

## THE FLAGSHIP SCHOOL - SCHEME OF INTERNAL DELEGATION

### KEY:

Level 1: Member

Level 2: Trust Board

Level 3: Trust sub-committee

Level 4: Executive

Key Function	Tasks	Decision Making Level			
		1	2	3	4
Finance	Approve an annual balanced budget plan		✓		
	Monitor monthly expenditure				✓
	Agree variances to annual budget plan (making to operate in-line with Financial Delegation Procedures – see below)		✓	✓	✓
	Establish Finance Policies including of Financial Procedures and Responsibilities & others		✓		
	Take other financial decisions (e.g. write-offs, contentious payments etc. as determined by the Academies Financial Handbook and in line with Financial Delegation Procedures)		✓	✓	
	Enter into contracts	According to the Finance			

	Make payments	Policy and Procedures			
	To appoint Auditors	✓			
	Sign the Annual Report		✓		
	Ensure Responsible Officer duties are undertaken		✓		
<b>Staffing</b>	Appoint Headteacher		✓		
	Appoint Deputy Headteacher		✓		
	Appoint teaching staff				✓
	Appoint support staff				✓
	Agree a pay policy		✓		
	Agree pay discretion		✓		
	Establish disciplinary/capability procedures		✓		
	Dismiss Headteacher		✓		
	Dismiss other staff (with advice from Headteacher)		✓		
	Suspend head teacher		✓		
	Suspend other staff				✓
	Determine staff complement				✓
	Determine dismissal payments		✓		
<b>Curriculum</b>	Agree curriculum policy		✓		

	Implement curriculum policy				✓
	Monitor curriculum policy			✓	
	Be responsible for standards of teaching				✓
	Agree SEN policy		✓		
	Ensure school operates a Sex and Relationship policy in line with statutory duties			✓	
	Prohibit political indoctrination and ensuring the balanced treatment of political issues			✓	
	Ensure safeguarding policy and procedures are in line with statutory duties		✓		
	Agree a performance management policy			✓	
	Implement the performance management policy				✓
	Review annually the performance management policy			✓	
<b>Target Setting</b>	Set and publish targets for pupil achievement		✓		
<b>Discipline and Exclusions</b>	Take exclusion decisions				✓
	Consider and determine parental representations regarding exclusion in line with statutory guidance			✓	
<b>Admissions</b>	Admit pupils to school following statutory process for pupils with EHCPs (and/or Statements)				✓
	Appeal against LA directions to admit pupil(s)		✓		
<b>Religious Education and</b>	Ensure provision of RE and Collective Worship				✓

<b>Collective Worship</b>					
<b>Premises and insurance</b>	Ensure buildings insurance and other statutory insurances are in place		✓		
	Agree school buildings strategy/asset plan			✓	
	Procure and maintaining buildings, including developing properly funded maintenance plan			✓	
	Agree and monitor health and safety policy			✓	
	Ensure health and safety regulations are followed				✓
<b>School Organisation</b>	Publish proposals to change size/SEN designations of school		✓		
	Set the times of school sessions and the dates of school terms and holidays			✓	
	Ensure school meets for 380 sessions in a school year				✓
	Ensure that school lunch nutritional standards are met where provided by the school				✓
<b>Information for Parents</b>	Prepare and publish the school prospectus and ensure website is complaint				✓
	Agree and review of home-school agreements			✓	
<b>Trust Procedures</b>	Agree scheme of delegation (including Financial Delegation) and any amendments thereafter		✓		
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body		✓		
	To appoint and remove Trustees	✓			
	To appoint and dismiss the clerk to the governors		✓		
	To hold a full Trust Board meeting at least three times a year		✓		

	To set up and publish a Register of Governors' Business Interests (Pecuniary Interests)		✓		
	To approve and set up a Trustee Expenses Scheme		✓		
	To consider whether or not to exercise delegation of functions to individuals or committees		✓		
	To regulate the Trust Board procedures (where not set out in law)		✓		
<b>Academy</b>	Annual Report to EFA after year end		✓		