DCAT delegates this to the LGB but will monitor re: its statutory duties