



Scheme of Delegation 2021-22

St Cuthbert's Roman Catholic Academy Trust Scheme of Delegation

Area	Ref	Decision-making authority / Responsibility						CEO - Chief Executive Officer; COO - Chief Operating Officer
			Members	Directors	CEO	Cluster	COO	
Trust Governance	0.1	Review and amend the Articles of Association	*					Members to approve recommendation of Directors
	0.2	To change the name of the Academy Trust	*					
	0.3	To Receive the Annual Report from Directors and the CEO on the Trusts Performance and Standards	*					
	0.4	To appoint External Auditors		*				
	0.5	To appoint/remove Co-opted Directors		*				
	0.6	To appoint/remove Foundation Directors	*					
	0.7	To appoint/remove new Members	*					

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Finance	1.1	Approve formal budget plan for each financial year		*				CFO to draft for approval
	1.2	Monitor Budget		*				
	1.3	Set financial policy and procedures		*				Levels of responsibility need to be differentiated check Anti Fraud and corruption policy
	1.4	Investigate financial irregularities	*					
	1.5	Agree contracts and make payments Trust wide or not relating to an academy		*				
	1.6	Agree contracts or other binding agreements		*	*			Detail to be included in financial policies
	1.7	Authorise payments		*	*	*	*	Delegated levels to be detailed in financial policies.
	1.8	Approve charging policy		*				Common policy but flexible
	1.9	Agree scheme of delegation		*				
	1.9	Appoint Chief Financial Officer		*				
1.10	Ensure Pupil Premium funding is used to raise achievement of disadvantaged pupils		*	*				

Note that the CEO of the Company can act on behalf of the Directors or Company in taking on any of the duties delegated should the need arise where to not do so would have a detrimental effect on staff or pupils in the Trust. Any concerns about any of the above will be dealt with at member level.

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Staffing	2.1	Approve staffing structure at school level		*				
	2.2	Determine staffing structure leadership level			*			On Leadership spine
	2.3	Determine staffing structure Trust level			*			Central service staff
	2.4	Approve dismissal payments and agree early retirements for leadership staff		*	*			In line with the Academies Financial Handbook
	2.5	Approve all HR/personnel policies and procedures		*				
	2.6	Agree general employment terms and conditions (not an individual's pay/package) for staff		*				
	2.7	Appointment of CEO/COO's		*				
	2.8	Appointment staff on leadership pay spine			*		*	
	2.9	Approve appointment of teaching staff			*		*	
	2.10	Appointment of support staff			*		*	
	2.11	Approve pay decisions of leadership level		*				Follow the pay policy
	2.13	Determine pay decisions leadership level			*			Follow the pay policy
	2.14	Appoint support staff			*		*	
	2.15	Dismiss the CEO/COO's		*				Relevant policy to be followed
	2.16	Dismiss other staff			*			Relevant policy to be followed
	2.17	Suspend the CEO / COO's		*				To be done via sub committee
	2.18	Suspend other staff			*		*	
	2.19	End suspension of the CEO / COO's		*				
	2.20	End suspension of other staff			*			

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Standards	3.1	Determine challenging pupil progress targets (school level)			*			
	3.2	Monitor pupil progress against targets(school level)			*		*	
	3.3	Evaluate the schools impact on pupil progress against targets for all groups of pupils			*		*	
	3.4	Evaluate Trust wide standards and progress		*				
Curriculum and Quality of Provision	4.1	Approve curriculum		*				
	4.2	Ensure agreed curriculum is taught			*		*	
	4.3	Evaluate impact of curriculum		*	*		*	

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Appraisal	5.1	Approve and keep under review appraisal policy (linked with pay and capability policies)		*				
	5.2	Implement the appraisal and capability process in relation to CEO		*				
	5.3	Implement the appraisal and capability process in relation to COO			*			
	5.4	Implement the appraisal and capability process in relation to senior leadership			*		*	
	5.5	Implement the appraisal and capability process in relation to other staff					*	

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Behaviour and Conduct	6.1	Establish Trust-wide code of conduct for staff		*				
	6.2	Establish and keep under review academy wide behaviour policy for pupils		*				
	6.3	Implement academy wide behaviour policy for pupils			*		*	
	6.4	Monitor impact of academy wide behaviour policy for pupils		*	*		*	

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Exclusions	7.1	Exclude a pupil			*		*	
	7.2	To review permanent exclusions and fixed term exclusions exceeding 15 days in a term		*				
	7.3	Direct reinstatement of a pupil		*				

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			Members	Directors	CEO	Cluster	COO	CEO - Chief Executive Officer; COO - Chief Operating Officer
Admissions	8.1	Establish appeals policy, procedure and panel		*				
	8.2	Consult annually before agreeing admissions policy		*				
	8.3	Make admissions decisions (prior to appeal)		*				

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Catholic Life of the School	9.1	Ensure statutory requirements are met		*		*		
	9.2	Ensure regular provision for students to participate in the celebration of The Eucharist				*		
	9.3	Monitor the quality of collective worship in individual schools				*		
	9.4	Monitor the quality of collective worship at Trust level		*				
	9.5	Develop effective school/home/parish partnerships				*		
	9.6	Emsure collaboration with parishes where appropriate, in scaremental programmes				*		
	9.7	Ensure that the prayer life of the school follows the rythumn of the churches liturgical year				*		
	9.8	Monitor schools' provision for effective moral and spiritual development				*		
	9.9	Chaplaincy provision throughout all Trust schools		*		*		
	9.10	Ensure the physical environment of the school reflects its Catholic nature				*		

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Premises	10.1	Insure the building(s)		*				
	10.2	Set FM policy		*				
	10.3	Implement Site FM policy			*		*	
	10.4	Prepare and keep under review a Health and Safety Policy		*	*			
	10.5	Implement the Health and Safety Policy			*		*	
	10.6	Monitor and evaluate the implementation of the Health and Safety Policy and intervene where necessary		*				

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School Improvement	11.1	Prepare a school improvement plan, including SMART objectives and resource implications			*			*
	11.2	Approve the improvement plan		*				
	11.3	Prepare a trustwide school improvement plan			*			
	11.4	Approve a Trustwide school improvement plan		*				
	11.5	Evaluate the impact of the improvement plan and overall school performance		*				
	11.6	Assess whether an academy requires support in one or more areas			*			

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Local Governance	13.1	Appoint/remove local officers		*				
	13.2	Appoint/remove the Chair of Local Board		*				
	13.3	Appoint/dismiss the Clerk to Officers		*				
	13.4	Establish register of Partners/ Directors /Members business interests	*	*		*		
	13.5	Ensure potential conflicts of interest (pecuniary/ personal) are declared and recorded at each meeting	*	*		*		
	13.6	Agree scheme of delegation	*	*				In consultation with Members
	13.7	Hold a meeting of the local board at least once per term				*		
	13.8	Approve a scheme for paying officers' expenses		*				
	13.9	Appoint / remove safeguarding lead on the Local Board				*	*	In consultation with COO
School Organisation	14.1	Approve times of school day and term dates		*				
	14.2	Set times of school day and term dates			*			
Information for Parents	15.1	Provide parents with written reports on their child's achievement					*	
Website	16.1	Include legal disclosures on corporate website(s)		*				
	16.2	Publish required information relating to the Academy on Academy website				*		