

Bradgate Education Partnership (BEP) **Scheme of Delegation – Annex 3**

In this Annex the phrases used have the following meanings:

Approve: the individual/group that has the authority to give final approval on a particular task.

Comply: the individual/group will follow agreed policies and procedures.

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the MAT this will be at Trust level. In the case of the Head Teachers this will be at Academy level.

Inform: the individual/group that has responsibility for informing other individuals/groups about the progress of a particular task.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of (i) the MAT they will be making recommendations to the Board and/or LAB (as appropriate), (ii) the LAB they will be making recommendations in relation to their Academy to the Board, the MAT and/or Head Teachers (as appropriate) and (iii) the Head Teachers they will be making recommendations in relation to their Academy to the MAT and/or LAB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of (i) the Board they will be reviewing the MAT and/or LAB (as appropriate), (ii) the MAT they will be reviewing the Head Teachers and (iii) the LAB they will be reviewing the Head Teachers and their leadership team.

Head Teachers: the Head Teacher at the academy.

LAB: the Local Advisory Board of the academy.

MAT: the Trust central team, usually with reference to the CEO and Senior Leadership Team, but may also refer to other centrally employed staff.

Trustees: the appointed Board of the Bradgate Education Partnership Trust.

To assist interpretation of the matters delegated the table below provides additional comment as appropriate.

| | Trustees | MAT | LAB | Head Teachers |
|---|----------|-------------------------------------|------------------|-------------------|
| Strategic Development/Monitoring | | | | |
| 1. To make the strategic decisions on whether or not more schools can join the trust. | Approve | Recommend Share plans with group | Comply | Consult & Comply |
| 2a. Set and deliver strategic objectives of the Trust and the Strategic Development Plan (SDP) | Approve | Recommend Share plans with group | Consult & Comply | Consult & Comply |
| 2b. Set and deliver strategic objectives of the Academy, with links to the Trust. | Review | Approve | Consult & Comply | Recommend |
| 3a. Scrutiny – review & challenge progress of the Trust against its strategic objectives and KPIs | Approve | Recommend | | |
| 3b. Scrutiny – review & challenge progress of the Academy against its strategic objectives and KPIs | Approve | Recommend | Consult | Recommend |
| 3c. Scrutiny – review & challenge progress of the Academy (Performance Rating below Good) against its strategic objectives and KPIs | Approve | Approve | Consult | Recommend |
| 4a. Trackers – setting and reviewing performance of the Trust against an agreed alert system. Trackers for: Website, Achievement, Health and Safety, Buildings, Finance | Approve | Recommend | Consult | Consult & Consult |
| 4b. Trackers – setting and reviewing performance of the Academy against an agreed alert system. Trackers for: Website, Achievement , Health and Safety, Buildings, Finance | Review | Approve | Consult | Recommend |

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|--|---|--|-------------------------|-----------------------------|
| 5a. Policies – review and approval of Trust Wide Policies, inc statutory policies. <i>Key educational, See Trust Policy Planner list.</i> | Approve | Recommend | Comply | Consult and Comply |
| 5b. Policies – review and approval of local Academy policies: A list of Trust policies to be adhered to and a list of policies that should be adopted/developed at local level are listed at | | Review if needed | Approve | Recommend |
| School Improvement/Educational Outcomes | | | | |
| 6. Approve Performance Rating of Academy (refer to SAM/QA / FFT) | Review | Approve | Consult | Recommend |
| 7. To track and monitor attainment and progress data using the agreed assessment system -Arbor supported by FFT and PiXL - | Review | Deliver and Report | Review | Consult, Deliver and Report |
| 8. Curriculum – setting the curriculum for the Academies and reviewing its appropriateness. Appropriateness/statutory elements. Meets requirements of Trust Curriculum Statement | Review – appropriateness of the curriculum across Trust (MAT informs) | Review and report through QA / SAMs. | Consult Review | Deliver (and design) |
| 9. Quality of Teaching and Learning - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes (statutory requirements to be met). | Review - the work of the CEO/MAT | Deliver - supporting the Academies and intervening where appropriate | Review - at the Academy | Deliver |
| 10. To discharge duties in respect of pupils with SEN by appointing a ‘designated person’ (SENCO). | | Review | Review | Deliver |

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|---|---|--|--|---|
| 11. To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days / or can't sit public examinations (Can be delegated to Chair/Vice Chair in urgent cases). | Review Final appeal with CEO, Legal and HT / Trustees. | | Review Appeals at LAB level (first). | Recommend |
| 12a. To establish a Trust Behaviour Statement, linked to the academies approach. | Approve | Deliver | | Consult |
| 12b. To establish and implement a local (academy) Behaviour Policy. | | Review if needed | Consult | Deliver |
| 13. Admissions: Application and appeal decisions. | Approve – Use of LA service | | Comply | Deliver |
| 14. To prohibit political indoctrination and ensuring the balanced treatment of political issues (prohibit religious and radical too). | Review (Approve Child Protection Policy) | Recommend | Review and Report | Deliver (Child Protection Policy locally) |
| 15. Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap. Agreed Pupil Premium template. | Review | Approve – academy plans Report – to Board - effectiveness of use of the Pupil Premium across Trust | Review – how Pupil Premium is spent at the Academy. BEP Template. | Deliver |
| 16. Set admissions Principle for the Trust (Statement of Principle – Local Authority Admissions Code). | Approve | Recommend and Deliver | Consult and Comply | Consult and Comply |
| 17. Set Admissions Policy for the Academy. | Approve | Recommend | Consult and Comply | Deliver |
| 18. Collective worship arrangements for school without religious character. | | Review | Review | Deliver |

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|---|----------------|--|--------------------|-------------------------|
| 19. Academy Hours – setting the opening and closing times for the Academies / Length of day. | Review | Approve | Consult and Review | Deliver |
| 20a. Term Dates -Ensure 380 sessions per year. | Review | Approve | Consult and Review | Deliver |
| 20b. INSET Days | | 1xTrust Day – Approve (bi annually) 4 Days – HT decide - Consult | Consult & Comply | Consult & Comply |
| 21. School lunch – ensure provided to appropriate nutritional standards. | | | Review | Deliver |
| 22. Provision of free school meals to those meeting criteria, including UFSM. | | | Review | Deliver |
| 23. Provision of wraparound (before and after school) care | <i>Approve</i> | <i>Approve</i> | <i>Consult</i> | <i>Deliver</i> |
| Safeguarding | | | | |
| 24. Safeguarding Policy – Trust template developed | Review | Approve | Approve & Comply | Consult & Comply |
| 25. Safeguarding Policy – Locally adopted | | | Consult & Review | Deliver |
| 26a. To be informed about a serious safeguarding incident. | Review | Report to Trust Board | Report | Report to LAB and Trust |
| 26b. To be informed about serious substantiated safeguarding issues including if LADO involvement is required. (BEP LADO Flowchart – Appendix 1) | Review | Report to Trust Board | Report | Report to LAB and Trust |

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| 26c. Annual Trust Safeguarding Audit -Attendance and Welfare Lead to conduct annual review and follow up. | Review | Report to Trust Board | Comply | Comply |
| Finance | | | | |
| 27. Compliance: Funding Agreement – comply with all obligations including the Academy Trust Handbook | Comply | Comply | Comply | Comply |
| 28.To maintain a register of formal contracts entered into, amounts paid and certificates of completion (Trust). | Approve | Deliver | | |
| 29. To maintain a register of formal contracts entered into, amounts paid and certificates of completion (Academy). (Trust to supply template) | Review | Approve | Consult | Consult |
| 30. Appointment of auditors (Internal and External). | Approve | Recommend | Comply | Comply |
| 31. To implement any recommendations arising from an audit inspection. | Approve | Review and Comply | Comply | Deliver in consultation with BEP Finance Team. |
| 32. Changing use of Fixed Assets. | Approve | | Recommend to the Board of any changes to fixed assets used by the Academy | |
| 33. Arranging insurance for the Trust. | Approve | Deliver | | Consult |
| 34. Investments – agreeing the Investment Policy in line with the Academy Trust Handbook and any internal polices and controls (MAT and Academies). | Approve | Deliver | Consult | Recommend |
| 35. Trust Annual Budget – formulating and setting the Trust wide budget (Headlines – graphical representation). | Approve | Recommend | | |

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|--|--|--|---|---------------------------------------|
| 36. Academy Annual Budgets – formulating and determining the Academy budget -75% of GAG on staffing vs Total Income (max) -1 months running costs to be maintained at all times | Approve (Trust Budget) | Approve (Academy Budgets) & Recommend. | Comply | Deliver |
| 37. Expenditure and ensuring delivery of each Academy's Annual Budget. | Review (Finance, Audit & Risk Committee) | Report | Review | Report & Deliver |
| 38. To monitor and report Academy expenditure against the set budget (E.g. % spend as per cost centres). | Review | CFO – Review Report (monthly) | Review | Deliver |
| 39. Delegated Budgets and Finances - in the form of a Finance Policy to the Academies. | Approve | CFO - Deliver Review effectiveness - In line with Finance Policy. | Review Comply - In line with Finance Policy. | Comply - In line with Finance Policy. |
| 40. Setting Trust-wide Finance policies | Approve | Recommend and Comply | Comply | Consult & Comply |
| 41. Approving annual accounts (MAT). | Approve | CFO - Deliver – arrange for auditing and filing of annual report and accounts - In line with Finance Policy. Report | | |
| 42. Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies so as to the secure the Trust's financial health in the short term and the long term. | Approve | Recommend | Comply | Consult & Comply |

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| 43. Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety) | Comply | Comply | Comply | Comply |
| 44. Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions | Deliver policies to ensure compliance | | Deliver | |
| Governance Matters | | | | |
| 45. Appointments of Trustees – ensuring processes are in place for the appointment of Trustees (including ensuring that the Trustees have the skills to run the Trust) -Appointed according to skills -Audit of skills | <i>Deliver</i> – policies and criteria for the selection of Trustees (<i>comply with Trust Articles of Association</i>) | | | |
| 46. Appointments of Governors – ensuring processes are in place for appointment of Governors (including ensuring that the Governors have the skills to run the Academies) -Appointed according to skills -Audit of skills | Deliver LAB ToR Approve – appointment of CoG | Recommend – Board approval of CoG appointment | Comply with LAB ToR Recommend – CoG appointment Approve – governor appointments | |
| 47. Appointment of Clerk – Board | Approve | Recommend | | |
| 48. Appointment of Clerk – LAB | | Approve | | |
| 49. Prepare terms of reference for Trustees (Articles) | Approve | Consult | | |

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|--|--------------------|---------------------|---------------------------------------|--|
| 50. Prepare Terms of Reference for LABs | Approve | Recommend | Comply | Comply |
| 51. Training programme for trustees and governors. | Review and Approve | Recommend | Consult | Consult |
| 52. To appoint or remove the Chair of the LAB. | Approve | | Approve | |
| 53. To hold a full LAB meeting at least three times in a school year, with an additional set up meeting. | Review | Report | Deliver | Deliver |
| 54. To appoint and remove members of the LAB. NB. In line with LAB Terms of Ref. | | Consult | Deliver | Consult |
| 55. To set up a Register of business and pecuniary interests. | | Deliver (for Trust) | Deliver (locally) | |
| 56a. To approve and set up a Members/Trustees & Governors expenses scheme. | Approve | Review | Comply | Comply |
| 56b. The Trust reserves the right to implement a bespoke SoD (Annex 4) should any academy fall into RI or worse / deficit budget / falling income / falling roll which gives sustainability concerns. | Approve | Review & Deliver | Consult & Comply | Consult & Comply |
| Human Resources | | | | |
| 57. Setting of Human Resources Policies Trust wide BEP one employer | Approve | Recommend | Consult & Comply | Consult & Comply |
| 58a. To determine staff complement within agreed budget (MAT). | Approve | Recommend | | |
| 58b. To determine staff complement within agreed budget (Sch). *Approval required at MAT level* | | Review *Approve | Review - In line with Finance Policy. | Deliver - In line with Finance Policy. |
| 58c. To determine staffing outside agreed budget | | Approve | Consult | Recommend |
| 59. Appointing the CEO. | Approve | Deliver | | Consult |

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| 60. Appointing the Head Teacher-or re-structuring leadership at each Academy. <i>Appendix 2 – Process/guidance notes for appointment of HT</i> <i>Same protocols used for interim Head Teacher or long absence cover of Head Teacher.</i> | Approve | Recommend | Consult & Comply | Consult & Comply |
| 61. Appointment of senior Trust staff (in line with recruitment policy). - Executive Team | Approve | Recommend and Deliver | Inform | Consult |
| 62. Appointment of senior Academy Staff (when a substantive HT in post). | | Consult | Consult | Deliver and Approve |
| 63. Setting Appraisal Performance Management Policy together with pay reviews | Approve | Recommend | Consult and Comply | Consult and Comply |
| 64. Setting Terms and Conditions of Employment. <i>BEP is the employer.</i> | Approve | Recommend | Comply | Consult and Comply |
| 65. Restructuring of staff at the Trust/academies | Approve | Review and Recommend | Comply | Recommend and Deliver |
| Risk Management | | | | |
| 66a. Trust Risk Register (MAT overview). | Approve | Deliver – management of risk register | | Deliver – management of Academy risk register |

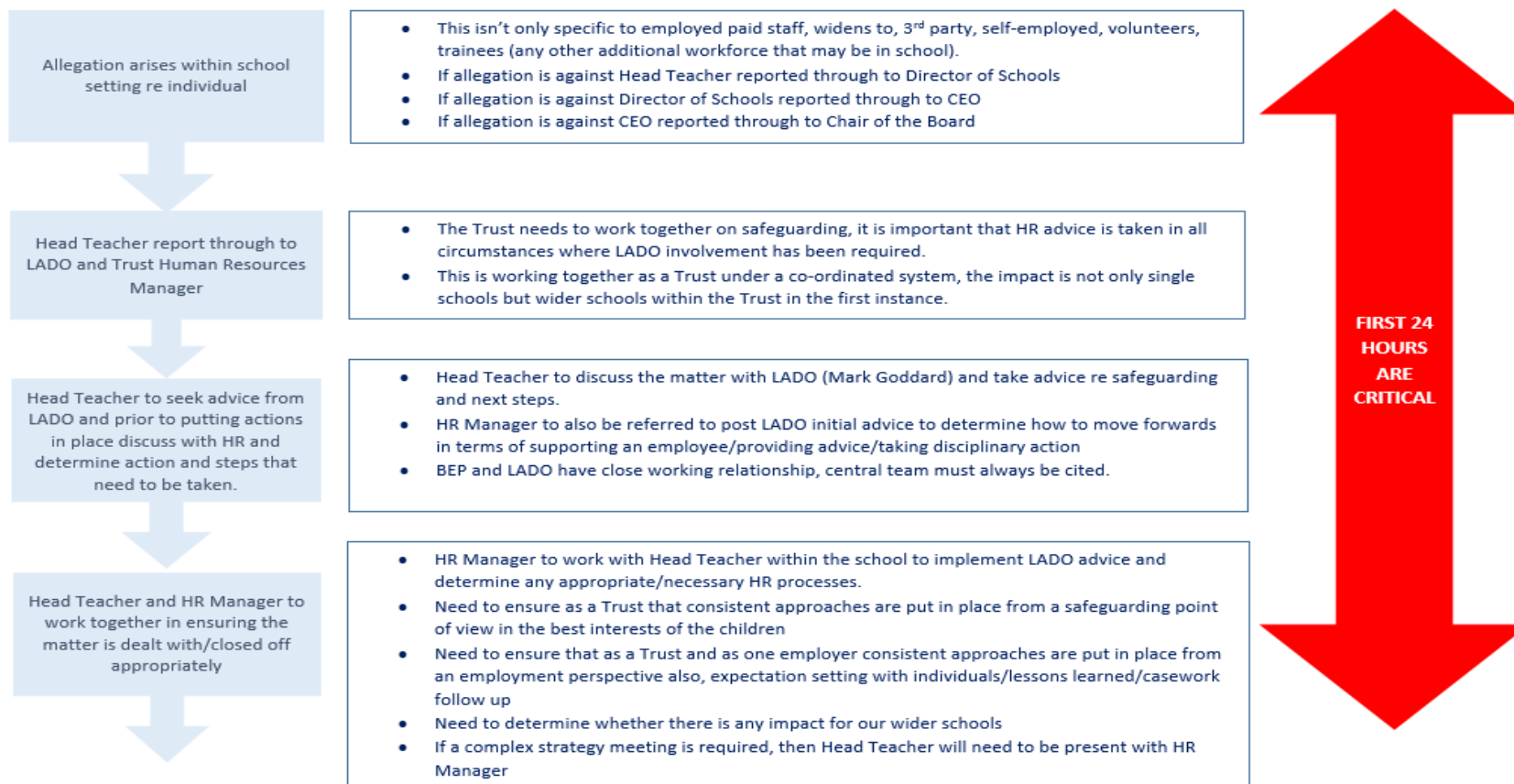
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|--|--|-----------------------------|------------------------------|---|
| 66b. Trust Risk Register (School level) | Approve (forms part of Trust document) | | Consult | Deliver – management of Academy risk register |
| Central Services | | | | |
| 67. Determining and allocating central services provided to the Academies by the Trust. | Review | Report | Consult | Consult |
| 68. Overseeing the effectiveness of services provided centrally by the Trust. | Review | Deliver and report to Board | Consult | Consult |
| 69. Development of the Trust website. <i>NB. Statutory duties.</i> | Approve | Deliver | | |
| 70. To ensure central services are value for money | Approve | Recommend | Consult and Comply | Consult and Comply |
| Estates Management/Health & Safety | | | | |
| 71. Asset and Premises Maintenance Strategy – determining use of Academies’ premises and ensuring premises are adequately maintained. <i>NB. Report termly using the H&S KPIs.</i> | Approve – Trust wide KPIs for use | Recommend | Comply – Report through KPIs | Deliver – in accordance with Academy policy |
| 72. Acquiring and disposing of Trust land. Inc the purchase of land. E.g. A woodland. | Approve | Recommend | Consult and Comply | Consult and Comply |
| 73. Buildings, personal liability insurance. -Inc. reviewing insurance cover | Approve | Recommend & Deliver | Consult & Comply | Consult & Comply |
| 74. Developing schools buildings strategy for SCA bids and expansion. | Approve | Recommend & Deliver | Consult & Comply | Consult & Comply |

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| 75. Procuring and maintaining buildings, including developing maintenance plan. -Use Health and Safety Tracker -Use Buildings Tracker -Planned use of DFC | Approve | Recommend & Deliver | Consult & Comply | Consult & Comply |
| 76. Arranging for site security and maintenance of buildings on a day to day basis. | | | Review | Deliver |
| 77. Maintaining an inventory of: - Moveable items equipment and checking this annually -property borrowed by staff (Asset register) | | | Review | Deliver |
| Information Technology/Media/GDPR | | | | |
| 78. Media and PR - overseeing public relations activities linked to Academy crisis management situations. Policy for dealing with media / set response needed / risk reg etc. Who to contact in a crisis? BCP needed for MAT. | Review | Consult & Deliver – Trust wide activities | Comply | Consult and comply. |
| 79. To develop IT systems, security and the privacy of data. Data protection/GDPR to be controlled at MAT level. Data Protection – Trust wide policy. | Approve & Comply | Deliver & Comply | Comply | Consult and comply |
| 80. To develop an ICT strategy and systems for effective use of IT and data management within the Trust. | Approve | Recommend | Consult & Comply | Consult and comply |

Approved: BEP Board Meeting 30/06/21

Appendix 1 – LADO Flowchart

BEP LADO/Allegations Management Process



Appendix 2 – Process for Appointing Head Teacher

Stage 1 – Preparation of the Recruitment Pack

- Led by Director of Schools with support from Director of HR (DoHR).
- Local Advisory Board provided with opportunity to input information for consideration.
- Advert placed by the Trust.

Stage 2 – Shortlisting

- Shortlisting to be undertaken by the Trust Senior Leadership Team with support from HR as required.

Stage 3 – Interviews

- Director of Schools to determine recruitment process with the support of the DoHR.
- Head Teacher appointments will contain a range of assessments, they will be subject to at least:
 - **Panel interview**
In most cases the panel will be made up of Chief Executive Officer, Director of Schools, and Chair of the Local Advisory Board, DoHR in attendance in advisory capacity. The Trust will reserve the right to amend appointment panel depending on the context of the school.
 - **Presentation**
Peer group of Head Teachers invited along with members of the Local Advisory Board to observe and provide feedback on presentation for each candidate.
 - **Staff Panel**
A selection of staff within the school to meet with prospective candidates and undertake an assessment process. Staff panel will provide feedback into the process. Staff panel task to be determined dependent upon context of each process.
 - **Student Panel**
A selection of students within the school to meet with prospective candidates and undertake an assessment process. Student panel will provide feedback into the process. Student panel task to be determined dependent upon context of each process. The Trust will want to assess how the candidates interact with students.
 - **Teaching & Learning Task**

The ability to assess candidates capability with regards to teaching and their skills in relation to leading teaching and learning within the school. Observation/assessment will take place by two appropriate members of Senior Leadership within Trust who have QTS.

Further Notes on the Appointment of the Head Teacher

- The Trust will take the final decision on the appointment of the Head Teacher with the valuable input from the variety of professionals and individuals from the community as above.
- The interview process may have additional tasks/assessments that are pertinent to the specific Head Teacher recruitment that it undertakes, context is important for each position that is being filled.
- The Trust Board will delegate appointment decisions to the Trust's Senior Leadership Team, Board will take oversight where necessary.
- The Trust will reserve the right to determine the location of where the interviews will take place.