

Eynsham Partnership Academy

Scheme of Delegation – Check List



Approved by the Board of Trustees on December 2023

Preamble

This Scheme of Delegation Check List describes the Eynsham Partnership Academy's governance structure and remit of the Members, Board of Trustees and local governing bodies.

The EPA is a company limited by guarantee and an exempt charity; the formal governance arrangements for the Trust are set out in its Articles of Association.

The Trustees have the absolute discretion:

- To vary the extent and nature of delegation to individual academy LGBs as they see fit in order to meet the obligations placed on them; and
- To review this Scheme at least on an annual basis and to alter any provisions of it and in doing so will have regard to and give due consideration of any views of the LGB.

Herein:

'The Trust' means the Eynsham Partnership Academy.

'School' means a school (Academy) in the Eynsham Partnership Academy.

'Trustee' means a Trustee of the Trust and member of the Board of Trustees, which is the legal governing board of the Trust; a Trustee is also a Director of the Trust.

'Governing Body' and 'LGB' means a local governing body that is a committee of the Board, and 'governor' means member of a local governing body.

'Headteacher' means Principal of the school or Academy.

'CEO' means the Chief Executive Officer of the Trust.

'CFO' means the Chief Financial Officer.

The Trustees

The Trustees, appointed by the Members or the Diocesan Board of Education, have delegated responsibility for the 3 core strategic functions:

1. Ensure clarity of vision, ethos and strategic direction
2. Holding the Executive Head to account for educational performance of the schools and their pupils
3. Oversee the financial performance of the Academy

Local Governing Bodies (LGB)

Local Governing Bodies are committees of the Board of Directors and operate under the delegation approved by the Board and outlined in this document. They have been delegated the authority to appoint their own governors and elect their own post-holders (including Chair), but appointments are to be made in accordance with the relevant Instrument of Government and EPA Policies and Procedures.

However, where schools have an Ofsted inspection criterion of 'Inadequate' or this was their last inspection outcome, the Directors will appoint the Chair of Governors, additional governors & Leadership and directly manage the school financially. For schools with an Ofsted criterion of 'Requires Improvement' the Directors may use elements of this approach if they believe it is necessary after discussion with the LGB. For Church schools this will be discussed with the Diocese first.

CORE FUNCTION			
No.	TASKS	TRUSTEES	LGB
1	Establish the vision and direction of the Trust	X	
2	Ensure the quality and educational provision and oversee standards and outcomes across the Trust	X	
3	Manage the Trust's finance and property	X	
4	Ensure that the Trust complies with charity and company law	X	
5	Operate the Trust in accordance with the Funding Agreement that has been signed with the Secretary of State	X	
6	Carry out due diligence and make decisions regarding further schools joining the Trust	X	
7	Set the values and visions statements for individual Academies, within the context of the Trust's vision and values statement		X
8	To confirm the values and vision statement for individual Academies	X	
9	Maintain the effective operation and membership of the LGB	X	
10	Oversee the educational performance of the individual Academies		X
11	Oversee the financial performance of the individual Academies		X
12	Ensure pupil wellbeing including safeguarding, safety and security		X
13	Appointment of the Headteacher (selection panel must include at least 1x member of the LGB, x1 Trustee and the EPA CEO)	X	
14	As requested, to attend Trust committees and events to represent their individual Academies and to contribute to the development of the Trust		X

FINANCE			
No.	TASKS	TRUSTEES	LGB
1	To determine the proportion of the overall EPA Academy budget to be delegated to individual Academies	X	
2	To develop and propose the individual Academy's budget		X
3	To approve the individual Academy's budget	X	
4	To approve the Trust budget	X	
5	To monitor monthly expenditure of Academy budgets		X
6	To monitor monthly expenditure of the Trust budget	X	
7	To establish financial decision levels and limits	X	
8	To establish an Academy charging and remissions policy		X
9	To appoint the 'Responsible Officer'	X	
10	Appoint (and remove) Auditors	X	
11	To enter into Contracts	X	
12	Determine and evaluate levels of risk for individual Academies		X
13	Determine and evaluate levels of risk for the Trust	X	
14	To authorise expenditure within agreed financial limits		X
15	To procure Trust-wide services on behalf of its Academies, ensuring value for money	X	
16	Implementation of Trust Financial Procedures at individual Academy level		X
17	Implementation of Trust Financial Procedures at Trust level	X	

STAFFING			
No.	TASKS	TRUSTEES	LGB
1	CEO/CFO/SIO appointments	X	
2	Deputy Head, other teachers and non-teaching staff appointments (within budget)		X
3	Agree EPA Pay Policy	X	
4	Agree EPA Staff Disciplinary Policy	X	
5	Pay discretions	X	
6	Agree the grade, salary range and title of any new Headteacher	X	
7	Suspending Headteacher	X	
8	Suspending other staff		X
9	Ending suspension (Headteacher)	X	
10	Ending suspension (other staff)		X
11	Dismissal of Headteacher/Deputy	X	
12	Determining dismissal payments/early retirement	X	
13	Set up the Headteacher's performance review panel (must involve at least 1x member of the LGB, 1 Trustee and the CEO)	X	
14	Appraisal of all other staff		X
15	Determining staff complement within agreed budget		X
16	Restructures at Academy level	X	

CURRICULUM & STANDARDS			
No.	TASKS	TRUSTEES	LGB
1	Develop and establish Trust self-evaluation and improvement plans	X	
2	Develop and establish individual Academy self-evaluation and improvement plans		X
3	Agree, implement and review a Curriculum Policy		X
4	Receive annual SEND, Pupil Premium and Safeguarding reports and sign off		X
5	Scrutinise and evaluate impact of SEND across the Trust	X	
6	Agree, implement and review a Sex & Relationships Education (SRE) policies	X	
7	To prohibit political indoctrination and ensuring the balanced treatment of political issues		X
8	Agree, implement and review a Rewards and Behaviour Policy		X
9	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 exam (can be delegated to Chair/Vice Chair in cases of urgency)		X
10	To direct reinstatement of excluded pupils (can be delegated to Chair/Vice Chair in cases of urgency)		X

PERFORMANCE MANAGEMENT			
No.	TASKS	TRUSTEES	LGB
1	Agree EPA Performance Management Policy	X	
2	To implement the Performance Management Policy for the Headteachers	X	
3	To review impact of the Performance Management Policy for all other staff		X

TARGET SETTING			
No.	TASKS	TRUSTEES	LGB
1	To ensure targets are appropriately set to maximize attainment and pupil progress	X	
2	To propose targets for pupil achievement		X
3	Responsibility for pupil outcomes		X
4	Accountability for pupil outcomes	X	

ADMISSIONS & ACADEMY ORGANISATION			
No.	TASKS	TRUSTEES	LGB
1	Agree Admission Policy for the Trust and sign off any changes to PAN and Admissions	X	
2	To appeal against LA directions to admit pupil(s)		X
3	To set the times of Academy sessions		X
4	To set the dates of Trust-wide terms and holidays	X	
5	To ensure that the Academy meets for 190 days in an academic year	X	
6	To start to provide extended school provision		X
7	To cease providing extended school provision		X

RELIGIOUS EDUCATION			
No.	TASKS	TRUSTEES	LGB
1	Responsibility for ensuring provision, monitoring and revision of Religious Education (RE)		X

COLLECTIVE WORSHIP			
No.	TASKS	TRUSTEES	LGB
1	Responsibility for ensuring that all pupils take part in a daily act of collective worship		X

2	Responsibility for monitoring		X
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PREMISES, HEALTH & SAFETY, SAFEGUARDING AND INSURANCE

No.	TASKS	TRUSTEES	LGB
1	Buildings insurance, personal liability and Trustee indemnity	X	
2	Agree the Trust's property strategy	X	
3	Ensure oversight of all buildings and property matters (including the development of a 5-year estate management plan)	X	
4	Procuring and maintaining buildings, including developing properly funded maintenance plan	X	
5	Propose Academy strategic premises plans (including new buildings, leases, sub-lettings)		X
6	Agree EPA Health and Safety (H&S) policy	X	
7	To implement and monitor the H&S policy		X
8	Agree EPA Safeguarding Policy	X	
9	Establish academy specific insurance as required, e.g. staff absence		X
10	Academy building maintenance		X
11	Ensure accuracy and completeness of School's Central Record (SCR)		X
12	Verify accuracy and completeness of SCR	X	

GOVERNANCE AND POLICY			
No.	TASKS	TRUSTEES	LGB
1	Develop and establish the schemes of delegation for the LGBs	X	
2	Ratify the appointment or removal of Governors to or from LGBs	X	
3	Quality assure, evaluate and develop the quality of Governance across the Trust	X	
4	To determine those policies which will be developed by the Trust and are mandatory for all LGBs	X	
5	To ensure that statutory policies are in place		X
6	Propose delegation of responsibilities to working groups, including Terms of Reference (LGB)		X
7	Annually to elect, appoint (and remove) the Chair and Vice Chair of the LGB		X
8	To recommend appointments (and removal) of Foundation members to the LGB		X
9	To appoint Foundation members to the LGB	X	
10	To recommend appointment of elected/nominated and removal of other members of the LGB as a result of election/nomination		X
11	Appoint or remove Clerk to the LGB		X
12	Ensure publication of statutory information on the website		X
13	To set up a Register of Trustees' Business Interests	X	
14	To set up a Register of LGB Business Interests		X
15	To report related party transactions prior to approval		X
16	To maintain the effective operation, membership of the LGB by ensuring an effective succession plan is in place.		X
17	To discharge duties in respect of pupils with special needs, safeguarding and health and safety by appointing a "responsible person". Ensure a Governor with specific responsibility for Safeguarding, H+S and SEND is appointed.		X

18	To consider and approve requests from other schools to join the Company	X	
19	To provide to the Trust, on an annual basis, copies of all statutory required policies and procedures and a schedule for their review		X
20	Agree Expenses Policy for Trustees and Governors	X	
21	To put in place Governors' support arrangements	X	
22	To determine the development needs of governors and put in place appropriate training		X