Blessed Holy Family Catholic Academy Trust
Scheme of Delegated Authority

The scheme of delegation is a key document defining which functions have been retained at Trust Board level or delegated to the following roles.

COLUMN TICKED: Action to be undertaken at this level
COLUMN MARKED 'A':   Provide advice and support and/or consult with those accountable for decision making
COLUMN MARKED 'R':   Recommend a decision to the Trust Board
COLUMN MARKED 'I':   Informed by decision maker

Strategic Focus	No	Task	Mem	Trust Board	CEO	Local GB	Head Teacher
A. Governance: People	A1	Members: Appoint/Remove	✓	I	I		
	A2	Trustees: Appoint/Remove	✓	I	I		
	A3	Appoint the Chair and Vice Chair of the Trust Board		✓	I	I	
	A4	Trust Board Committee Chairs: appoint/remove		✓	A		
	A5	Local GB Chairs: appoint/remove		✓	A	R	A
	A6	Local GB Trust Appointed Governors: appoint/remove		✓	A	R	I
	A7	Parent governors for local GB: appoint and remove		I	I	✓	A
	A8	Staff governors for local GB: appoint and remove		I	I	✓	A
	A9	Company Secretary: appoint and remove		✓	I		
	A10	Clerk to board: appoint and remove		✓	A		
	A11	Clerk to Local GB: appoint and remove		A	A	✓	A
	A12	Articles of Association: agree and review	✓	A	A		
	A13	Approve changes to the Governance structure, Terms of Reference or Funding Agreement	✓	I	A	I	I

Strategic Focus	No	Task	Mem	Board	CEO	LGB	Head
B. Governance	B1	Approve changes to the Scheme of Delegated Authority		✓	A	I	I
	B2	Terms of reference for Trust committees (when established) to be agreed annually		✓	A		
	B3	Terms of reference for Local GB to be agreed annually		✓	A	A	I
	B4	Trust Board Skills audit: complete and devise training programme		✓	A		
	B5	Local GB Skills audit: complete and devise training programme		I	A	✓	A
	B6	Annually self-review trust board and finance committee performance		✓	A		
	B7	Annual self-review of Local GB performance		I		✓	A
	B8	Annual schedule of business for trust board agreed		✓	A		
	B9	Annual schedule of business for Local GB agreed to inform Trust Board		I	A	✓	A
	B10	Annual register of trustees and governors' Business Interests to be completed and published		✓	A	✓	A
	B11	Appoint a Chief Executive Officer		✓			
	B12	Appoint External Auditors		✓			
	B13	Annual report and accounts, signed statement on regularity, propriety and compliance to be in place		✓	A		

			Mem	Board	CEO	LGB	Head
	B14	Determine trust level policies		✓	R	I	A
	B15	Approve school level policies			I	✓	A
	B16	Management of risk; establish register, review and monitor at Trust level		✓	A		
	B17	Agree Trust's staffing structure		✓	A		
	B18	Agree School staffing structure		I	A	✓	A
	B19	Performance management of the CEO		✓			
	B20	Performance management of the Headteacher		I	A	✓	
	B21	Manage Freedom of Information and GDPR request for Trust				✓	A

			Mem	Board	CEO	LGB	Head
C. Finance	C1	Appoint Trust Chief Financial Officer for delivery of trust's detailed accounting processes		A	✓		
	C2	Approve trust and schools' budget plans for financial year		✓	A		
	C3	Recommend school budget plan for financial year to Trust Board for approval				✓	A
	C4	CEO PM review and pay recommendation		✓	I		
	C5	Headteacher PM review and pay award		I	A	✓	I
	C6	Perform school staff appraisal and recommend pay progression		I	A	I	✓
	C7	Approve pay and progression awards at school level		I	A	✓	R
	C8	Monitor Trust Budget		✓	✓		
	C9	Monitor agreed school budget			A	✓	A
	C10	Monitor monthly expenditure				I	✓
	C11	Identify and agree centrally procured services		I	✓	I	A
	C12	Enter into contracts, ordering goods and services up to £10,000 (non staffing)					✓
	C13	Enter into contracts, ordering goods and services between £10,001and £15,000 (non staffing)				✓	R
	C14	Enter into contracts, ordering goods and services between £15,001 and £45,000 (non staffing)			✓	R	A
	C15	Enter into contracts, ordering goods and services over £45, 001 (non staffing)		✓	R	R	R
	C16	To review financial procedures, ensuring that they are robust and transparent		✓	A	I	I

			Mem	Board	CEO	LGB	Head
D. Staffing	D1	School Headteacher appointments*		✓	A	R	
	D2	Appoint School Deputy Headteacher & senior appointments *		I	A	✓	R
	D3	Participate in the Deputy Headteacher & senior school appointments *			A	✓	✓
	D4	Teaching and Support staff appointments				A	✓
	D5	Appointment of Trust wide staff		✓	✓		I
	D6	Approve staff, HR, pay, performance and disciplinary policies		✓	A	I	A
	D7	Approve changes to School staffing structure (within agreed budget)		I	I	✓	A
	D8	Approve changes to School staffing structure (outside agreed budget)		I	✓	R	A
	D9	Approve changes to Trust staffing structure including recruitment		✓	A	I	I
	D10	Performance review of Chief Executive Officer		✓			
	D14	Performance review of School Headteachers		I	A	✓	
	D15	Suspend a School Headteacher		I	A	✓	

Scheme of Delegated Authority

				Mem	Board	CEO	LGB	Head
		D17	Dismiss a School Headteacher		✓	A	I	
		D18	Suspension and dismissal of Trust central staff		✓	✓		I
		D20	Suspension and dismissal of all school staff below (but not including) Headteacher		I	A	✓	R
		D21	Performance review of all school staff below (but not including) Headteacher				I	✓
		D22	Issuing of CES contracts for all appointments other than senior leaders			A	I	✓
		D23	Issuing of CES contracts for Headteacher and all senior leaders			I	✓	R

* For all Headteacher and Deputy Headteacher and Head of Religious Education appointments the Diocese will be consulted.

			Mem	Board	CEO	LGB	Head
E. Standards	E1	Review standards and outcomes for pupils in each school			A	I	✓
	E2	Review standards and outcomes for pupils across the Trust		✓	R		A
	E3	Determine intervention where there is a cause for concern		I	✓		A
	E4	Review the curriculum to ensure a broad and balanced education is provided that serves the needs of all			I	✓	R
	E5	Curriculum statement established across the Trust		✓	R		R

			Mem	Board	CEO	LGB	Head
F. Catholic life of the schools	F1	Ensure provision of 10% RE time across the Trust		✓	A	✓	A
	F2	Ensure that all pupils follow a Diocesan approved RE syllabus.		✓	A	✓	A
	F3	To monitor the Catholic life of the school		I		✓	A
	F4	To ensure that all schools within the trust offer a quality high quality and effective Catholic education		✓	A		A

			Mem	Board	CEO	LGB	Head
G. Discipline / Exclusions	G1	Approve pupil behaviour policies				✓	R
	G2	Monitor implementation of pupil behaviour policies				I	✓
	G3	Monitor issues associated with each school's implementation of pupil behaviour policies		✓	A	I	✓
	G4	Exclude a pupil more than 15 days or permanently			A	✓	A
	G5	Review exclusion on appeal or direct reinstatement of excluded pupils			A	✓	A

			Mem	Board	CEO	LGB	Head
H. Admissions	H1	Consult on an Admissions Policy		I	A	✓	A
	H2	Agree Admissions Policy		✓	A	R	A
	H3	Agree PAN annually		✓	I	R	A
	H4	Admissions: application decisions			A	✓	A
	H5	Admission Appeals				✓	✓

			Mem	Board	CEO	LGB	Head
I. Premises & Insurance	I1	Provision of appropriate buildings and other relevant insurance		I	I	✓	A
	L2	Approve insurance arrangements across the CAT		✓	R		
	I3	Approve premises related policies		I	A	✓	A
	I4	Develop and approve School Maintenance Plan			I	✓	A

Scheme of Delegated Authority

			Mem	Board	CEO	LGB	Head
	I5	Develop and approve overarching Trust Premises Strategy		✓	✓R		
	I6	Deliver planned premises work in pipe line prior to conversion		I	I	✓	A
	I7	Complete premises work in line with individual school maintenance plan if funding is available within the school budget		I	I	✓	R
	I8	To apply for capital funding and grants where appropriate to maximise development of the premises of each school		✓	R	A	A

			Mem	Board	CEO	LGB	Head
J. Health & Safety	J1	Approve school Health & Safety Policy		I	A	✓	A
	J2	Approve a School Risk Management Plan		I	I	✓	R
	J3	Monitor implementation of School Risk Management Plans			I	✓	A
	J4	Approve Trust Risk Management Plan		✓	R		

			Mem	Board	CEO	LGB	Head
K. Safe-guarding	K1	Complete, maintain and review school Single Central Record		I	I	I	✓
	K2	Ensure the Single Central Record is compliant and all safeguarding measures are in place in each school		I	I	✓	R
	K3	Appoint safeguarding governor (non-parent) on to each local GB				✓	✓
	K4	Ensure all statutory polices are in place across the trust in line with the working together to safeguard children (2018) documentation.		✓	R	✓	R
	K5	Undertake annual review of school safeguarding			I	A	I	✓

			Mem	Board	CEO	LGB	Head
L. Being strategic	L1	Approve Trust Strategic Plan		✓	R		
	L2	Review progress against Trust Strategic Plan		I	✓		
	L3	Approve School Development Plan			A	✓	R
	L4	Review progress against School Development Plan			A	I	✓
	L5	Determine Trust's vision and strategy, agreeing KPIs		✓	A	I	I
	L6	Determine Schools' vision and strategy within Trust's ethos and values, agreeing KPIs		I	A	✓	R

Scheme of Delegated Authority