



## DELEGATION OF DECISIONS AND PROCESSES BY THE SEVAK EDUCATION TRUST GOVERNING BOARD

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 Trustees (otherwise known as the Governing Board) - Level 1 <sup>1</sup>	<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 Headteacher - Often within a framework set by the Trust Board - Level 3	<u>3</u>

### MAIN DECISIONS AND PROCESSES

<sup>1</sup> 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.



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

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	11.	To authorise opening of any bank account	<u>2</u>	Finance Audit 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 board 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 Trustees at the start of the financial year	<u>2</u>	Finance Audit 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 ESFA financial regulations and procurement standards.	<u>2/3</u>	Finance Audit Buildings		
	16.	To write off debts above £100	<u>2</u>	Finance Audit 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 Audit Buildings		
	21.	Insurance, if delegated - approve any insurance arrangements	<u>2</u>			
	22.	To ensure compliance with ESFA financial regulations on seeking competitive quotations and tenders and that adequate and appropriate insurance cover is provided.	<u>2</u>	Finance Audit Buildings		
	23.	Enter into contract (between £10.00 and OJEU threshold)	<u>2</u>	Finance Audit Buildings		

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	24.	To set a charging and remissions policy	<u>2</u>	Finance Audit Buildings		
		Enter into contracts above OJEU threshold	<u>1</u>			
<b>Staffing</b>						
	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, Performance and Safeguarding <sup>2</sup>	✓	
	26.	To determine the salaries and benefits of Headteacher and Deputy Heads of Primary and Secondary and other staff on the leadership spine	<u>2*</u>	Pay Committee		
		To ratify or not the 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>		✓	✓
	29.	To agree a procedure for: authorising in advance out of County journeys by the Headteacher/Deputy Head of Primary or Deputy Head of Secondary; and for certifying all expenses claims above the authorised level in the scheme of delegation made by the Headteacher/Deputy Head of Primary or Deputy Head of Secondary	<u>2</u>	Personnel, Performance and Safeguarding		
	30.	To establish appointments panel including a panel for the selection of Headteacher/Deputy Head of Primary or Deputy Head of Secondary when a vacancy arises.	<u>1</u>			

<sup>2</sup> Personnel, Performance and Safeguarding Committee

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31.	To determine the staff complement for the school		<u>2</u>	Personnel, Performance 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, Performance and Safeguarding		
33.	To recommend to the governing board, for appointment as Headteacher/Deputy Head of Primary or Deputy Head of Secondary, a candidate selected after interview.		<u>2</u>	Recruitment Panel		
34.	To approve, for appointment as Headteacher/Deputy Head of Primary or Deputy Head of Secondary, 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>		✓	✓
37.	To agree a policy for appointments / recruitment		<u>2</u>	Personnel, Performance and Safeguarding		
38.	To select senior non-teaching staff for appointment (Board of Trustees to identify senior posts)		<u>2</u>	Personnel, Performance 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 board's policy		<u>3</u>		✓	

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	42.	To authorise release for training, conferences or other school business - including the Deputy 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 Trustees	<u>3*</u>		✓	✓
	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, Performance and Safeguarding	✓	

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	54.	To agree the level of premature retirement and/or redundancy compensation <b>over and above</b> that set out in the LA's guidance	<u>2</u>	Personnel, Performance and Safeguarding	✓	
	55.	To determine the existence of a redundancy situation	<u>2</u>	Personnel, Performance and Safeguarding	✓	
<b>Curriculum</b>	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>	Full Board <sup>3</sup>	✓	
	60.	To draft curriculum policy	<u>3</u>			✓
	61.	To implement curriculum policy	<u>3</u>		✓	✓
	62.	To agree or reject and review curriculum policy	<u>2</u>	Full Board		
	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>	Full Board	✓	✓

<sup>3</sup> Strategic, Management and Curriculum Committee

		*Where the Headteacher is the subject of an item marked he/she should not be involved in the decision.	<u>Decision Level</u>	Trust Committee	Head	Deputy Head
	67.	To prohibit political or religious indoctrination and ensuring the balanced treatment of political and religious issues	<u>2</u>	Full Board	✓	✓
	68.	To draw up a charging and remissions policy for activities (non National Curriculum based) in consultation with the Trust	<u>2</u>	Finance Audit Buildings	✓	
<b>Performance Management</b>						
	69.	To establish a performance management policy	<u>2</u>	Personnel, Performance and Safeguarding		
	70.	To implement the performance management policy	<u>2</u>	Personnel, Performance and Safeguarding	✓	✓
	71.	To review annually the performance management policy	<u>2</u>	Personnel, Performance and Safeguarding	✓	✓
<b>Target Setting</b>						
	72.	To set and publish targets for pupils achievement	<u>2</u>	Full Board		✓
	73.	To provide Trustees with in year progress data	<u>2</u>	Full Board		✓
	74.	To provide Trustees with reports on quality of teaching and learning	<u>2</u>	Full Board	✓	✓
	75.	To provide stakeholders with reports on pupil premium spend and progress towards closing the gap.	<u>2</u>	Full Board		✓



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<b>Exclusions</b>						
	76.	To decide on a discipline policy	<u>2</u>	Personnel, Performance 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>			
<b>Admissions</b>						
	80.	To set an admissions policy in accordance with statutory regulations and ESFA criteria	<u>2</u>	Full Board		
	81.	To appeal against directions to admit pupil(s)	<u>2</u>		✓	
<b>Religious Education</b>						
	82.	Responsibility for ensuring provision of RE in line with school's basic curriculum <i>(all schools)</i>	<u>2</u>	Full Board		✓
	83.	Decision to provide RE in line with locally agreed syllabus <i>(all other schools)</i>	<u>2</u>	Full Board	✓	✓

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<b>Collective Worship</b>					✓	
	84.	Headteacher shall ensure that all pupils take part in a daily act of collective worship. The governing board also has similar duties	<u>2</u>	<b>Full Board</b>		✓
	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 board	<u>3</u>		✓	
	86.	Arrangements for collective worship ( <i>schools without religious character</i> ) Headteacher must consult governing board	<u>3</u>			✓
<b>Premises</b>						
	87.	Buildings insurance and personal liability	<u>2</u>	<b>Finance Audit Buildings</b>	✓	
	88.	Develop Academy Buildings Strategy - ( <i>including budgeting for repairs etc.</i> ) and Asset Management Plans	<u>2</u>	<b>Finance Audit Buildings</b>	✓	
	89.	To approve procurement, adaptations and additions to school premises	<u>2</u>	<b>Finance Audit Buildings</b>	✓	
<b>Health and Safety</b>						
	90.	To institute health and safety policy	<u>2</u>	<b>Personnel Performance Safeguarding</b>		

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		To ensure health and safety issues are met	<u>2</u>	<b>Personnel Performance Safeguarding</b>		
	91.	To consider health and safety and environmental health matters - including those relating to school meals (if delegated)	<u>3</u>		✓	✓
<b>School Organisation</b>						
	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>	<b>Full Board</b>	✓	
	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>	<b>Full Board</b>	✓	✓
	96.	To decide any changes in school session times	<u>2</u>	<b>Full Board</b>	✓	
	97.	To review and monitor all statutory school policies	<u>2</u>	<b>Full Board</b>	✓	✓
	98.	To write statutory policies to present to governing board	<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>	<b>Finance Audit Buildings</b>		
<b><u>Information for parents</u></b>						

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	102.	To prepare and publish school prospectus	<u>2</u>	Full Board	✓	✓
	103.	To prepare and publish school website in accordance to Ofsted criteria	<u>2</u>	Full Board	✓	✓
	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>	Full Board	✓	✓
<b><u>Governing Board Procedures</u></b>						
	105.	To adopt and review home-school agreements	<u>2</u>	Full Board		✓
	106.	To publicise school's complaints procedure	<u>2</u>	Full Board		✓
	107.	To appoint and remove the chair and vice-chair of Trustees	<u>1</u>			
	108.	To appoint and dismiss the clerk to the Trustees	<u>1</u>			
	109.	To hold a governing board meeting termly	<u>1</u>			
	110.	To appoint and remove community Trustees	<u>1</u>			
	111.	To establish and maintain a register of Trustee'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 board's procedures (where not set out in law)	<u>1</u>			

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	115.	To review at least once a year the establishment, terms of reference and membership of committees, including selection panels	<u>1</u>			
<b><u>Planning</u></b>						
	116.	To prepare the school development plan including the school aims, budget forecasts, and medium term financial plan	<u>2</u>	<b>Full Board</b>	✓	✓
	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>	<b>Personnel, Performance and Safeguarding</b>	✓	✓
	119.	To approve the school's staffing establishment, structure and salary policy	<u>1</u>			
<b><u>Extended Schools</u></b>	120.	To decide to offer additional activities and to what form these should take	<u>2</u>	<b>Full Board</b>	✓	✓
	121.	To put in place additional services provided	<u>2</u>	<b>Full Board</b>	✓	✓
	122.	To cease providing extended school provision	<u>2</u>	<b>Full Board</b>	✓	✓