

MARLOW EDUCATION TRUST

DELEGATION SCHEDULE – SIR WILLIAM BORLASE’S GRAMMAR SCHOOL (Oct 2017) Reviewed Nov 2019

SWBGS is rated by Ofsted as Outstanding. In the following, “the Academy” means SWBGS.

Governance				
Members	Trustees	LGB members	Executive	Head of School
<p>To review and amend the Articles of Association</p> <p>To change the name of the Academy Trust</p> <p>Receives an annual report from the Trustees and the CEO on the Academy Trust's performance</p>	<p>To review and amend the Scheme of Governance</p> <p>To review and amend the Constitution and Terms of Reference of Local Governing Bodies</p> <p>To review and amend the Decision Making Matrix</p> <p>To determine the Board's Reserved Matters</p> <p>To determine the educational character, mission or ethos of the Trust</p> <p>To appoint a Company Secretary</p> <p>To appoint a Clerk to the Trustees</p> <p>To review and amend the</p>	<p>To determine the educational character, mission or ethos of the Academy (to the extent that it is not inconsistent with that of the Trust)</p> <p>To appoint (and remove) the Chair of the Local Governing Body</p> <p>To appoint (and remove) the Vice Chairs of the Local Governing Body</p> <p>To appoint a Clerk to the Local Governing Body</p> <p>To review and amend the policies of the Academy (in line with any Trust prescribed policy)</p> <p>To form Sub-Committees as appropriate within delegated</p>	<p>To attend meetings of the Trustees and to provide a CEO's report.</p> <p>To support the appointment process for the Company Secretary and the Clerk.</p> <p>To secure professional advice on behalf of the Trustees as may be requested.</p> <p>To support the Trustees and the Academies in the preparation of Trust-wide and Academy specific policy requirements.</p>	<p>To determine the educational character, mission or ethos of the Academy (to the extent that it is not inconsistent with that of the Trust and LGB).</p> <p>To attend meetings of the LGB and to provide a Headteacher's report.</p> <p>To support the appointment process for the Clerk.</p> <p>To adapt Trust-wide policies to the Academy as recommended by the Executive.</p>

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	policies of the Academy Trust	authorities.		
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Finance				
Members	Trustees	LGB members	Executive	Head of School
To appoint external auditors	<p>To appoint internal auditors</p> <p>To sign off annual accounts and report</p> <p>To approve the financial scheme of delegation</p> <p>To appoint a finance committee</p> <p>To approve the annual budget for the Academy Trust</p> <p>To approve any significant changes to the approved budget</p> <p>To monitor income,</p>	<p>To approve the annual balanced budget for the Academy, including any proposed fundraising revenue</p> <p>To monitor income, expenditure and cash flow of the Academy, including fundraising</p> <p>To ensure proper financial controls are in place at the Academy</p> <p>To maintain a register of business interests (of the LGB members)</p> <p>To ensure provision of free</p>	<p>To prepare the annual budget for the Academy Trust</p> <p>To monitor income, expenditure, cash flow and balance sheet of the Academy Trust</p> <p>To prepare monitoring reports for the Trustees</p> <p>To act as the Accounting Officer</p> <p>To ensure proper financial controls are in place</p> <p>To maintain a register of business interests (of the</p>	<p>With the Executive, to prepare the annual balanced budget for the Academy, including any fundraising, in accordance with the Annual Trust Budget</p> <p>To monitor income, expenditure and cash flow of the Academy</p> <p>To prepare monitoring reports for the LGB</p> <p>To ensure proper financial controls are in place at the Academy</p> <p>To ensure provision of free school meals to those pupils</p>

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	<p>expenditure, cash flow and balance sheet of the Academy Trust</p> <p>To establish a charging and remissions policy and to keep this under review</p> <p>To appoint an Accounting Officer</p> <p>To ensure proper financial controls are in place</p> <p>To maintain a register of business interests</p> <p>To set authorities and signatory powers for bank accounts for the Executive.</p>	<p>school meals to those pupils meeting the criteria</p> <p>To review and approve fundraising targets and strategy</p> <p>To advise the Trust in good time of any significant changes to the approved budget, with recommendations for revised approvals as appropriate</p>	<p>Executive)</p> <p>To set up and approve staff expenses for the Executive</p> <p>To open bank accounts and operate approved signatory authorities.</p>	<p>meeting the criteria</p> <p>To set up and approve staff expenses at the Academy</p> <p>To act as a signatory of an Academy-specific bank account</p>
Contracts				
Members	Trustees	LGB members	Executive	Head of School

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<p>To approve any service contracts for Trustees</p>	<p>To adopt a Trust-wide procurement policy</p> <p>To set the delegated levels of authority for contracts</p> <p>To approve contracts which constitute related party transactions</p> <p>To set central procurement contracts/policies where appropriate to deliver greater value across the MAT</p> <p>To set up processes for and to approve Trustee expenses</p>	<p>To enter into contracts up to the limits of delegation and within an agreed budget</p>	<p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>To make payments within agreed financial limits</p>	<p>To make payments within agreed financial limits</p> <p>To enter into contracts up to the limits of delegation and within an agreed budget</p>
<p>Curriculum and standards, including strategy and development.</p>				
<p>Members</p>	<p>Trustees</p>	<p>LGB members</p>	<p>Executive</p>	<p>Head of School</p>
<p>Receives an annual report</p>	<p>Approve the strategy devised</p>	<p>Set the strategy for the overall</p>	<p>Provides oversight of the</p>	<p>Contribution to the LGB of</p>

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<p>from the Trustees and the CEO on standards</p>	<p>by the LGB for the overall development of the outstanding Academy.</p> <p>Determines a Trust-wide curriculum policy to ensure provision of a balanced and broadly based curriculum and to include:</p> <ul style="list-style-type: none"> • a prohibition on political indoctrination and a balanced treatment of political issues; and • a written policy on sex and relationship education <p>Determine a Trust-wide policy on religious education and collective acts of worship.</p> <p>Receives a termly report from the Executive regarding standards.</p>	<p>development of the Academy, including curriculum and standards. Present the strategy to the Trust for their approval.</p> <p>For the sake of clarity, the strategy set by the LGB will include such matters as decisions on the number of forms of entry and the potential Maidenhead annexe (should W+M decide to offer to SWBGS).</p> <p>Approves the curriculum proposed by the Head of School (to the extent that it is consistent with the LGB strategy and the Trust-wide policy).</p> <p>Monitors the KPI figures reported from the Head of School relating to standards</p> <p>Holds the Head and SMT to account for the delivery of the strategy, including curriculum and standards</p>	<p>implementation of the Trust-wide curriculum policy.</p> <p>Provides a termly report to the Trustees regarding standards.</p> <p>Provides oversight of the target setting for pupil achievement and progress by the Head of School and monitors against targets</p> <p>Monitors the KPI figures reported from the Head of School relating to standards</p>	<p>proposals regarding strategy.</p> <p>Delivery of the strategy set by the LGB</p> <p>Is responsible for the curriculum delivered at the Academy including compliance with any funding agreement requirements.</p> <p>To make provision for a daily collective act of worship</p> <p>To set targets for pupil achievement and progress and monitor against targets</p> <p>Reports bi-termly KPI figures for the Executive and the LGB relating to standards</p>
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SEN				
Members	Trustees	LGB members	Executive	Head of School
-	To determine a Trust-wide SEN and Disability Discrimination Act policy	To review and maintain the Academy's SEN policy To provide oversight of the implementation of the policy within the Academy and compliance with the Disability Discrimination Act requirements.	To provide oversight of the implementation of the Trust-wide SEN policy Ensures compliance with the Disability Discrimination Act requirements within the Academies.	To designate a teacher to be responsible for co-ordinating SEN provision To liaise with the local authority in respect of students who have (or might have) SEN . To make provision for SEN pupils with or without a statement of EHC plan To ensures compliance with the Disability Discrimination Act requirements within the Academy.
Safeguarding				
Members	Trustees	LGB members	Executive	Head of School
-	To adopt a Trust-wide safeguarding and Child Protection policy.	To appoint a designated governor for safeguarding To review and maintain a	To ensure that each Academy has appointed a designated teacher to support looked	To appoint a designated teacher to support looked after children and to ensure

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	To adopt a Trust-wide policy regarding school trips.	safeguarding and child protection policy for the Academy (consistent with the Trust-wide policy) To ensure the completion of the single central record.	after children.	the role is compliant with statutory guidance. To maintain the single central record To approve off-site visits for pupils of more than 24 hours
Behaviour				
Members	Trustees	LGB members	Executive	Head of School
	To adopt a Trust-wide behaviour policy To review the use of exclusions across the Trust.	To review and maintain a behaviour policy for the Academy To convene a committee to review the exclusion of a pupil by the Head of School.	To prepare a Trust-wide behaviour policy for adoption by the Trustees. To review the overall pattern of exclusions and to report on the same to the Trustees	To prepare a behaviour policy for the Academy for review by the LGB. To exclude a pupil for a fixed term or permanently
Admissions				
Members	Trustees	LGB members	Executive	Head of School
	Adopts a Trust-wide admissions policy.	Undertakes consultation, publishes admissions and	Proposes a Trust-wide admissions policy for adoption	Provides direction to the LGB as to requirements under the

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		<p>determines arrangements as required in accordance with the School Admissions and Appeals Codes.</p> <p>Makes arrangements for determining admissions and hearing admission appeals.</p>	<p>by the Trustees.</p> <p>Provides oversight of and support of the implementation of the admissions arrangements across the Trust.</p>	<p>School Admissions and Appeals Codes.</p> <p>Ensures compliance with the Trust-wide policy.</p> <p>Makes arrangements for determining admissions and hearing admission appeals.</p> <p>To participate in the local admissions forum.</p> <p>Ensures participation in the fair access protocol</p>
Pupil related matters				
Members	Trustees	LGB members	Executive	Head of School
-	<p>Receives a termly report from the Executive regarding standards (to include attendance).</p> <p>To adopt a Trust-wide Complaints policy and receive</p>	<p>To review attendance and pupil absences (as part of the KPI report).</p> <p>To monitor the impact of the pupil premium in the</p>	<p>Monitors the levels of attendance in the Academies and the use of home- Academy agreements and reports termly to the Trustees.</p> <p>To monitor the impact of the</p>	<p>To maintain a register of pupil attendance.</p> <p>To report on attendance and pupil absences (as part of the KPI report)</p>

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	reports from the Executive regarding the level of complaints across the Trust.	Academy. To adopt an Academy Complaints policy (consistent with the Trust-wide policy) To hear complaints at the relevant stage.	pupil premium across the Trust. To review the level of complaints across the Trust.	To review and maintain home-Academy agreements To set the times of Academy sessions and the dates of Academy terms and holidays To ensure effective deployment of the Pupil Premium and to monitor its impact. To prepare an Academy complaint policy consistent with the Trust-wide policy for adoption by the LGB. To hear complaints at the relevant stage. To ensure that the Academy meets for 380 sessions in an Academy year
Information management				
Members	Trustees	LGB members	Executive	Head of School
-	Adopt data protection policies and procedures to cover:	Ensure the effective implementation of the data	To ensure compliance with all data protection legislation and	To ensure the publication of Academy information,

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	<ul style="list-style-type: none"> the requirement to notify individuals as to how information is to be used and on the matter of safe storage. <p>To determine or approve changes to core technology to deliver teaching, commercial and technology synergies or benefits.</p>	<p>protection policies and procedures in the Academy.</p> <p>To recommend to the Executive changes to core technology to deliver teaching, commercial and technology benefits.</p>	<p>good practice across the Academies.</p> <p>To support the individual academies on the effective safe storage of data</p> <p>To maintain accurate and secure staff records for the Executive</p> <p>Ensure registration with the Information Commissioner's Office is up to date.</p>	<p>ensuring that all electronic communication, including web pages, are up to date</p> <p>To maintain accurate and secure pupil records</p> <p>To maintain accurate and secure staff records for the Academy</p> <p>To ensure compliance with all data protection legislation and good practice in the Academy.</p> <p>To recommend changes to core technology to deliver teaching, commercial and technology benefits.</p>
Staffing				
Members	Trustees	LGB members	Executive	Headteachers
-	<p>To define any overarching management structures across Academy Trust and budget</p> <p>To adopt Trust-wide staff policies and procures.</p>	<p>Approve the senior leadership and non-teaching structures for the Academy.</p> <p>To approve the teaching staff structure for the Academy.</p>	<p>With the LGB, approve the senior leadership and non-teaching structures for each Academy</p> <p>To advise the Trustees on</p>	<p>To determine the senior leadership and non-teaching structure for the Academy.</p> <p>Determine the teaching staffing requirements within</p>

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	<p>To appoint and dismiss the CEO, Finance Director, Company Secretary and Clerk.</p> <p>To conduct the performance management review of the CEO, the Company Secretary and the Clerk.</p> <p>To support the CEO in the performance management of the Finance Director [and any other senior executive posts].</p> <p>To appoint, suspend or dismiss a Head – which will normally be done in accordance with the recommendations of the Executive and the LGB</p>	<p>To hear appeals under the disciplinary, capability and grievance procedures</p> <p>To propose the selection, suspension, dismissal of the Headteacher (working jointly with the Executive).</p> <p>To set targets and conduct the performance management of the Headteacher (in consultation with the Executive)</p>	<p>suitable Trust-wide policies and procedures and to ensure their effective implementation.</p> <p>To monitor and review staffing changes across the Trust.</p> <p>To appoint, suspend and dismiss members of the Executive (save as reserved to the Trustees).</p> <p>To propose the selection, suspension and dismissal of the Headteacher (working jointly with the LGB).</p> <p>To conduct the performance management of Headteacher (in consultation with the LGB).</p>	<p>the Academy and budget.</p> <p>To implement the Trust-wide policies and procedures in the Academy.</p> <p>To appoint teaching staff</p> <p>To appoint non-teaching staff</p> <p>To suspend or dismiss teaching and non-teaching staff in consultation with the Executive.</p> <p>To conduct the performance management of staff in the Academy.</p> <p>To approve applications for early retirement, secondment and leave of absence.</p>
Health, safety, risk and estate management				
Members	Trustees	LGB members	Executive	Headteachers
	To appoint a risk and audit	To review the risk register of	Preparation of the risk register	Preparation of the risk register

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	<p>committee.</p> <p>To review risk management and maintain a risk register</p> <p>To approve insurance arrangements.</p> <p>To review and maintain an overall buildings strategy and asset management planning arrangements</p> <p>To adopt a Trust-wide health and safety policy.</p> <p>To adopt a Trust-wide lettings policy.</p>	<p>the Academy</p> <p>To adopt a health and safety policy for the Academy (in line with the Trust-wide policy).</p> <p>Review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the Academy.</p> <p>To conduct site inspections to review any health and safety issues and the security of premises and equipment.</p> <p>Review and maintain a buildings strategy and asset management planning arrangements. Recommend any proposed changes to the Trust.</p>	<p>for the Academy Trust</p> <p>To procure buildings and related insurance and make proposals to the Trustees.</p> <p>To prepare a buildings strategy and asset management planning arrangements.</p> <p>To propose a Trust-wide health and safety policy for the Trustees' approval.</p> <p>To monitor and support the implementation of the Trust-wide health and safety policy.</p> <p>To draw up, agree and monitor an accessibility plan for each Academy in consultation with the Headteacher.</p>	<p>for the LGB</p> <p>To prepare a health and safety policy for the Academy (in line with the Trust-wide policy) for adoption by the LGB.</p> <p>Ensure that the health and safety policy is communicated and delivered.</p> <p>To monitor the accident book and agree appropriate actions.</p> <p>To ensure suitable risk assessments are prepared and appropriate actions taken</p> <p>To review and maintain the security of premises and equipment.</p> <p>To implement the Trust-wide lettings policy.</p> <p>To liaise with the Executive in relation to the accessibility plan for the Academy.</p> <p>Make recommendations to the Executive for the buildings strategy and maintenance</p>
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