

Wessex Learning Trust – Scheme of Delegation

	Diocese	Members	Board of Directors	LGB	Notes
Governance					
Appoint and remove members		X			
Appoint and remove foundation member(s)	X				
Appoint and remove directors		X			
Appoint and remove foundation directors	X				
Agree terms of reference for the WLT Board			X		
Agree terms of reference for LGBs			X		
Appoint and remove members of LGB including chair				X	
Appoint and remove foundation members of LGB	X				
Appoint and remove clerk to LGB				X	
Agree a scheme of delegation			X		
Remove delegated powers where there are significant concerns about the performance of an individual academy			X		
Agree future academy applications/sponsorship to join WLT			X		
Ethos					
Set the vision and strategic direction for the WLT			X		
Translate the vision and strategic direction of the WLT into practice in individual academies.				X	
Develop the distinctive ethos and aims of individual academies				X	
Uphold the distinctive Christian character of Church of England academies			X	X	

Education provision					
Determine the curriculum for the academy				X	
Monitor the quality of teaching, learning and assessment				X	
Determine the behaviour policy for the Academy				X	
Ensure that there are appropriate arrangements in place to support the pastoral care of children				X	
Ensure that the academy meets the needs of its vulnerable pupils including SEND, children looked after and pupil premium				X	
Determine the annual calendar including INSET days				X	
Academy improvement					
Draw up and implement an annual trust improvement plan (TIP) to deliver the WLT priorities			X		
Draw up and implement an annual academy improvement plan (AIP) to deliver the WLT and academy priorities				X	
Monitor the performance of the WLT			X		
Monitor the performance of the academy				X	
Agree a format for the Headteacher's reports to LGBs			X		
Provide support and challenge to Headteachers for school improvement			X		
Hold the CEO to account for the performance of academies within the WLT			X		
Hold the Headteacher to account for the performance of the academy				X	
Ensure that arrangements are in place for the performance management of the CEO and the central team			X		
Ensure that arrangements are in place for the performance management of the Headteacher				X	
Ensure that arrangements are in place for the performance management of staff working in the academy				X	
Maintain an up to date summary of evaluation (SEF) that				X	

identifies clearly the strengths and weaknesses of the academy in relation to overall effectiveness, leadership and management, teaching, achievement of pupils and where appropriate early years or sixth form					
Prepare for Ofsted/SIAMs inspections				X	
Financial management					
Appoint accountants		X			
Approve annual accounts		X			
Maintain an effective internal audit			X		
Appoint responsible officer			X		
Ensure financial policies and procedures are in accordance with corporate and DfE requirements and best practice			X		
Agree the allocation of funds for the provision of central services			X		This will be agreed in consultation with the LGB
Allocate funding to individual academies in accordance with GAG funding statement			X		
Set and manage budgets for individual academies in accordance with WLT procedures				X	
Approve annual budgets for academies			X		
Approve staffing costs for academies where expenditure on staffing will exceed 80% of GAG			X		Individual academies must seek approval from the WLT Board where they plan to spend in excess of 80% of their GAG on staffing.
Monitor the financial performance of the WLT throughout the year taking action where appropriate			X		
Monitor the financial performance of individual academies throughout the year taking action where appropriate				X	
Maintain accurate, reconciled and up to date financial records in accordance with WLT procedures				X	
Ensure that any disposal of assets complies with WLT procedures				X	

Maintain a register of pecuniary and business interests of directors and central staff			x		
Maintain a register of pecuniary and business interests of governors and academy based staff				x	
Approve individual expenditure in excess of £10,000			x		
Approve lease agreements			x		
Approve a lettings policy and fees				x	
Arrange insurance for the WLT			x		
Approve the establishment/dissolution of a subsidiary company			x		
Personnel management					
Appoint the CEO and other central staff			x		
Appoint Headteachers			x		Appointment panels will be made up of representatives from the Board of Directors and LGB.
Appoint staff based in academies				x	
Set the WLT pay policy			x		
Remuneration of the CEO and other central staff in accordance with WLT pay policy			x		
Remuneration of Headteachers in accordance with WLT pay policy				x	
Remuneration of academy staff in accordance with WLT pay policy				x	
Contracts of employment			x		Headteachers will issue offer letters and contracts in accordance with WLT templates.
Provision of HR support to academies			x		Service provided by Browne Jacobson.
Staff grievance policy			x		
Handle stage one grievances				x	
Handle stage two grievances			x		

Consultation with professional associations and trade unions			x		
Dismissal including the redundancy of staff			x		
Provision of training and professional development				x	
Ensure equality of opportunity in accordance with equalities legislation			x		
Risk management					
Ensure that appropriate risk management policies and procedures are in place			x		
Maintain a Risk Register				x	
Maintain a Business Continuity Plan			x		
Health and Safety policy			x		
Ensure compliance with WLT health and safety policy				x	
Consider strategic threats and opportunities in relation to the Academies and WLT			x		
Safeguarding					
Safeguarding policy and procedures			x		
Appointing a designated safeguarding lead and local safeguarding governor				x	
Adhere to safe recruitment practices including undertaking pre-employment DBS and reference checks for all employees				x	
Maintain an up to date single central record.				x	
Ensure that practical arrangements are in place to safeguard all children				x	
Admissions					
Set the admissions criteria for academies in the WLT in accordance with the admissions code			x		
Agree the planned admission number for each academy			x		
Ensure arrangements for admission appeals			x		

Exclusions					
Exclusion policy			x		Headteachers have responsibility for deciding whether or not to exclude a pupil in accordance with the policy
Arrange exclusion panel hearings				x	
Complaints					
Complaints policy			x		
Handle stage one, two and three complaints				x	
Handle stage four complaints			x		
Estates					
Building maintenance programme				x	
Funding for capital improvements from the CIF				x	
Grounds maintenance				x	
Oversight of capital and maintenance projects				x	
Asbestos register and safety				x	
Provision of catering services				x	
Provision of cleaning services				x	

Approved by Wessex Learning Trust Board on 8th November 2016