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

	Trustees	MAT	LAB	Head Teachers
5a. Policies – review and approval of Trust Wide Policies, inc statutory policies. Key educational, *See Trust Policy Planner list.*	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

	Trustees	MAT	LAB	Head Teachers
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

	Trustees	MAT	LAB	Head Teachers
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	*Approve*	*Approve*	*Consult*	*Deliver*
Safeguarding				
24. Safeguarding Policy – Trust template developed	Approve	Review	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

	Trustees	MAT	LAB	Head Teachers
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		

	Trustees	MAT	LAB	Head Teachers
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 and KPIs (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

	Trustees	MAT	LAB	Head Teachers
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	*Deliver* – policies and criteria for the selection of Trustees *(comply with Trust Articles of Association)*			
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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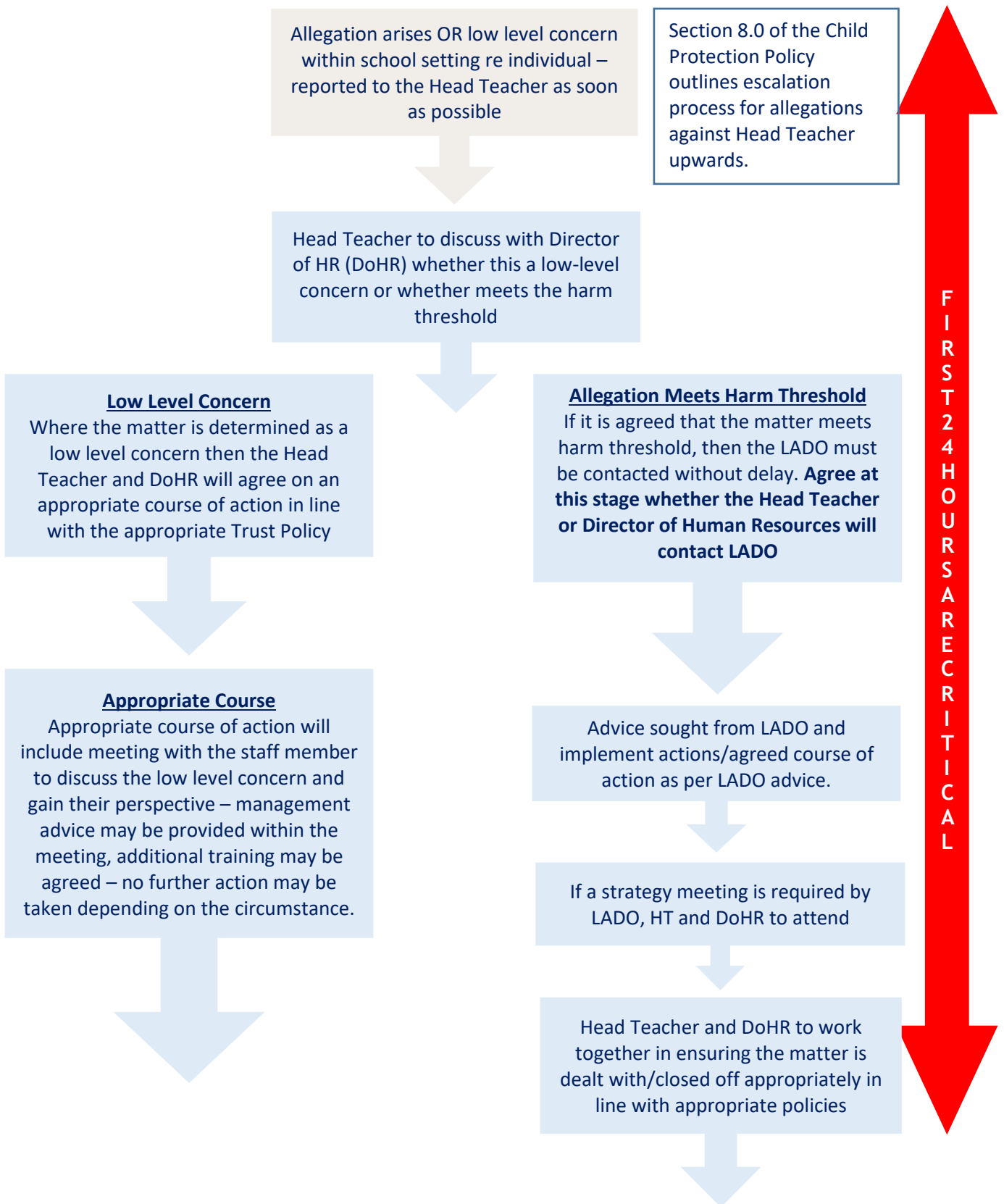|	Trustees	MAT	LAB	Head Teachers
50. Prepare Terms of Reference for LABs	Approve	Recommend	Comply	Comply
51. Training programme for trustees and governors.	Review and Approve	Recommend	Consult	Consult
52. To appoint or remove the Chair of the LAB.	Approve		Approve (subject to trustee ratification)	
53. 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

	Trustees	MAT	LAB	Head Teachers
60. Appointing the Head Teacher or re-structuring leadership at each Academy. *Appendix 2 – Process/guidance notes for appointment of HT* *Same protocols used for interim Head Teacher or long absence cover of Head Teacher.*	Approve	Recommend	Consult (with CoG) & 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. *BEP is the employer.*	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

	Trustees	MAT	LAB	Head Teachers
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. *NB. Statutory duties.*	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. NB. Report termly using the H&S KPIs.	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

	Trustees	MAT	LAB	Head Teachers
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 29/06/22

Appendix 1 - Management of Low Level Concerns & Allegations That May Meet Harm Threshold Management Process

Allegation arises OR low level concern within school setting re individual – reported to the Head Teacher as soon as possible

Section 8.0 of the Child Protection Policy outlines escalation process for allegations against Head Teacher upwards.

Head Teacher to discuss with Director of HR (DoHR) whether this a low-level concern or whether meets the harm threshold

Low Level Concern
Where the matter is determined as a low level concern then the Head Teacher and DoHR will agree on an appropriate course of action in line with the appropriate Trust Policy

Allegation Meets Harm Threshold
If it is agreed that the matter meets harm threshold, then the LADO must be contacted without delay. **Agree at this stage whether the Head Teacher or Director of Human Resources will contact LADO**

Appropriate Course
Appropriate course of action will include meeting with the staff member to discuss the low level concern and gain their perspective – management advice may be provided within the meeting, additional training may be agreed – no further action may be taken depending on the circumstance.

Advice sought from LADO and implement actions/agreed course of action as per LADO advice.

If a strategy meeting is required by LADO, HT and DoHR to attend

Head Teacher and DoHR to work together in ensuring the matter is dealt with/closed off appropriately in line with appropriate policies

FIRST 24 HOURS ARE CRITICAL

- DoHR to work with Head Teacher within the school to implement LADO advice and determine any appropriate/necessary HR processes.
- Need to ensure as a Trust that consistent approaches are put in place from a safeguarding point of view in the best interests of the pupils.
- Need to ensure that as a Trust and as one employer consistent approaches are put in place from an employment perspective also, expectation setting with individuals/lessons learned/casework follow up.
- Need to determine whether there is any impact for our wider schools.

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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. Consult with LAB (CoG)

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, a Board trustee 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.