

# MARLOW EDUCATION TRUST

## DELEGATION SCHEDULE – SIR WILLIAM BORLASE’S GRAMMAR SCHOOL (Oct 2017) Reviewed November 2022

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

| <b>Governance</b>   |   |   |   |   |
|---|---|---|---|---|
| <b>Members</b>  | <b>Trustees</b>   | <b>LGB members</b>  | <b>Executive</b>  | <b>Head of School</b>   |
| <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. |  |  |
|--|-------------------------------|--------------|--|--|

| <b>Finance</b>               |   |   |   |  |
|------------------------------|---|---|---|--|
| <b>Members</b>               | <b>Trustees</b>   | <b>LGB members</b>  | <b>Executive</b>  | <b>Head of School</b>  |
| 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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|                  |   |   |  |   |
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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> |
| <b>Contracts</b> |   |   |  |   |
| <b>Members</b>   | <b>Trustees</b>   | <b>LGB members</b>  | <b>Executive</b>   | <b>Head of School</b>   |

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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><b>Curriculum and standards, including strategy and development.</b></p> |   |   |  |  |
| <p><b>Members</b></p>   | <p><b>Trustees</b></p>  | <p><b>LGB members</b></p>   | <p><b>Executive</b></p>  | <p><b>Head of School</b></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"> <li>• a prohibition on political indoctrination and a balanced treatment of political issues; and</li> <li>• a written policy on sex and relationship education</li> </ul> <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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| <b>SEN</b>          |  |  |   |   |
|---------------------|--|--|---|---|
| <b>Members</b>      | <b>Trustees</b>  | <b>LGB members</b>   | <b>Executive</b>  | <b>Head of School</b>   |
| -                   | To determine a Trust-wide SEN and Disability Discrimination Act policy | To review and maintain the Academy's SEN policy<br><br>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<br><br>Ensures compliance with the Disability Discrimination Act requirements within the Academies. | To designate a teacher to be responsible for co-ordinating SEN provision<br><br>To liaise with the local authority in respect of students who have (or might have) SEN .<br><br>To make provision for SEN pupils with or without a statement of EHC plan<br><br>To ensures compliance with the Disability Discrimination Act requirements within the Academy. |
| <b>Safeguarding</b> |  |  |   |   |
| <b>Members</b>      | <b>Trustees</b>  | <b>LGB members</b>   | <b>Executive</b>  | <b>Head of School</b>   |
| -                   | To adopt a Trust-wide safeguarding and Child Protection policy.        | To appoint a designated governor for safeguarding<br><br>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)<br><br>To ensure the completion of the single central record. | after children.   | the role is compliant with statutory guidance.<br><br>To maintain the single central record<br><br>To approve off-site visits for pupils of more than 24 hours |
| <b>Behaviour</b>  |   |  |   |  |
| <b>Members</b>    | <b>Trustees</b>   | <b>LGB members</b>   | <b>Executive</b>  | <b>Head of School</b>  |
|                   | To adopt a Trust-wide behaviour policy<br><br>To review the use of exclusions across the Trust. | To review and maintain a behaviour policy for the Academy<br><br>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.<br><br>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.<br><br>To exclude a pupil for a fixed term or permanently                                 |
| <b>Admissions</b> |   |  |   |  |
| <b>Members</b>    | <b>Trustees</b>   | <b>LGB members</b>   | <b>Executive</b>  | <b>Head of School</b>  |
|                   | 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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|                              |  |  |   |   |
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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> |
| <b>Pupil related matters</b> |  |  |   |   |
| <b>Members</b>               | <b>Trustees</b>  | <b>LGB members</b>   | <b>Executive</b>  | <b>Head of School</b>   |
| -                            | <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.<br><br>To adopt an Academy Complaints policy (consistent with the Trust-wide policy)<br><br>To hear complaints at the relevant stage. | pupil premium across the Trust.<br><br>To review the level of complaints across the Trust. | To review and maintain home-Academy agreements<br><br>To set the times of Academy sessions and the dates of Academy terms and holidays<br><br>To ensure effective deployment of the Pupil Premium and to monitor its impact.<br><br>To prepare an Academy complaint policy consistent with the Trust-wide policy for adoption by the LGB.<br><br>To hear complaints at the relevant stage.<br><br>To ensure that the Academy meets for 380 sessions in an Academy year |
| <b>Information management</b> |  |  |  |  |
| <b>Members</b>                | <b>Trustees</b>  | <b>LGB members</b>   | <b>Executive</b>   | <b>Head of School</b>  |
| -                             | 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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|                 |   |  |   |   |
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|                 | <ul style="list-style-type: none"> <li>the requirement to notify individuals as to how information is to be used and</li> <li>on the matter of safe storage.</li> </ul> <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> |
| <b>Staffing</b> |   |  |   |   |
| <b>Members</b>  | <b>Trustees</b>   | <b>LGB members</b>   | <b>Executive</b>  | <b>Headteachers</b>   |
| -               | <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> |
| <b>Health, safety, risk and estate management</b> |   |   |   |  |
| <b>Members</b>                                    | <b>Trustees</b>   | <b>LGB members</b>  | <b>Executive</b>  | <b>Headteachers</b>  |
|   | 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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