

Purpose

The Academy Trust Board is responsible for the financial management of the Manor Learning Trust to ensure the best possible education for its students. In order to allow Manor School Sports College and St. Peter's CE Academy to function efficiently, some delegation of powers and responsibilities to the Board of Directors, the Local Governing Bodies, to the Executive Principal and other members of staff will be necessary. The Scheme of Delegation determines the extent and level of such delegations relating to key functions of the Academies, to ensure compliance with legal requirements. The Trust Board remains accountable for actions taken in its name and responsible for any decision made under delegation. The Trust Board has a duty to ensure that clear reporting systems are in place when powers are delegated.

(All of the following delegated functions still remain the responsibility of the Trust Board).

The following key functions are the subject of delegations:

1. Budget and Finance
2. Risk Management
3. Donation Procurement and Management
4. Audit
5. Strategic Planning and Policy Development
6. Curriculum and Quality Assurance
7. Development Plans and Self-Evaluation
8. Staffing
9. Admissions
10. Behaviour and Exclusions
11. Public Equality Duty
12. Special Educational Needs
13. Safeguarding
14. Looked after Children
15. Collective Worship
16. School Meals
17. Community Engagement
18. Premises and Insurance
19. Health and Safety
20. Information
21. PR and Media
22. Governance Procedures

Levels of Delegation / Abbreviations

TB - Trust Board **AC** – Audit Committee **BoD** - Board of Directors

Ex Pr - Executive Principal **LGB** - Local Governing Body **FD** – Finance Director

Section A: General Scheme of Delegation

Key Function 1: Budget and Finance						
		TB	AC	BoD	LGB	Ex Pr / FD
1.1	Develop, implement and report on annual budget and 3 year forecast					✓
1.2	Make submissions for consideration during budget planning cycle				✓	
1.3	Approve and review the annual budget and 3 year forecast	✓				
1.4	Monitor and report on income and expenditure and ensure corrective action is taken where necessary			✓		
1.5	Approve transfers between budget headings (virements) within agreed limits					✓
1.6	Develop, approve and implement appropriate financial regulations and systems for financial control					✓
1.7	Approve financial regulations and systems for financial control and accounting	✓				
1.8	Appointment of the Accounting Officer (AO)	✓				
1.9	Appointment of the Finance Director (FD)	✓				
1.10	Seeking approval from the Secretary of State for any borrowing (as per the Academies handbook)	✓				
1.11	Develop, implement and report on proposals for contracts for services, facilities and support					✓
1.12	Approve/review contracts for services, facilities and support	✓				

Related Documents: Financial Regulations for Manor Learning Trust

Key Function 2: Risk Management					
		AC	BoD	LGB	Ex Pr / FD
2.1	Develop, implement and report on the risk register, assess and manage risks	✓			
2.2	Monitor the risk register	✓			
2.3	Sign off the risk register	✓			
2.4	Advise on relevant risks and the assessment of risk likelihood and impact and approve and review risk registers	✓			
2.5	Approve actions required following risk review.	✓			

Related documents: Risk Map, Financial Regulations for Manor Learning Trust

Key Function 3: Donation Procurement and Management					
		TB	BoD	LGB	Ex Pr / FD
3.1	Use reasonable endeavours to procure donations			✓	
3.2	Establish an appropriate mechanism for the receipt and management of donations	✓			

Related documents: Financial Regulations for Manor Learning Trust

Key Function 4: Audit						
		TB	AC	BoD	LGB	Ex Pr / FD
4.1	Development, implement and report on a transparent system of prudent and effective internal control					✓
4.2	Monitor internal controls		✓			
4.3	Approve and review the system of internal control		✓			
4.4	Ensure legal compliance	✓				
4.5	Appointment of a Responsible Officer (RO)	✓				
4.6	Appointment of External Audit Services (EAS)	✓				
4.7	Evaluation of the performance of the RO and EAS		✓			

Related documents: Financial Regulations for Manor Learning Trust

Key Function 5: Strategic Planning and Policy Development					
		TB	BoD	LGB	Ex Pr
5.1	Determine the strategic direction of Manor Learning Trust	✓			
5.2	Determine Manor Learning Trust Policies	✓			
5.3	Advise on, approve, review and monitor relevant policies		✓		
5.4	Develop, implement and report on strategic direction of School				✓
5.5	Advise on and monitor strategic direction of Manor Learning Trust		✓		

Related documents: Manor Learning Trust Policies

Key Function 6: Curriculum and Quality Assurance					
		TB	BoD	LGB	Ex Pr
6.1	Develop, implement and report on the Curriculum Strategy				✓
6.2	Approve and review the Curriculum Strategy		✓		
6.3	Develop, implement and report on the quality of teaching and learning				✓

6.4	Review, advise on and monitor the quality of teaching and learning.			✓	
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Related documents: Action Plans and Self-Evaluation Report

Key Function 7: Planning and Evaluation					
		TB	BoD	LGB	Ex Pr
7.1	Approve the aims within the Manor Learning Trust Development Plan	✓			
7.2	Develop, implement and report on the MLT Development Plan (and where relevant post Ofsted actions plans)				✓
7.3	Adopt, monitor and review the MLT Development Plan (and where relevant post Ofsted action plans)		✓		
7.4	Monitor and review Manor School and St. Peter's CE Academy annual School Improvement Plans			✓	
7.5	Review and consider Examination results, success rates and value added data		✓		
7.6	Develop, implement and report on the annual School Self Evaluation Report				✓
7.7	Review the annual School Self Evaluation Report			✓	

Related Documents: Manor Learning Trust Development Plan, School Improvement Plans, School Self Evaluation Report

Key Function 8: Staffing					
		TB	BoD	LGB	Ex Pr
8.1	Approve and review pay structure, levels of pay and terms and conditions	✓			
8.2	Recommend staffing levels and structure				✓
8.3	Approve staffing levels and structure	✓			
8.4	Appointment, suspension, dismissal of Executive Principal and determination of early retirement payments	✓			
8.5	Suspension, dismissal of staff other than Executive Principal and Vice Principals				✓
8.6	Performance management and recommendations for pay discretions for teaching and support staff				✓
8.7	Approval of recommendations for pay discretions for teaching and support staff	✓			
8.8	Redeployment of staff in redundancy situations				✓
8.9	Appeals panels		✓		

Related Documents: Staffing structure, terms and conditions

Key Function 9: Admissions					
		TB	BoD	LGB	Ex Pr
9.1	Determine Admissions Policy	✓			
9.2	Review, advise on and monitor Admissions policy		✓		
9.3	Commission Independent Appeals Panel	✓			

Related Documents: Admissions Policy

Key Function 10: Behaviour					
		TB	BoD	LGB	Ex Pr
10.1	Review the use of exclusion and decide whether or not to confirm permanent and fixed exclusions		✓		
10.2	Exclude students				✓
10.3	Direct reinstatement of excluded students		✓		
10.4	Monitor and review exclusion data			✓	
10.5	Monitor and review attendance data			✓	

Related Documents: School Exclusion Policy, School Behaviour Policy

Key Function 11: Public Equality Duty					
		TB	BoD	LGB	Ex Pr
11.1	Approve, review, monitor and advise on the MLT Single Equality Scheme		✓		
11.2	Implement and report on the MLT Single Equality Scheme				✓
11.3	Publish Equality data to meet statutory requirements				✓
11.4	Review published Equality data			✓	
11.5	Appoint an Equality Link Governor			✓	

Related Documents: Single Equality Scheme

Key Function 12: Special Educational Needs (SEN)					
		TB	BoD	LGB	Ex Pr
12.1	Ensure all legal responsibilities in regard to SEN are in place across the MLT		✓		
12.2	Discharge legal duty to appoint a 'responsible person' for SEN				✓
12.3	Ensure publication of relevant SEN information for students at Manor School and St. Peter's CE Academy			✓	
12.4	Review, monitor and advise on SEN policy			✓	

Related Documents: SEN Policy

Key Function 13: Safeguarding					
		TB	BoD	LGB	Ex Pr
13.1	Appoint designated members of staff responsible for safeguarding				✓
13.2	Report on safeguarding policy and procedures				✓
13.1	Review, monitor and advise on safeguarding policy and procedures		✓		
13.4	Appoint a Safeguarding Link Governor			✓	
13.5	Ensure safeguarding training is provided for Governors	✓			

Related Documents: Safeguarding policy and procedures

Key Function 14: Looked After Children (LAC)					
		TB	BoD	LGB	Ex Pr
14.1	Ensure all legal responsibilities in regard to LAC are in		✓		

	place across the MLT				
14.2	Discharge legal duty to appoint a designated person to manage teaching and learning programme for LAC				✓
14.3	Develop, implement and report on LAC arrangements and procedures				✓
14.4	Review, monitor and advise on LAC arrangements and procedures			✓	

Related Documents: Safeguarding Policy

Key Function 15: Collective Worship					
		TB	BoD	LGB	Ex Pr
15.1	Ensure all legal responsibilities in regard to Collective Worship are in place across the MLT		✓		
15.1	Develop, implement and report on arrangements for collective worship				✓
15.2	Review, monitor and advise on arrangements for collective worship			✓	

Related Documents: Collective Worship policy

Key Function 16: Student Welfare					
		TB	BoD	LGB	Ex Pr
16.1	Ensure provision of all student activities and support structures translate the ethos of the Manor Learning Trust		✓		
16.2	Ensure the provision of free school meals meets the relevant criteria				✓
16.3	Monitor lunch nutritional standards and the provision of free school meals			✓	

Related Documents: Aims and ethos - Website

Key Function 17: Community Engagement					
		TB	BoD	LGB	Ex Pr
17.1	Enable the development of community engagement		✓		
17.2	Develop, implement and report on community engagement activities				✓
17.3	Review, monitor and advise on community activities			✓	

Related Documents: Community Action Plan

Key Function 18: Premises and Insurance						
		AC	TB	BoD	LGB	Ex Pr / FD
18.1	Ensure all legal responsibilities in regard to Site management, safety and insurance are in place across the MLT		✓			
18.2	Develop, implement and report on a premises strategy, asset management plan and maintenance plan					✓

18.3	Approve premises strategy and asset management plan		✓			
18.4	Review, monitor and advise on premises strategy, asset management plan and maintenance plan			✓		
18.5	Procure value for money building and maintenance works within the maintenance plan					✓
18.6	Monitor value for money within building and maintenance works within the premises strategy, asset management plan and maintenance plan	✓				

Related Documents: Premises strategy, asset management plan, maintenance plan

Key Function 19: Health and Safety						
		AC	TB	BoD	LGB	Ex Pr
19.1	Discharge legal responsibility to ensure compliance with health and safety regulations		✓			
19.2	Develop, implement and report on arrangements for compliance with health and safety regulations					✓
19.3	Review, monitor and advise on compliance with health and safety regulations	✓				
19.4	Develop and implement procedures and arrangements for off-site visits which comply with national and local guidelines					✓
19.5	Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea and ensure appropriate procedures are followed.				✓	
19.6	Approve off-site visits and activities of less than 24 hours.					✓

Related Documents: Health & Safety Policy, Policy and procedures for offsite visits

Key Function 20: Information						
		AC	TB	BoD	LGB	Ex Pr
20.1	Develop and publish school information to meet all legal requirements					✓
20.2	Make available complaints procedure					✓
20.3	Inform students and parents/carers via Fair Processing Notices that students' personal data may be transferred in accordance with the Funding Agreement					✓
20.4	Ensure compliance with data protection requirements	✓				
20.5	Ensure compliance with Freedom of Information (FOI) requirements	✓				

Related Documents: School web site, complaints procedure

Key Function 21: PR and Media					
		TB	BoD	LGB	Ex Pr
21.1	Approve PR Strategy for the MLT	✓			
21.1	Develop, implement and report on a School communications plan, to include regular communication with students, parents and other stakeholders				✓

21.2	Approve Manor School and St. Peter's CE Academy communication plans			✓	
21.3	Lead on crisis management, strategic and high level reputational communications				✓

Related Documents: Communications Plan

Key Function 22: Governance Procedures					
		TB	BoD	LGB	Ex Pr / FD
22.1	Appoint/remove Chair and Vice Chair of the Trust Board	✓			
22.2	Appoint/dismiss the Company Secretary	✓			
22.3	Appoint/dismiss the clerk to the Trust Board	✓			
22.4	Hold a full meeting at least 3 times per year	✓			
22.5	Establish and implement a register of Business and Pecuniary Interests for Trust Board Members	✓			
22.6	Establish and implement a register of Business and Pecuniary Interests for relevant members of staff				✓
22.7	Establish and implement a Gifts and Hospitality register for Trust Board members	✓			
22.8	Establish and implement a Gifts and Hospitality register for members of staff				✓
22.9	Establish and implement Standing Orders to regulate governance procedures	✓			
22.10	Establish and implement a Code of Conduct for Trust Board Members	✓			
22.11	Annual review of functions, e-structure and scheme of delegation	✓			
22.12	Establish an annual calendar of business for the Trust Board	✓			

Related documents: Trust Board Articles