



**Godmanchester Community
Education Trust**

**SCHEME OF
DELEGATION
TO LOCAL GOVERNING BODIES**

Scheme of Delegation

TO LOCAL GOVERNING BODIES

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INTRODUCTION

The purpose of this document is to set out clearly the decision-making framework for the governance of Godmanchester Community Education Trust (“the Trust”) indicating which decisions can be made by a Local Governing Body (“LGB”), which will be made by the Trust’s Board of Directors (or its relevant committee), and which decisions are subject to individual policies.

This scheme of delegation should be read in conjunction with the Governance Arrangements (which sets out the responsibilities held by the Board of Directors and those it has delegated to the various committees of the Trust (including LGBs)), and also in conjunction with the various policies set out by the Board of Directors from time to time.

Within each section there is a list of which decisions may be taken by LGBs and which must be taken or approved by the Board of Directors. These lists should not be considered exhaustive and if in doubt, local governors should refer to the relevant Trust policy or to the Board of Directors for clarity.

Responsibilities and powers delegated to the LGB may be further delegated to a Committee or to the Head of School of the Academy. It should be remembered that although decisions may be delegated, the LGB together with the Trust as a whole remains responsible for any decision made under delegation.

APPOINTMENT OF LOCAL GOVERNORS, ADMINISTRATION AND COMMITTEES

LGB

Appoint local governors within the parameters set out by the Governance Arrangements

Review annually the appointment of the Chair and Deputy Chair of Governors and recommend appointments to the Board of Directors

Determine a proposed committee structure for the efficient delivery of the Trust's objectives whilst meeting local needs

Determine membership of any local committees

During the summer term propose a calendar of meetings for any and all local committees

Board of Directors

Appoint additional local governors where this is felt necessary (e.g. in troubled or new schools)

Approve appointments of Chairs and Deputy Chairs of Governors (such approval not to be unreasonably withheld)

Approve proposed committee structure for LGBs

Approve calendars of meetings proposed by LGBs

Produce calendar of meetings of Board-level committees

Determine membership of Board-level committees (which do not necessarily have to be exclusively formed of Directors)

FINANCIAL

LGB

Propose an annual budget for the Academy to the Board's Finance and Audit Committee

Propose a capital investment budget for the Academy to the Board's Finance and Audit Committee

Enter into contracts within the budget agreed by the Board of Directors and in compliance with Trust financial/procurement policies in place from time to time

Board of Directors

Determine the scope of services to be provided or sourced centrally

Determine the proportion of the overall Academy budget to be retained for central services

Enter into contracts for central services

Determine those essential services which must be procured by each Academy

Approve annual audited accounts

Approve annual budgets for each Academy

Approve proposed capital investment budgets for each Academy

Appoint auditors

Appoint the Responsible Officer

Approve financial/procurement policies

Authorise significant expenditures, contracts awarded, invitations to tender issued and quotations for anything which falls outside any Academy's agreed budget for any given year

Authorise the opening/closing and administration of bank accounts

STAFFING

LGB

Approve Head of School Performance review (conducted by Executive Headteacher)

Make a recommendation to the People and Policies Committee on pay awards for Heads of School to a maximum of two incremental points per annum (further to recommendation made by Executive Headteacher)

Have input into the appointment of staff at a local school level as set out in the Trust's Appointments Procedure from time to time, including Head of School

Board of Directors

Set Trust policies on reward, appointments, performance review and all other employment matters

Determine suitable terms and conditions of employment for those employed by the Trust

Appoint Executive Headteacher

Performance management of Executive Headteacher

Appoint Heads of School, having due regard to LGB input

Approve budget for pay and for proposed adjustments to pay

Have final approval on terminations of appointment (through the People and Policies Committee)

LEGAL/COMPLIANCE

LGB

Approve policies which have been determined as being Local policies

Appoint designated officer and deputy for safeguarding

Appoint a designated local governor for safeguarding

Appoint a designated local governor to ensure compliance with Health and Safety policy and statutory responsibilities

Board of Directors

Appoint legal advisers as required on an ongoing or ad hoc basis

Set, maintain and develop the Trust's position in any legal dispute, potential dispute or similar correspondence (having due regard to LGB input where appropriate)

Enter into significant contracts, leases and other legal agreements

Decide which policies the Trust and individual Academies must have in order to comply with any statutory requirements, relevant legislation or appropriate external guidelines

Decide which of the required policies are consider Trust policies and which may be set at a local level

Approve any policies which have been determined as being Trust policies

Decide whether and when to revoke or replace local policies where Academy performance concerns make this necessary

Appoint a staff director and a non-executive director to be responsible for safeguarding

Appoint a non-executive director to take responsibility for Health and Safety compliance across the Trust

CURRICULUM, PERFORMANCE AND SCHOOL STRUCTURE

LGB

Determine the curriculum of the Academy in line with the Trust's vision and values

Where performance of the Academy is not of concern, determine appropriate targets for the Academy and approve the School Development Plan

In consultation with staff, put together proposals for any decisions to change the school structure, including leadership structure, times of the school day or any significant structural change

Board of Directors

Based on the performance of an individual Academy, decide whether and when intervention into curriculum design is necessary

Where performance of an Academy is of concern, decide whether and when to intervene in setting targets and approving the School Development Plan

Consider and approve or reject any proposals from LGB to make significant changes to school structure including leadership structure, times of school day or any other significant structural change