

## Wise Owl Trust Scheme of Delegation

### INTRODUCTION

This scheme outlines the delegated powers and responsibilities a Local Governing Body would receive to act on behalf of Wise Owl Trust. The ultimate responsibility is indicated with an 'X' in the appropriate columns. An '\*' indicates an assumption of consultation. Columns blocked off indicate that the function cannot be legally carried out at this level.

**Although decisions may be delegated, it is the Trust that remains responsible for any decisions made under delegation.**

This delegation will be reviewed annually

### KEY

Decision Level 1: Wise Owl Trust

Decision Level 2: Local Governing Body

Decision Level 3: A committee of the governing body

Decision Level 4: Principal/SLT

<b>Key Function</b>	<b>Tasks</b>	<b>Decision Level</b>			
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Budgets</b>	Establish a central budget for corporate services	X	*		
	Approve the consolidated Trust budget plan for the financial year	X			
	Approve the formal Academy budget plan for the financial year	X	*		
	Monitor MAT expenditure	X			
	Monitor Academy expenditure	*		X	
	Approve the Financial Policies & Procedures	X			
	Carry out financial processes inline with the Finance Policies				X
<b>Staffing</b>	Principal appointments (selection panel)	*	X		
	Senior leader appointments (selection panel)	*	X		
	Appoint other teachers				X
	Appoint non teaching staff				X
	Agree HR policies including pay policy	X	*		
	Establish disciplinary/capability procedures	X	*		
	Dismissal of Principal	X	*		
	Dismissal of other staff		X		
	Suspending Principal	X	*		
	Suspending staff (except Principal)		*		X
	Ending suspension (Principal)	X	*		
Ending suspension (except Principal)		X			

	Determine staff complement			X	
	Determine severance/compensation payments (excluding Principal)	X			
<b>Curriculum</b>	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)				X
	Establish and implement a curriculum policy			X	
	Agree or reject and monitor curriculum policy			X	
	Responsibility for standards of teaching at MAT level	X			
	Responsibility for standards of education at school level			*	X
	Responsibility for individual child's education				X
	Provision of sex education – to establish and keep up to date a written policy		X		*
	Prohibit political indoctrination and ensuring the balanced treatment of political issues				X
<b>Performance Management</b>	Formulate a performance management policy	*		X	*
	Implement the performance management policy			X	
	Review annually the performance management policy			X	
<b>Target Setting</b>	Set targets for pupil achievement	*	*		X
	Approve and publish targets for pupil achievement			X	
<b>Discipline/Exclusions</b>	Establish a discipline policy	*		X	
	Review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions 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. (Can be delegated to chair/vice-chair in cases of urgency)		X		
	Direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		X		
<b>Admissions</b>	To review at least annually the admissions policy	X			
	Establish an admissions policy	X	*		
	Admissions application decisions			X	
	Appeal against LA directions to admit pupil(s)			X	
<b>Religious Education</b>	Responsibility for ensuring provision of RE		X		*
<b>Premises &amp; Insurance</b>	Ensure buildings and liability insurances in place	X	*		
	Refurbish and maintain buildings, including developing properly funded maintenance plan	*		X	
<b>Health &amp; Safety</b>	Institute a health and safety policy	X	*		
	Ensure that health and safety regulations are followed			X	
<b>School Organisation</b>	Publish proposals to change category of school	X	*		
	Proposal to alter the character of the Academy day	*	X		

	Set the times of school sessions and the dates of school terms and holidays	X	*		
	Ensure that the school meets for 380 sessions in a school year				X
	Ensure that school lunch nutritional standards are met where provided by the governing body.				X
<b>Information For Parents</b>	Prepare and publish information for parents or school prospectus		X		
	Ensure provision of free school meals to those pupils meeting the criteria				X
	Adopt and review of home-school agreements			X	
<b>GB Procedures</b>	Prepare instrument of government and any amendments thereafter	X			
	Appoint (and remove) Executive Principal/Directors/Trust Business Manager/Clerk of the MAT subject to the requirements of the Articles	X			
	Appoint (and remove) the governors/clerk of a local governing body		X		
	Hold a full governing body meeting at least three times a year		X		
	Set up a Register of Directors' Business Interests	X			
	Set up a Register of Governors' Business Interests		X		
	Approve and set up a Governors Expenses Scheme	X			
	Discharge duties in respect of pupils with special needs by appointing a "responsible person"		X		
	Consider whether or not to exercise delegation of local functions to individuals or committees (subject to this scheme of delegation)		X		
	Regulate the GB procedures (where not set out in law)		X		
<b>Trust</b>	Consider applications to join the trust (in discussion with sponsor)	X			
	Agree the due diligence requirements for such (in discussion with sponsor)	X			
	Review the trust KPIs	X			