



**Scheme  
of Delegation  
for decision making  
authorities**

**ADOPTED BY THE BOARD OF DIRECTORS OF STAR  
ACADEMY TRUST ON  
JANUARY 2019**

## **Star Academy Trust: Directors and individual school's Local Advisory Board Delegation Planner**

The Directors of Star Academy Trust are accountable in law for all decisions about the school and its future. They can determine the extent of any delegated powers to nominated individual/committees and local advisory boards. From time to time the Directors may delegate a task/responsibility to an individual/committee is important that such a record of delegation is maintained since without this the individual/committee has no power to act.

This document sets out the areas of responsibility for Members, Directors, the Local Advisory Board (LAB) and the Principal. It also highlights which areas require consultation before being decided. Where consultation is not required it is essential that other parties are informed of all decisions. When the document states that the LAB must be consulted, this includes the Principal as a member of the LAB

This document applies to all organisations that are part of Star Academy Trust, including organisations that are part of subsidiary companies.

## Scheme of Delegation

### Strategy, Leadership and Governance

		Consultation required		
		Directors	LAB	Principal
Members	<ul style="list-style-type: none"> <li>• To review the performance of the Board of Directors annually</li> <li>• To agree the strategy for the Trust</li> <li>• To determine the vision and values of the Trust</li> </ul>	C C	C C	
Directors	<ul style="list-style-type: none"> <li>• To determine a list of required policies to ensure compliance</li> <li>• To formulate policy / criteria for appointing Directors and Governors</li> <li>• To review the performance of the Local Advisory Board and any established committee annually</li> <li>• To appoint exec and non-exec Directors</li> <li>• To set the Marketing and PR strategy</li> <li>• To appoint or remove the Chair of the LAB</li> <li>• To appoint and remove the clerk and company secretary.</li> <li>• To appoint and remove co-opted governors.</li> <li>• To set the structure and remit of the LAB and any committees, including appointment details, term of office and attendance record</li> <li>• To review annually the size, structure, composition and skill set of the LAB.</li> <li>• To approve directors and governors expenses scheme.</li> <li>• To set the scheme of delegation and review annually</li> <li>• To regulate the LAB procedures where these are not set out in law.</li> <li>• To appoint an Accounting Officer, a Responsible Officer and the Finance and Audit committee.</li> <li>• To make arrangements annually for internal and external audit.</li> <li>• To prepare terms of reference for LAB and any committee</li> <li>• To identify training needs of Directors and formulate a training plan.</li> </ul>		C  C  C C C C C  C  C C C C  C	

Local Advisory Board	<ul style="list-style-type: none"> <li>• To propose the Chair of the LAB</li> <li>• To appoint a Vice Chair of the LAB</li> <li>• To appoint and remove the clerk of the LAB</li> <li>• To set up and publish a register of governor's business and pecuniary interests.</li> <li>• To publish the structure and remit of the LAB and any committees, including appointment details, term of office and attendance record</li> <li>• To agree and arrange governor induction and training programmes</li> <li>• To review procedures for the election of staff and parent governors for the LAB.</li> <li>• To review LAB performance and to complete a skills set audit on an annual basis.</li> <li>• To identify training needs of governors, formulate a training plan within the agreed budget, and maintain a training record for the LAB</li> <li>• To consult and advise the Board of Directors.</li> </ul>			
Principal	<ul style="list-style-type: none"> <li>• To ensure that details regarding the LAB and governance arrangements are available and up to date on the website and that all governors are registered on GIAS</li> <li>• To consult and advise the Board of Directors and LAB.</li> </ul>			

### **MAT and Academy Strategic Development Plans and Self Evaluation**

		Directors	LAB	Principal
Members	<ul style="list-style-type: none"> <li>To approve the strategic development plan for the Trust.</li> </ul>	C		
Directors	<ul style="list-style-type: none"> <li>To produce a Strategic development plan for the Trust</li> <li>To identify KPIs for the MAT</li> <li>To identify KPIs for the Academies</li> <li>To review performance against KPIs</li> <li>To hold the Principal and LAB to account as measured by the KPIs</li> <li>To review the Trust development plan at all meetings.</li> <li>To advise the Principal on the Academy Strategic Development Plan</li> <li>To approve the Academy Strategic Development Plan</li> <li>To oversee the Academy Self Evaluation</li> <li>To self-evaluate the performance of the Board of Directors</li> </ul>		C  C	
Local Advisory Board	<ul style="list-style-type: none"> <li>To advise, consult and propose the Academy Strategic Development Plan</li> <li>To review the approved Academy Strategic Development Plan at all meetings</li> <li>To review the Academy Self Evaluation Document regularly</li> <li>To hold the Principal to account as measured by the KPIs</li> <li>To self evaluate the performance of the LAB</li> </ul>	C		
Principal	<ul style="list-style-type: none"> <li>To produce the draft Academy Strategic Development Plan</li> <li>To produce a Self Evaluation document for the Academy, based on current OFSTED framework</li> </ul>			

### Finance, Budgets and Commercial

		Directors	LAB	Principal
Directors	<p>To approve the budget for the coming year and set a 3 year budget forecast.</p> <p>To ensure that existing revenue streams are maximised and to identify additional revenue streams.</p> <p>To set the 'top slice' for the Trust and provide parameters and guidance for Academy budgets.</p> <p>To consider recommendations from the LAB regarding spending on Sports Premium and Pupil Premium and approve action plans.</p> <p>To monitor monthly expenditure and monthly forecasts</p> <p>To establish a Charging and Remissions Policy</p> <p>To enter into contracts to ensure commercial and financial probity in line with the Manual of Internal Financial Procedures</p> <p>To oversee the financial performance of the school, ensuring that Best Value principles are applied in all decision making</p> <p>To determine and annually review the Manual of Internal Financial Procedures</p>		<p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>	
Local Advisory Board	<p>To propose a draft budget for the coming year and a draft 3 year budget forecast (Finance and Audit Committee)</p> <p>To receive regular reports on Academy finances and monitor spending and impact of the Sports Premium and Pupil Premium budgets, and make recommendations to Board of Directors for future spending via the Finance and Audit committee</p> <p>To monitor monthly credit card checks</p>	<p>C</p>   <p>C</p>		
Principal	<p>To ensure that processes and procedures as stated in the manual of internal procedures are adhered to.</p> <p>To ensure that monthly financial management reports are produced by agreed deadlines.</p> <p>To manage the Academy budget to ensure compliance to / improvement of the fiscal position of the Academy.</p>			

### Staffing and HR

		Directors	LAB	Principal
Directors	<ul style="list-style-type: none"> <li>• To appoint a selection panel and manage the recruitment process for the appointment of a Principal, Vice Principal, and other members of the Senior Leadership Team</li> <li>• To ratify or reject decisions of appointed panels.</li> <li>• To approve the pay policy annually, ensuring conformance with the budget.</li> <li>• To approve pay recommendations from the Principal, within the agreed budget.</li> <li>• To dismiss or suspend the Principal</li> <li>• To end suspension of the Principal</li> <li>• To approve the staffing structure for the coming year</li> <li>• To determine dismissal payments, early retirements</li> <li>• To appoint all external consultants (eg: HR, H&amp;S)</li> <li>• To review procedures for addressing staff discipline, conduct and grievance</li> <li>• To manage appeals against disciplinary action or grievance.</li> <li>• To investigate complaints against the Principal or appeals from other staff.</li> <li>• To be responsible for the induction of a Principal</li> </ul>		C  C C C C C C  C C	
Local Advisory Board	<ul style="list-style-type: none"> <li>• To regularly monitor the Single Central Record.</li> <li>• To conduct regular surveys to seek the views of staff and publish the results.</li> <li>• To appoint an external advisor.</li> </ul>			
Principal	<ul style="list-style-type: none"> <li>• To appoint a selection panel and manage the recruitment process for the appointment of all other members of staff</li> <li>• To produce a draft pay policy annually</li> <li>• To recommend pay increments for all staff based on Appraisal and Performance Management</li> <li>• To initially dismiss or suspend all other members of staff.</li> <li>• To end the suspension of all other staff members.</li> <li>• To propose the staffing structure for the coming year.</li> <li>• To produce and maintain a central record for recruitment and vetting checks (SCR)</li> <li>• To investigate complaints and grievances of all other staff.</li> <li>• To be responsible for the induction of all new staff</li> </ul>			

### Curriculum and extra-curricular provision

		Directors	LAB	Principal
Directors	<ul style="list-style-type: none"> <li>To approve the curriculum</li> <li>To put in place extended provision, eg: holiday clubs, before and after school clubs.</li> </ul>		C C	
Local Advisory Board	<ul style="list-style-type: none"> <li>To review and propose the curriculum, ensuring that a broad and balanced curriculum is delivered to, and is accessible to all pupils, including activities outside of the school day</li> <li>To establish and review a sex and relationships policy and ensure that parents are aware of their right to withdraw their children.</li> <li>To ensure that provision of RE meets statutory requirements.</li> <li>To decide whether to offer additional activities and what form these should take, pending budgetary approval from Directors.</li> <li>To review the impact of the Pupil Premium and Sports Premium and report to the Board of Directors.</li> </ul>			C  C C C
Principal	<ul style="list-style-type: none"> <li>To consider disapplication of pupils from statutory assessments</li> <li>To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.</li> <li>To lead the design of the curriculum</li> <li>To monitor and evaluate the quality of teaching and learning</li> <li>To report strengths and concerns in the quality of teaching to the LAB</li> <li>To ensure that a wide range of extra curricular opportunities are available throughout the year.</li> </ul>			



### Performance Management and Appraisal

		Directors	LAB	Principal
Directors	<ul style="list-style-type: none"> <li>To adopt and review the Teacher Appraisal Policy</li> <li>To appoint a panel to carry out the appraisal of the Principal</li> <li>To challenge the Principal and hold them to account for the educational, financial and general performance of the school</li> </ul>		C C	
Local Advisory Board	<ul style="list-style-type: none"> <li>To challenge the Principal and hold the Principal to account for the educational and financial performance of the school</li> <li>To hold the Principal to account for the Performance Management of all staff.</li> </ul>			
Principal	<ul style="list-style-type: none"> <li>To carry out appraisal of all other members of staff (delegated as appropriate)</li> </ul>			

### Discipline and Exclusions

		Directors	LAB	Principal
Directors	<ul style="list-style-type: none"> <li>To investigate any concerns regarding patterns / frequency of exclusions.</li> </ul>			
Local Advisory Board	<ul style="list-style-type: none"> <li>To review 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 / statutory examination (Chair or Vice Chair of LAB)</li> <li>To approve the behaviour policy</li> <li>To report any exclusions to the Trust Board.</li> </ul>			
Principal	<ul style="list-style-type: none"> <li>To draft the school's behaviour policy, including consultation.</li> <li>To exclude pupils</li> </ul>			

### Admissions

		Directors	LAB	Principal
Directors	<ul style="list-style-type: none"> <li>To annually determine admissions arrangements and approve the admissions policy, including consultation.</li> </ul>		C	
Local Advisory Board	<ul style="list-style-type: none"> <li>To process applications for places in Foundation Stage annually</li> <li>To establish and publish an admissions appeal timetable and make arrangements for all appeals hearings</li> <li>To process in year applications where classes are at PAN</li> </ul>			
Principal	<ul style="list-style-type: none"> <li>To manage all in year applications where classes have vacancies.</li> </ul>			

### Premises, Insurance and Health and Safety

		Directors	LAB	Principal
Directors	<ul style="list-style-type: none"> <li>To insure that all insurances are in place and reviewed annually</li> <li>To ensure that the Health and Safety Policy is adopted and reviewed at least annually</li> <li>To ensure that all regulations regarding H&amp;S are in place and followed.</li> </ul>			
Local Advisory Board	<ul style="list-style-type: none"> <li>To receive reports on accidents, incidents and near misses and challenge as appropriate.</li> <li>To ensure that procedures and policies are in place to deal with Critical incidents</li> </ul>	C		
Principal	<ul style="list-style-type: none"> <li>To take the role of H&amp;S responsible officer, ensuring that on a day to day basis policies and procedures are followed.</li> </ul>			

**Other**

		Directors	LAB	Principal
Directors	<ul style="list-style-type: none"> <li>• To establish a Data Protection Policy and review every 2 years.</li> <li>• To ensure that the school is GDPR compliant.</li> <li>• To ensure that the school is registered with the Information Commissioners Office (ICO)</li> <li>• To oversee all public relations activities and media activities to positively promote the Trust and its academies.</li> </ul>		C C	
Local Advisory Board	<ul style="list-style-type: none"> <li>• To set the times of school sessions and the dates of school terms and holidays</li> <li>• To receive reports from the Principal on Attendance and Punctuality and challenge as appropriate</li> </ul>			C
Principal	<ul style="list-style-type: none"> <li>• To set inset days.</li> <li>• To ensure that the school provides lunches that meet nutritional standards</li> <li>• To maintain a pupil register</li> <li>• To ensure the provision of free meals to those who meet the criteria, including UIFSM.</li> </ul>		C	

### Information for parents

		Directors	LAB	Principal
Directors	<ul style="list-style-type: none"> <li>• To ensure that the Trust website is compliant</li> <li>• To maintain an up to date Trust website</li> <li>• To establish, publish and review the Freedom of Information Policy and ensure compliance.</li> <li>• To establish, publish and review a complaints procedure.</li> </ul>		C	
Local Advisory Board	<ul style="list-style-type: none"> <li>• To ensure that information regarding the LAB is maintained and up to date</li> <li>• To approve the Home / School agreement.</li> <li>• To conduct regular surveys to seek the views of parents and publish the results</li> <li>• To ensure that the school website is compliant</li> <li>• To manage complaints from parents in line with the complaints policy</li> </ul>			
Principal	<ul style="list-style-type: none"> <li>• To produce the home/school agreement</li> <li>• To ensure that regular newsletters are produced</li> <li>• To ensure that the school website provides up to date and informative information for parents.</li> </ul>			

### Inclusion and Equality

		Directors	LAB	Principal
Directors	<ul style="list-style-type: none"> <li>To oversee achievement of SEND, looked after and disadvantaged pupils</li> <li>To oversee the accessibility plan and equality scheme.</li> </ul>			
Local Advisory Board	<ul style="list-style-type: none"> <li>To publish and update at least annually the SEND information report.</li> <li>To appoint a governor with a specific remit of SEND</li> <li>To appoint a governor with a specific remit of Pupil Premium / Looked After Children</li> <li>To approve SEND policy</li> <li>To approve the Accessibility Plan</li> <li>To approve the Equality Scheme</li> </ul>	C C C		
Principal	<ul style="list-style-type: none"> <li>To designate a qualified teacher to be responsible for co-ordinating SEND provision</li> <li>To designate a qualified teacher to be responsible for co-ordinating provision for looked after children</li> <li>To designate a qualified teacher to be responsible for co-ordinating provision for disadvantaged pupils (Pupil Premium)</li> <li>To establish an accessibility plan and review every three years.</li> <li>To establish and monitor the SEND Policy</li> </ul>			

### Safeguarding and Child Protection

		Directors	LAB	Principal
Directors	<ul style="list-style-type: none"> <li>To approve the Safeguarding and Child Protection Policy annually.</li> </ul>			
Local Advisory Board	<ul style="list-style-type: none"> <li>To adopt and review the policy for Safeguarding and Child Protection on an annual basis.</li> <li>To appoint a governor with the specific remit of Safeguarding</li> <li>To carry out regular checks to ensure that the SCR is up to date and compliant and that all DBS checks take place</li> <li>To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures outlined in the prevent duty into the Child Protection Policy.</li> </ul>	C		
Principal	<ul style="list-style-type: none"> <li>To undertake the role of Designated Safeguarding Lead, or delegate to a suitably qualified person (ie: SLT)</li> <li>To ensure that staff training meets the requirements set out in the latest KCSIE document.</li> <li>To report termly to the LAB on Safeguarding</li> </ul>			