

Governance: Schemes of delegation

This scheme of delegation is structured in accordance with the Trust's Financial Regulations.

Functions are categorised as follows:

1. Strategy and Quality
2. Finance
3. Education
4. Human Resources and Operations
5. Estates and Technology

The TSSMAT Board decision level

- The TSSMAT Trust Board (TB)
- Chief Executive Officer (CEO)
- Local Governing Body (LGB)
- Head Teacher (HT)

The RASCI Key

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| R | Responsible: Those responsible for the task, who ensure it is done |
| A | Accountable: Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible |
| S | Support: Resources allocated to responsible. Unlike consulted, who may provide input to the task, support, help complete the task. |
| C | Consulted: Those whose opinions are sought, and with whom there is two-way communication |
| I | Informed: Those who are kept up-to-date on progress. |

Strategy and Quality						
			Decision Level			
	No	Tasks	TB	CEO	LGB	HT
Strategy and Quality (Compliance)	1.1	Creation and implementation of TSSMAT strategic development and improvement plan	A	R	I	I
	1.2	To consider requests from other schools to join TSSMAT	A	R	I	I
	1.3	To determine, on an annual basis, those policies which will be developed by TSSMAT and mandatory for all TSSMAT schools	A	R	C	C
	1.4	To create and provide all TSSMAT policies, guidance, handbooks and procedures.	A	R	C	S
	1.5	To implement all TSSMAT policies and procedures	A	R	R	R
	1.6	To consult before setting / amending an admissions policy	A	R	C	R
	1.7	Admissions: application decisions	A	I	C	R
	1.8	If appropriate to appeal against LA directions to admit pupils	A	I	C	R
	1.9	To publish proposals to change category of school	A	R	C	I
	1.10	To prepare and publish the school prospectus	A	C	S	R
Strategy and Quality (Services)	2.1	To determine the scope of central services to be delivered by TSSMAT to and on behalf of the school.	A	R	C	I
	2.2	To identify which services are to be procured on behalf of the school	A	R	I	C
	2.3	To ensure centrally procured services provide value for money	A	R	I	C

	2.4	To decide to offer additional activities and to decide what form these should take whilst ensuring budgetary requirements are met and ensure effective delivery	A	R	C	S
Academy Organisation Governance	3.1	To set the times of school sessions and the dates of school terms and holidays	A	R	C	I
	3.2	To ensure that the school meets the statutory requirement for [380] sessions in a school year	A	R	I	S
	3.3	To ensure TSSMAT website is compliant	A	R	I	I
	3.4	To ensure school websites are compliant	A	I	S	R

Finance						
			Decision Level			
	No	Tasks	TB	CEO	LGB	HT
Governance	4.1	To determine the proportion of top-slice of the overall school's budget to be retained by TSSMAT	A	R	C	I
	4.2	To establish and review financial decision levels and authorization limits	A	R	I	S
	4.3	Develop risk management strategies	A	R	I	I
	4.4	To appoint internal / external auditors	A	R	I	I
	4.5	To implement TSSMAT's Financial Regulations, policies and procedures at school level	A	I	R	R
	4.6	To monitor compliance with approved financial procedures	A	R	S	S
	4.7	To establish a charging and remissions policy	A	R	C	S
	4.8	To maintain proper financial records for the school in line with approved Financial Regulations and HMRC legislation	I	A	I	R

	4.9	To safeguard the TSSMAT's assets and ensure adequate insurance is in place	A	R	I	I
	4.10	To publish annual reports on the use of funding streams such as Pupil Premium and Sports Premium	A	I	S	R
	4.11	To apply, manage and record the use of funding streams such as Pupil Premium and Sports Premium	A	I	S	R
	4.12	To authorise the acquisition of assets in line with TSSMAT and statutory requirements	A	I	R	S
	4.13	To authorise the disposal of assets in line with TSSMAT and statutory requirements	A	I	R	S
Budgets	5.1	To develop and propose the individual school budget	A	S	C	R
	5.2	Determining staffing complement against proposed budget	A	S	C	R
	5.3	Authorise staffing structure or changes to the agreed staffing structure, including establishment of a new post	A	R	C	S
	5.4	To approve the formal budgets each financial year	A	I	R	S
	5.5	Managing school budgetary changes within the original approved budget total	A	I	S	R
	5.6	To plan, manage and monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend / underspend	A	I	R	R
	5.7	To approve any likely budget overspends within TSSMAT guidance	A	R	C	S
	5.8	To prepare monthly accounts for the school	A	I	I	R
	5.9	To enter into additional contracts which exceed the agreed annual budget allocation, or contracts that exceed a duration of 12 months	A	R	I	I
	5.10	To authorise payments within agreed financial limits	A	I	I	R
	5.11	To make payments within agreed financial limits	A	R	I	I

	5.12	To collect income due to the school	A	I	I	R
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Education						
			Decision Level			
	No	Tasks	TB	CEO	LGB	HT
School Development Plan	6.1	Creation and implementation of school improvement plan	A	S	C	R
	6.2	Monitoring and evaluation of the school improvement plan	A	R	R	S
	6.3	Post-inspection action plan	A	S	S	R
Target Setting	7.1	To propose targets for pupil achievement	A	I	C	R
	7.2	To agree targets for pupil achievement	A	R	I	S
Curriculum	8.1	To implement the curriculum policy	A	I	C	R
	8.2	Responsible for standards and quality of teaching	A	A	S	R
	8.3	Provision of sex education – to keep up to date with policy	A	A	C	R
	8.4	To ensure equality and diversity across the curriculum	A	A	S	R
	8.5	Pupil outcomes	A	A	S	R
	8.6	Adoption and review of home-school agreement	A	S	S	R
Safeguarding	9.1	To implement the safeguarding policy	A	S	S	R
	9.2	To prohibit radicalisation and promote equality, diversity and tolerance and ensuring the balanced treatment of	A	S	S	R

		political issues				
	9.3	To maintain accurate and effective, secure safeguarding records	A	I	I	R
Record keeping	10.1	Maintain accurate, effective, and secure pupil records	A	I	I	R
	10.2	Comply with all Data Protection legislation and good practice	A	R	I	R
	10.3	Assemble data for pupil assessment and other returns	A	I	I	R
Exclusions	11.1	To manage exclusions of pupils	A	I	I	R
	11.2	To manage exclusion appeals process	A	I	R	S
	11.3	To direct reinstatement of excluded pupils (supplementary appeals)	A	S	R	I
Religious Education	12.1	Ensure the provision of RE in line with statutory requirements	A	S	S	R
Collective Worship	13.1	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements	A	I	S	R
Christian Distinctiveness	14.1	To ensure that the school is compliant with the Christian Foundation requirement as per the school's Articles	A	I	S	R
SEND	15.1	To discharge duties in respect of pupils with special educational needs and disabilities	A	I	S	R
Pupil Premium	16.1	To discharge duties in respect of pupils who receive additional pupil premium funding	A	I	S	R
	16.2	To ensure the provision of free school meals to those pupils meeting the criteria	A	I	S	R
Services	17.1	The decision to offer additional activities and in what form these should take	A	S	S	R
	17.2	To establish additional services and ensure effective delivery	A	S	C	R

Human Resources and Operations						
			Decision Level			
	No	Tasks	TB	CEO	LGB	HT
Governance	18.1	To draw up governing documents and any amendments thereafter	A	R	C	I
	18.2	To appoint and remove the chair of the LGB	A	R	I	I
	18.3	To appoint and dismiss the clerk to the LGB	A	C	R	S
	18.4	To appoint and remove members of the LGB	A	R	I	C
	18.5	To hold a full LGB meeting at least three times in a school year or a meeting of the temporary governing body as often as required	A	C	R	S
	18.6	To appoint the Interim Advisory Board and disband an ineffective governing body	A	R	I	I
	18.7	To establish a register of pecuniary interest for members of the LGB	A	I	R	S
	18.8	To establish and approve a governors' expenses scheme	A	R	I	I
	18.9	To regulate the LGB procedures	A	R	I	I
	18.10	To determine the development needs of governors and establish an appropriate programme	A	C	R	S
	18.11	To hold the Headteacher and Senior Leaders of the school to account	A	R	R	S
	18.12	To hold the LGB to account	A	R	C	S
Staffing	19.1	To review recruitment requests and give authorization prior to adverts being placed	A	R	I	S
	19.2	To appoint a Head Teacher through a selection panel and conduct pre-recruitment checks	A	R	S	I

	19.3	To appoint other staff through a selection panel and conduct pre-recruitment checks	A	S/I	S/I	R
	19.4	To establish disciplinary / capability procedures	A	R	I	I
	19.5	Suspension process of Head Teacher in line with TSSMAT policies and procedures	A	R	C	I
	19.6	Suspension process of other school staff in line with TSSMAT policies and procedures	A	S	C	R
	19.7	Dismissal process of Head Teacher in line with TSSMAT policies and procedures	A	R	C	I
	19.8	Dismissal process of other school staff in line with TSSMAT policies and procedures	A	R	C	S
	19.9	Determining dismissal / severance payments / early retirements in line with statutory requirements	A	R	I	I
	19.10	Management of staff disputes within school	A	S	I	R
	19.11	To implement the complaints policy	A	S	I	R
	19.12	To lead complaints procedure in relation to the Head Teacher	A	R	C	I
	19.13	To lead complaints procedure in relation to other staff	A	S	C	R
	19.14	To maintain accurate, effective and secure employee records	A	I	I	R
Appraisal and remuneration	20.1	To determine the pay policy for TSSMAT employees on an annual basis	A	R	C	I
	20.2	To determine the performance management policy for TSSMAT employees on an annual basis	A	R	C	I
	20.3	To conduct the performance management of the Head Teacher	A	R	S	I

	20.4	To ensure the performance management of all other school staff is completed	A	I	S	R
	20.5	To recommend pay progression of Head Teacher based on performance	A	R	S	I
	20.6	To recommend pay progression of all other teaching staff based on performance	A	C	S	R
	20.7	To award TLRs, SEN and any other school teacher pay and conditions approved allowances	A	R	S	S
	20.8	To recommend pay progression of all support staff relating to incremental progression	A	C	S	R
	20.9	Set monitoring and evaluation cycle	A	R	I	I

Estates and Technology						
			Decision Level			
	No	Tasks	TB	CEO	LGB	HT
Health and Safety	21.1	To provide a Health and Safety Policy	A	R	C	C
	21.2	To ensure that Health and Safety regulations are adhered to	A	I	S	R
	21.3	Ensure buildings insurance and public liability insurance is in place	A	R	I	I
	21.4	Ensure employer's liability insurance is in place	A	R	I	I
Estates	21.5	To ensure premises security and premises management policies are in place	A	R	C	C/S
	21.6	Developing school buildings and facilities estate long term strategy	A	R	C	C/S
	21.7	Develop school buildings and facilities maintenance plan	A	S	S	R
	21.8	Maintain buildings in line with the funded maintenance plan	A	I	S	R

Technology	21.9	To produce a technology development strategy and plan	A	R	C	C/S
	21.10	To implement the funded technology plan	A	S	I	R