



DELEGATION OF DECISIONS AND PROCESSES BY THE SEVAK EDUCATION TRUST GOVERNING BODY

A CHECK SHEET showing the level at which decisions should be taken as agreed by the Sevak Education Trust Board
KEY:

Decision Level		
1.	Decisions made by the Board of Directors (otherwise known as the Governing Body) - Level 1 ¹	<u>1</u>
2.	Decisions that can be delegated to a Trust committee or an individual - Level 2	<u>2</u>
3.	Decisions delegated to the Executive Headteacher (Head of Primary for the first Year) Often within a framework set by the Trust Board - Level 3	<u>3</u>

¹ The greyed area means it cannot be delegated to a committee and if it states LGB then this task must be dealt with the full GB level of the LGB and not at its committee level.



MAIN DECISIONS AND PROCESSES

		*Where the Executive Headteacher is the subject of an item marked he/she should not be involved in the decision.	<u>Decision Level</u>	Trust Committee	Exec Head	Head of Primary
School Budgets						
	1.	To approve the first formal budget each financial year	<u>1</u>			
	2.	To prepare and seek approval of the first formal budget plan each financial year	<u>2</u>	Finance & Buildings		
	3.	To review termly/half-termly/monthly budget monitoring reports	<u>2</u>		✓	
	4.	To determine financial reporting arrangements	<u>2</u>	Finance & Buildings		
	5.	To prepare budget monitoring reports and to ensure that financial information is circulated in advance of the termly governors meeting	<u>3</u>		✓	
	6.	To review a termly budget position statement - Including a statement of any budget virement decisions made by the Exec Head or others under delegated powers	<u>1</u>	Finance & Buildings		
	7.	To report to Audit Committee on actions taken in response to any audits undertaken	<u>2</u>	Finance & Buildings		
	8.	To report to EFA on the intended use of surplus balances	<u>2</u>	Finance & Buildings		
	9.	To agree annually the appointment of a school/private fund auditor and to receive annually the audited accounts of the fund within 4 months of the financial year end.	<u>1</u>			

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10.	To investigate financial irregularities <i>N.B. The Trust strongly recommends that where schools have any suspicion of financial irregularities, Internal Audit are informed and asked to carry out an investigation on behalf of the school.</i>		<u>2*</u>	Finance & Buildings		
11.	To authorise opening of any bank account		<u>2</u>	Finance & Buildings		
12.	To incur financial commitments and spend in accordance with the budget plan and school's FSDs - please refer to the school's FSD document.		<u>3</u>		✓	✓
13.	To set budget virement limits above which governing body approval is required. Normally, this will take the form of a percentage (say 5%) or a cash figure (say £1,000) whichever is the higher/lower applied to each budget heading as approved by the governors at the start of the financial year		<u>2</u>	Finance & Buildings		
14.	To exercise budget virement decisions		<u>3</u>		✓	
15.	To receive, open and accept tenders for contracts above a value set by the Trust as per the EFA financial regulations and procurement standards.		<u>2/3</u>	Finance & Buildings		
16.	To write off debts above £100		<u>2</u>	Finance & Buildings		
17.	To ensure conformity with The Finance Scheme and to finance regulations		<u>2</u>		✓	✓
18.	To comply with the requirements of the Data Protection Act		<u>3</u>		✓	✓
20.	Decide whether or not to request any optional delegations, if not already delegated		<u>2</u>	Finance & Buildings		
21.	Insurance, if delegated - approve any insurance arrangements		<u>2</u>			

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	22.	To ensure compliance with EFA financial regulations on seeking competitive quotations and tenders and that adequate and appropriate insurance cover is provided.	<u>2</u>	Finance & Buildings		
	23.	Enter into contract (between £10.00 and OJEU threshold)	<u>2</u>	Finance & Buildings		
	24.	To set a charging and remissions policy	<u>2</u>	Finance & Buildings		
		Enter into contracts above OJEU threshold	<u>1</u>			
Staffing						
	25.	To agree a policy for exercising the discretions available within the teachers' pay and conditions document and within the conditions of service of other staff and to ensure such action does not breach budget limits and as per school's equal opps. policy	<u>2</u>	Personnel, Partnership and Safeguarding ²	✓	
	26.	To determine the salaries and benefits of Executive Head and Head of Primary and Deputy Headteacher(s) and other staff on the leadership spine	<u>2*</u>	Pay Committee		
		To ratify or not the a pay progression recommendations of all teachers under new pay policy	<u>2</u>	Pay Committee		
	27.	To grant an extension of sick pay for up to three months	<u>3</u>		✓	
	28.	To authorise additional hours or overtime for non-teaching staff	<u>3</u>		✓	✓

² Personnel, Partnership and Safeguarding Committee

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	29.	To agree a procedure for: authorising in advance out of County journeys by the Executive Head/Head of Primary; and for certifying all expenses claims above the authorised level in the scheme of delegation made by the Executive Head/Head of Primary	<u>2</u>	Personnel, Partnership and Safeguarding		
	30.	To establish appointments panel including a panel for the selection of an Executive Head, Head of Primary, Deputy Headteachers and Assistant Heads when a vacancy arises.	<u>1</u>			
	31.	To determine the staff complement for the school	<u>2</u>	Personnel, Partnership and Safeguarding		
	32.	To agree a policy for appointments panels in exercising the discretions contained in the teachers' pay and conditions document	<u>2</u>	Personnel, Partnership and Safeguarding		
	33.	To recommend to the governing body, for appointment as Exec Head, Head of Primary or Deputy Headteachers, a candidate selected after interview.	<u>2</u>	Recruitment Panel		
	34.	To approve, for appointment as Exec Head, Head of Primary, or Deputy Headteachers, the person recommended by the selection panel	<u>1</u>			
	35.	To engage temporary and/or supply staff to cover vacancies, and absences within the available budget	<u>3</u>		✓	✓
	36.	To select teachers for appointment	<u>3</u>		✓	✓

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	37.	To agree a policy for appointments / recruitment	<u>2</u>	Personnel, Partnership and Safeguarding		
	38.	To select senior non-teaching staff for appointment (Board of Directors to identify senior posts)	<u>2</u>	Personnel, Partnership and Safeguarding	✓	
	39.	To select other non-teaching staff for appointment	<u>3</u>		✓	✓
	40.	To establish a policy for special leave of absence	<u>2</u>		✓	
	41.	To approve requests for special leave of absence with or without pay within the governing body's policy	<u>3</u>		✓	
	42.	To authorise release for training, conferences or other school business - including the Head of Primary	<u>3</u>		✓	✓
	43.	To approve timing of annual leave for certain non-teaching staff	<u>3</u>		✓	✓
	44.	To authorise time off for public duties	<u>3</u>		✓	✓
	45.	To establish and adopt discipline, capability and grievance procedures	<u>2</u>		✓	
	46.	To initiate formal disciplinary proceedings against an employee	<u>3*</u>		✓	✓
	47.	To conduct a first or second stage disciplinary hearing	<u>2</u>	Hearings Committee		
	48.	To hear any grievances brought by an employee at the first stage	<u>3*</u>		✓	✓
	49.	To suspend an employee from work subject to informing the chair of governors	<u>3*</u>		✓	✓

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	50.	To lift a disciplinary suspension imposed on an employee	<u>2*</u>	Hearings/ Appeals Committee		
	51.	To determine that an employee shall cease to work at the school <i>(Must act through Staff Dismissal Committee)</i>	<u>2</u>	Hearings Committee		
	52.	To hear an appeal against dismissal <i>(Must act through dismissal appeal committee)</i>	<u>2</u>	Appeals Committee		
	53.	To grant early retirement within the scope of regulations	<u>2</u>	Personnel, Partnership and Safeguarding	✓	
	54.	To agree the level of premature retirement and/or redundancy compensation over and above that set out in the LA's guidance	<u>2</u>	Personnel, Partnership and Safeguarding	✓	
	55.	To determine the existence of a redundancy situation	<u>2</u>	Personnel, Partnership and Safeguarding	✓	
Curriculum	56.	To extend service beyond normal retiring age	<u>3*</u>		✓	
	59.	Ensure broad, balanced, inclusive and robust Curriculum taught to all pupils and to consider any disapplication for pupil(s)	<u>2</u>	Strategic, Management Curriculum & Standards ³	✓	
	60.	To draft curriculum policy	<u>3</u>			✓

³ Strategic, Management and Curriculum Committee

		*Where the Executive Headteacher is the subject of an item marked he/she should not be involved in the decision.	<u>Decision Level</u>	Trust Committee	Exec Head	Head of Primary
	61.	To implement curriculum policy	<u>3</u>		✓	✓
	62.	To agree or reject and review curriculum policy	<u>2</u>	Strategic, Management Curriculum & Standards		
	63.	To be responsible for standards of teaching	<u>3</u>		✓	✓
	64.	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)	<u>3</u>		✓	
	65.	Responsibility for individual child's education	<u>3</u>		✓	✓
	66.	Provision of sex education - make and keep up to date a written policy	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✗
	67.	To prohibit political or religious indoctrination and ensuring the balanced treatment of political and religious issues	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓
	68.	To draw up a charging and remissions policy for activities (non National Curriculum based) in consultation with the Trust	<u>2</u>	Trust Finance	✓	
Performance Management						
	69.	To establish a performance management policy	<u>2</u>	Personnel, Partnership and Safeguarding		

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	70.	To implement the performance management policy	<u>2</u>	Personnel, Partnership and Safeguarding	✓	✓
	71.	To review annually the performance management policy	<u>2</u>	Personnel, Partnership and Safeguarding	✓	✓
Target Setting						
	72.	To set and publish targets for pupils achievement	<u>2</u>	Strategic, Management Curriculum & Standards		✓
	73.	To provide governors with in year progress data	<u>2</u>	Strategic, Management Curriculum & Standards		✓
	74.	To provide governors with reports on quality of teaching and learning	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓
	75.	To provide stakeholders with reports on pupil premium spend and progress towards closing the gap.	<u>2</u>	Strategic, Management Curriculum & Standards		✓
Exclusions						

		*Where the Executive Headteacher is the subject of an item marked he/she should not be involved in the decision.	<u>Decision Level</u>	Trust Committee	Exec Head	Head of Primary
	76.	To decide on a discipline policy	<u>2</u>	Personnel, Partnership and Safeguarding		✓
	77.	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	<u>3</u>		✓	✓
	78.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency) <i>(Must act through Pupil Discipline Committee)</i>	<u>2</u>	<u>Pupil Discipline</u>	✓	
	79.	To direct reinstatement of excluded pupil	<u>1</u>			
Admissions						
	80.	To set an admissions policy in accordance with statutory regulations and EFA criteria	<u>2</u>	Strategic, Management Curriculum & Standards		
	81.	To appeal against directions to admit pupil(s)	<u>2</u>		✓	
Religious Education						
	82.	Responsibility for ensuring provision of RE in line with school's basic curriculum <i>(all schools)</i>	<u>2</u>	Strategic, Management Curriculum & Standards		✓

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	83.	Decision to provide RE in line with locally agreed syllabus (<i>all other schools</i>)	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓
Collective Worship					✓	
	84.	Headteachers shall ensure that all pupils take part in a daily act of collective worship. The governing body also has similar duties	<u>2</u>	Strategic, Management Curriculum & Standards		✓
	85.	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (<i>schools without a religious character</i>) Headteacher must consult governing body	<u>3</u>		✓	
	86.	Arrangements for collective worship (<i>schools without religious character</i>) Headteacher must consult governing body	<u>3</u>			✓
Premises						
	87.	Buildings insurance and personal liability	<u>2</u>	Finance & Buildings	✓	
	88.	Develop Academy Buildings Strategy - (<i>including budgeting for repairs etc.</i>) and Asset Management Plans	<u>2</u>	Finance & Buildings	✓	
	89.	To approve procurement, adaptations and additions to school premises	<u>2</u>	Finance & Buildings	✓	

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Health and Safety						
	90.	To institute health and safety policy	<u>2</u>	Finance & Buildings		
		To ensure health and safety issues are met	<u>2</u>			
	91.	To consider health and safety and environmental health matters - including those relating to school meals (if delegated)	<u>3</u>		✓	✓
School Organisation						
	92.	To draw up the school's instrument of government and any amendments thereafter	<u>1</u>			
	93.	To publish proposals to change category of school	<u>2</u>	Strategic, Management Curriculum & Standards	✓	
	94.	To take decisions within their remit affecting the future status of the school	<u>1</u>			
	95.	To draft School (post-Ofsted) Action Plan and distribute to parents	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓
	96.	To decide any changes in school session times	<u>2</u>	Strategic, Management Curriculum & Standards	✓	

		*Where the Executive Headteacher is the subject of an item marked he/she should not be involved in the decision.	<u>Decision Level</u>	Trust Committee	Exec Head	Head of Primary
	97.	To review and monitor all statutory school policies	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓
	98.	To write statutory policies to present to governing body	<u>3</u>		✓	✓
	99.	To ensure provision of free school meals to those pupils meeting criteria	<u>3</u>		✓	✓
	100.	To ensure pupil premium grant spent appropriately	<u>3</u>		✓	✓
	101.	To monitor use and impact of PP grant	<u>2</u>	Finance & Buildings		
<u>Information for parents</u>						
	102.	To prepare and publish school prospectus	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓
	103.	To prepare and publish school website in accordance to Ofsted criteria	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓
	104.	To provide information to be published by governing bodies <i>(It would be appropriate when considering this information on an annual basis for governing bodies to: monitor and review the aims and objectives of the school; to agree suitable policies, targets and priorities; and to evaluate whether the policies, targets and priorities are being achieved.)</i>	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓

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<u>Governing Body Procedures</u>						
	105.	To adopt and review home-school agreements	<u>2</u>	Strategic, Management Curriculum & Standards		✓
	106.	To publicise school's complaints procedure	<u>2</u>	Strategic, Management Curriculum & Standards		✓
	107.	To appoint and remove the chair and vice-chair of governors	<u>1</u>			
	108.	To appoint and dismiss the clerk to the governors	<u>1</u>			
	109.	To hold a governing body meeting termly	<u>1</u>			
	110.	To appoint and remove community governors	<u>1</u>			
	111.	To establish and maintain a register of Governor's Business interests	<u>2</u>	Clerk of GB		
	112.	To discharge duties in respect of pupils with special needs by appointing a "responsible person"	<u>2</u>	Link Governor		
	113.	To establish committees, working groups and delegation to individuals	<u>1</u>			
	114.	To regulate the governing body's procedures (where not set out in law)	<u>1</u>			
	115.	To review at least once a year the establishment, terms of reference and membership of committees, including selection panels	<u>1</u>			
<u>Planning</u>						

		*Where the Executive Headteacher is the subject of an item marked he/she should not be involved in the decision.	<u>Decision Level</u>	Trust Committee	Exec Head	Head of Primary
	116.	To prepare the school development plan including the school aims, budget forecasts, and medium term financial plan	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓
	117.	To approve the school development plan including the school aims, budget forecasts, and medium term financial plan	<u>1</u>			
	118.	To plan the school's staffing establishment, structure and salary policy	<u>2</u>	Personnel, Partnership and Safeguarding	✓	✓
	119.	To approve the school's staffing establishment, structure and salary policy	<u>1</u>			
Extended Schools	120.	To decide to offer additional activities and to what form these should take	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓
	121.	To put in place additional services provided	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓
	122.	To cease providing extended school provision	<u>2</u>	Strategic, Management Curriculum & Standards	✓	✓