

Annex 1

Scheme of Delegated Authority June 2015

VALE ACADEMY TRUST

Key:

Level 0	Members
Level 1	VAT Board of Directors
Level 2	VAT Committees:
1	All groups(1),
2	Finance & Operations (2),
3	Teaching & Learning (3),
4	Student Discipline (4),
5	Pastoral (5)
6	Audit (6)
Level 3	Local Governing Bodies
Level 4	Headteachers' Group

Accountable - approve, appoint (strategic/non-executive responsibility)

Monitor/ensure (delegated strategic/non-executive responsibility)

Responsible - do the work (operational/executive responsibility)

Consulted - opinions sought

Where a number of groups have a shared duty, overall lead/authority is as shown in **bold text** and with asterisk*

Key Function	No	Task						
			Members	Board of Directors	VAT Ctees	LGB	Heads group	Exec Head
Governance	1.	Structure of VAT Board	AR					
	2.	Changes to the Governance structure, Terms of Reference, Schemes of Delegation		AR	M6			
	3.	Appoint the Chair and Vice Chair of the Board		AR				
	4.	Appoint the Chairs of Committees		A	R1			
	5.	Appoint the Chairs of Local Governing Bodies		A		R		
	6.	Appoint the Responsible Officer		A	R2 M6			
	7.	Appoint the Company Secretary	C	AR*				R
	8.	Appoint the LGB Clerk		M		AR		M*
	9.	VAT Risk Management Plan		A	R1 M6	R	R	R*
	10.	Complaints Policy		A	R3	C	C	C*
	11.	Complaints Policy monitoring		A	R3*	R	R	R
	12.	Safeguarding Policy		A	R5*	C	C	C*
	13.	Safeguarding Policy monitoring		A	R5*	R	R	R
	14.	Equality Policy		A	R5	C	C	C*
	15.	Equality Policy monitoring		A	R5*	R	R	R
Finance	16.	Set VAT and Academy budgets for financial year		A	M2	C	R	M*

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			Members	Board of Directors	VAT Ctees	LGB	Heads group	Exec Head
	17.	Review and monitor VAT Academy budgets in year		A	M2	MR*	R	M*
	18.	Revise VAT and Academy accounts in year		A	M2	C	R	M*
	19.	Financial, procurement and charging policies and procedures including schemes of financial delegation		A	C M6	R2*	R	M
	20.	Appoint the auditors		A	M6 R2			
	21.	Approve the audited accounts		AR	M6			
	22.	Adopt the director approved audited accounts	A					
Staff & Performance Management	23.	Appoint the Executive Headteacher		AR				
	24.	Appoint Academy Headteachers		A	C1	R*		R
	25.	Appoint staff (within the agreed staffing structure)				C	AR	M
	26.	Performance review of Academy Headteachers		A	C1	R		R*
	27.	Suspend an Academy Headteacher		AR		C		C*
	28.	End the suspension of an Academy Headteacher		AR		C		C*
	29.	Dismiss an Academy Headteacher		AR		C		C*
	30.	Staff, HR, pay, performance and disciplinary policies		A	R3*	C	C	R
	31.	Changes to Academy staffing structures including recruitment (Within agreed budget)			A3	C	R	M
	32.	Changes to Academy staffing structures including recruitment (Outside agreed budget)		A	C2, 3	C	R	M
Academic Performance & Curriculum	33.	Academy Development Plan (s)		A	C1	R	R	R*
	34.	Review progress against Academy Development Plan		A	R1	R	R	R*
	35.	Academy curriculum plan		A	C3	C	R	M
	36.	Academic Performance and Curriculum policies and Procedures including Attendance and SEN		A	R3	C	C	M
Discipline / Exclusions	37.	Pupil behaviour policies		A	R4	C	C	M
	38.	Monitor implementation of pupil behaviour policies		A	R4, 5*	R	R	M
	39.	Exclude a pupil permanently		A	R4*	R	R	MC
	40.	Review exclusion on appeal		A	R4*	R	R	MC
	41.	Direct reinstatement of excluded students		AR				C
Admissions	42.	Admissions policy		A	R5	C	C	M
	43.	Admissions: application decisions.		A			R	M

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			Members	Board of Directors	VAT Ctees	LGB	Heads group	Exec Head
	44.	Admissions prospectus			AR 5	C	C	M
Premises & Insurance	45.	Premises-related policies		A	R2	C	C	M
	46.	Academy premises & capital strategy		A	R2*	R	R	M
Health & Safety	47.	Health & Safety Policy		A	R2*	C	C	R
	48.	Monitor implementation of H&S Policy		A	R2*	R	R	R
	49.	H&S Risk Management Plan		A	R2*	R	R	M
	50.	Monitor H&S Risks		A	R2*	R	R	R
School Organisation	51.	Set times of the Academy day and dates of Academy terms and holidays		A	C	C	R	R*