

The Kirkstead Education Trust Scheme of Delegation of Governance

Members

Appoint/ remove members
Appoint/remove Trustees



The Trust Board

Determine a clear vision for the Trust and establish the strategy for future development of the Trust.
Co-opt/remove co-opted Trustees.
Elect Chair of the Trustees.
Appoint a clerk to the Trustees.

Financial	Policies and Statutory Duties	Other
<ul style="list-style-type: none"> • File the Trust's Annual Report • Receive and respond to any issues raised in the External Auditor's report • Determination of Reserves Policy • Submit 3 year budget forecast (BFR3Y) • Submit School Resource Management Self-Assessment Tool (SRMSA) • Establish financial scheme of delegation • File an annual return to Companies House, including the register of significant persons • Ensure robust benchmarking and value for money is achieved across the Trust • Approve the school budget at each academy • Appoint someone to fulfil the role of Chief Financial Officer • Establish a process for ensuring the responsibilities of an Audit and Risk Committee are fulfilled • Oversee the operation of risk management, including the risk register, at each academy • Appoint external auditors and the internal audit service at each academy 	<ul style="list-style-type: none"> • Pay policy • Safeguarding and Child Protection Policy • Whistleblowing Policy • Ensure the statutory requirements for SEND and looked after children are fulfilled • Ensure each academy is compliant with Health and Safety requirements 	<ul style="list-style-type: none"> • Ensure appropriate actions are put in place following Ofsted inspections • Appoint a Headteacher at each academy and approve Headteacher pay awards • Ensure each academy has an effective Local Governing Board, including committees • Ensure Trust Governance details are on the website • Establish and publish register of all interests, business, pecuniary, loyalty for members/trustees



Local Governing Board

- Determine the educational vision of the school.
- Approve the School Development Plan and Priorities, including the action plans for spending of school premiums (PE and Pupil Premium).
- Agree Terms of Reference for LGB and committees annually.
- Determination and implementation of admissions policy and arrangements.
- Ensure incidents of racist, homophobic or bullying behaviour are recorded, along with incidents of physical intervention.
- Set times of school sessions and the dates of school terms and holidays.
- Attend training in order to carry out duties effectively.
- Monitor attendance.
- Establish committees as required to consider pay appeals and manage grievances, dismissals and disciplinary hearings.
- Establish behaviour policy and procedures based on statement of principles.
- Agree the school's staffing structure and manage any workforce restructure.

Quality of Education	Resources	Personnel
<ul style="list-style-type: none"> • Ensure a broad and balanced curriculum is in place • Ensure school is compliant with legislative requirements in the curriculum • Review all permanent exclusions and fixed term exclusions where the pupil is excluded for more than 15 days in a term • Monitor achievement and standards in all subjects and across different groups of pupils • Review and approve policies related to teaching and learning; pupils; parents 	<ul style="list-style-type: none"> • Set and review the annual budget for the academy for approval by The Trust Board • Maintain a fixed assets register • Consider the financial implications of the SDP priorities • Carry out the responsibilities of an Audit and Risk committee, including the implementation of agreed recommendations in the internal audit reports • Establish and implement a charging and remissions policy • Deal with matters of school security • Ensure Health and Safety requirements are met • Review and approve policies related to facilities and site management and financial management 	Pay
		<ul style="list-style-type: none"> • Appoint teaching and non-teaching staff, including members of the senior leadership (not Headteacher) • Ensure safer recruitment principles adhered to • Ensure all staff have appropriate skills and training to deliver high quality teaching and learning • Review and approve policies related to staffing and human resources
		<ul style="list-style-type: none"> • Monitor and agree staff appraisal procedure and pay progression, including applications to be paid on Upper Pay Scale • Determine pay procedures based on STPCD in line with Trust Pay Policy



Headteacher

- Ensure all statutory requirements for information published on the school website are met.
- Publish and update annually SEND Information Report.
- Establish extra-curricular offer including after school clubs.
- Report on progress towards SDP priorities.
- Undertake the performance management of staff, making recommendations for pay progression to the Pay Committee.
- Produce and maintain a central record of recruitment and vetting checks.
- Maintain a register of pupil attendance.
- Ensure provision of free school meals to those pupils meeting criteria.