

## WARRINER MULTI ACADEMY TRUST Scheme of Delegation: Checklist

The Directors of WMAT are accountable to the Secretary of State for the performance of all academies within the Trust. The scheme of delegation sets out how and where the directors have delegated responsibility for certain of their functions. This checklist provides further information on that delegation.

Function	No	Tasks	Directors	Committee	CEO	LGB	HT
<b>Central Services</b>	1.	To determine the scope of mandatory core services to be delivered by the Company on behalf of its Academies		✓ cs			
	2.	To identify those additional services to be procured on behalf of individual academies		✓ cs			
	3.	To ensure centrally procured services provide value for money		✓ cs			
<b>Budgets</b>	4.	To determine the proportion of the overall Academy budget to be delegated to individual Academies	✓				
	5.	To allocate and implement the individual Academy budget				✓	
	6.	To approve the first formal budget plan each financial year	✓				
	7.	To monitor monthly expenditure for the WMAT		✓			
		To monitor monthly expenditure for the individual academies				✓	
	8.	To approve any virement between central WMAT budget headings and/or likely individual budget overspends		✓			
		To approve any virement between individual academy budget headings and/or likely individual budget overspends				✓	

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	9.	To establish financial decision levels and limits	✓				
	10.	To appoint the Audit Committee as required	✓				
	11.	Miscellaneous financial expenditure outside of the agreed budget	✓				
	12.	To enter into contracts up to the limits of delegation and within an agreed budget		✓			
	13.	To authorise payments on central items within agreed financial limits ref WMAT		✓			
		To authorise payments within agreed financial limits at individual academies				✓	
<b>Staffing</b>	14.	Head teacher appointments (selection panel)	✓			BC	
	15.	Deputy and SBM appointments (selection panel)	✓			✓	✓
	16.	Appoint other teachers					✓
	17.	Appoint non-teaching staff					✓
	18.	Agree a pay policy	✓				
	19.	Pay discretions – within policy		✓			
	20.	Establishing disciplinary/capability procedures	✓				
	21.	Dismissal of Head Teacher /Deputy Head teacher	✓		✓		
	22.	Dismissal of other staff			✓		✓
	23.	Suspending Head Teacher	✓		✓		

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	24.	Suspending other Staff			✓		✓
	25.	Ending suspension (Head Teacher)	✓		✓		
	26.	Ending Suspension (other Staff)			✓		✓
	27.	Determining Staff complement within agreed budget				✓	
	28.	Determining dismissal payments/early retirement			✓ approval required	✓	✓
<b>Curriculum</b>	29.	To develop a curriculum policy		✓			
	30.	To implement curriculum policy			✓		✓
	31.	Responsible for standards of teaching			✓		✓
	32.	Responsibility for individual child's education					✓
	33.	Responsibility for ensuring provision of RE in line with school's basic curriculum				✓	
	34.	To ensure that all pupils take part in a daily act of collective worship					✓
	35.	Provision of sex and relationships education – to establish and keep up to date a written policy		✓			
	36.	To prohibit political indoctrination and ensuring the balanced treatment of political issues					✓
<b>Performance Management</b>	37.	To develop a performance management policy	✓				
	38.	To implement the performance management policy			✓		✓

Function	No	Tasks	Directors	Committee	CEO	LGB	HT
	39.	To review annually the performance management policy	✓		✓		
	40.	Responsibility for pupil outcomes	✓				
	41.	To establish: a) behavior principles statement b) a behaviour policy	✓		✓		•
	42.	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)				✓	
	43.	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)				✓	
<b>Admissions</b>	44.	To consult before setting an admissions policy				✓	
	45.	Admissions: application decisions				✓	
	46.	To secure equal treatment in admissions of pupils with SEN				✓	
<b>Premises &amp; Insurance</b>	47.	Buildings insurance and personal liability (RPA now)	✓				
	48.	Developing school buildings strategy or master plan		✓ cs			
	49.	Procuring and maintaining buildings, including developing properly funded maintenance plan		✓ cs			
	50.	To institute a health and safety policy	✓				

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	51.	To ensure that health and safety regulations are followed		✓cs			
	52.	To consider, consult on and propose change of age range or size of Academies within the MAT	✓				
	53.	To set the times of school sessions and the dates of school terms and holidays		✓si			
	54.	To prepare and publish the school prospectus					✓
	55.	To ensure provision of free school meals to those pupils meeting the criteria				✓	
	56.	Adoption and review of home-school agreements				✓	
	57.	To draw up governing documents and any amendments thereafter	✓				
	58.	To appoint (and remove) the chair of the LGB				✓	
	59.	To appoint and dismiss the clerk to the LGB	✓				
	60.	To hold a full LGB meeting at least three times in a school year				✓	
	61.	To appoint and remove members of the LGB	✓				
	62.	To set up a Register of Members, Directors and Governors Business Interests	✓				
	63.	To approve and set up a Directors and Governors Expenses Scheme	✓				
	64.	To discharge duties in respect of pupils with special needs by appointing a "responsible person"		✓si			

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	65.	To consider whether or not to exercise delegation of functions to individuals	✓				
	66.	To regulate the LGB procedures (where not set out in law)	✓				
	67.	To determine the development needs of Directors and governors and put in place an appropriate programme	✓				
	68.	To consider requests from other schools to join the Company	✓				
	69.	To decide to offer additional activities and to what form these should take	✓				
	70.	To institute a safeguarding policy	✓		✓		
	71.	To ensure that the safeguarding policy is implemented			✓	✓	
	72.	To determine, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust Academies	✓				
	73.	To provide to the Company, on an annual basis, copies of all policies and procedures and a schedule for their review	✓				