

SCHEME OF DELEGATION

SCHEME OF DELEGATED AUTHORITY – REACH ACADEMY MAT

R	Responsible	Carries out the process or task and/or makes a recommendation
A	Accountable	Makes the final decision
C	Consulted	Consulted before a decision or action is taken
I	Informed	Informed that a decision or action is taken

	Local Governing Body	Executive Head	Headteacher	Trust Board	Members
Governance					
Changes to Articles of Association	I			R	A
Scheme of Delegation	C	R	C	A	
Appointment & removal of members	I				A & R
Appointment & removal of trustees	I			R	A & R
Election of Chair of Trustees	I			A & R	
Appointment of LGB Governors	C	R		A	
Appointment of Chair of LGB	C	R		A	
Removal of Chair of LGB	I	R		A	
Managing conflicts of interests	I	R	I	A	
Strategic leadership					
Strategic vision, values and objectives of the Trust	C	R	C	A & R	
Strategic vision, values and objectives of the academy	R	A	C	I	
Education					
Agree performance targets	R	A	C	C	
Performance against targets	R	A			
Change of age range or PAN	R	C	C	A	
Change to admissions arrangements	R	C	I	A	
Change to curriculum	R	A			
Change to school day	R	A			

Term dates and INSET dates	R	A			
Website, prospectus, uniform, marketing & PR	R	A			
Finance					
Appoint external auditors		R		A	
Agree internal audit procedures	I	R	C	A	
Approve Trust annual accounts	I	R		A	I
Approve Trust strategic budget plan	I	R		A	
Approve academy strategic budget plan	C	R	C	A	
Approve spending in line with agreed strategic budget plan	C	R		A	
Approve staff pay and conditions	C	R	C	A	
Staffing					
Appoint Executive Headteachers (including Accounting Officer)	I			A & R	I
Appoint members of the Central team	I	A & R		C	
Dismissal, suspension or redundancy of Executive Head Teacher	I			A & R	
Executive Head Performance Review Committee	I			A & R	
Appointment & PM - Executive Headteachers	R	A & R		I	
Appointment & PM – SLT	I	A	R	I	
Appointment & PM – Business Leaders	I	A	R		
Appointment & PM – other academy based staff	I	C	A & R		
Dismissal, suspension or redundancy of any staff (other than CEO)	I	A	R		
Executive Headteacher’s Performance Review Committee	R	R		A	
Restructuring of staff	I	A	R	C	
Staff well-being	R	A		I	
Children & students					
Exclusions - short term	I	C	A & R		
Exclusions - permanent	A	C	R		

Infrastructure				
Long term lease or disposal of assets	C	R	C	A
One off lettings	I	A & R	C	I
Regular lettings (non-exclusive use)	I	A & R	C	I
Structural changes to buildings	C	A & R	C	I
Major capital projects	C	A & R	C	A
ICT support	C	A & R	C	
ICT infrastructure	C	A & R	C	
Compliance				
Risk Register – Trust and individual academies	C	R	C	A
Ensure compliance with all statutory and regulatory requirements	C	R	C	A
Safeguarding	A	C	R	C
Statutory policies	C	R	C	A
Ad hoc Committees				
Exclusions Committee	A & R	I	I	
Disciplinary Committee	A & R	I	I	
Complaints Committee	A & R	I	I	