

STAFFORDSHIRE UNIVERSITY ACADEMIES TRUST SCHEME OF DELEGATION - DECISION PLANNER

THIS IS A GENERIC DECISION PLANNER. IT SHOWS DELEGATION OF RESPONSIBILITIES WITHIN THE MAT. THE ACTUAL LEVEL OF DELEGATION WILL BE NEGOTIATED ON A SCHOOL BY SCHOOL BASIS BEFORE ENTRY TO THE MAT.

The Trust Board, who are the Directors of all the academies in the MAT, have the right to alter an academy's level of delegated responsibilities if that LAC is a cause for concern, as defined by the Trust.

KEY

Level 1: SUAT

Level 2: LAC and/or Principal

Each LAC and Principal will agree their respective level of delegation within their academy.

Column *: Action could be undertaken at this level.

Key Function	Tasks	1	2
Budgets	To approve the formal budget plan each financial year	*	
	To monitor monthly expenditure.	*	
	To establish charging and remissions levels		*
	Miscellaneous financial decisions as per MAT scheme of financial delegation	*	*
	To enter into contracts as per MAT scheme of financial delegation	*	*
	To make payments as per MAT scheme of financial delegation	*	*
	Staff pensions	*	
Staffing	Appointment of Principal in each academy (LAC to be represented)	*	
	Appointment of Leadership Group posts in each academy (Trust Board to be represented where appropriate)		*
	Appoint other teachers		*
	Appoint non-teaching staff		*
	Agree a pay policy	*	
	Pay decisions for Principal	*	
	Pay decisions for all other staff		*
	Establishing disciplinary/capability procedures	*	
	Dismissal of Principal	*	
	Dismissal of other staff		*
	Suspending Principal	*	
	Suspending other staff		*
	Ending suspension (Principal)	*	
	Ending suspension (other staff)		*
	Determining staff complement	*	*
Determining dismissal payments/ early retirement	*	*	
Curriculum	To establish a curriculum policy		*

		To implement curriculum policy		*
		To monitor implementation of curriculum policy		*
		Responsible for standards of teaching		*
		To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)		*
		Responsibility for individual child's education		*
		To prohibit political indoctrination and ensuring the balanced treatment of political issues – uphold British Values	*	*
Performance Management (appraisal)		To formulate a performance management policy	*	
		To establish a performance management policy	*	
		To implement the performance management policy		*
		To review annually the performance management policy	*	*
		To establish appropriate CPD for staff		*
Pupil Progress and Attainment		To set and publish targets for pupil achievement	*	*
		To monitor pupil progress throughout the year	*	*
		Overall responsibility for Pupil progress and attainment	*	
Behaviour and Safety		To establish a pupil discipline policy		*
		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)	*	*
		To ensure that all staff have appropriate clearances for employment – DBS, CPD		*
		Appropriate safeguarding processes and procedures are implemented	*	*
		To direct reinstatement of excluded pupils		*
Admissions		Setting an admissions policy	*	
		Admissions: application decisions		*
Collective Worship		Arrangements for collective worship		*
Premises & Insurance		Buildings insurance and personal liability	*	
		Developing school buildings strategy	*	
		Procuring and maintaining buildings, including developing properly funded maintenance plan	*	*
		ICT Strategic Plan	*	*
Health & Safety		To institute a health and safety policy	*	*
		To ensure that health and safety regulations are followed		*
School Organisation		To set the times of school sessions and the dates of school terms and holidays		*
		To decide on number of school sessions per day and construct timetable		*
		To ensure that school lunch nutritional standards are met where provided		*
		Academy Strategic Development Plan		*
Information For Parents		To prepare and publish a school prospectus		*
		To ensure provision of free school meals to those pupils meeting the criteria		*
		Parents fully informed about the work of SUAT	*	*
		Adoption and review of home-school agreements		*
		To update the academy web site	*	*

LAC Procedures		To draw up terms of reference and level of delegation and any amendments thereafter, by negotiation	*	*
		To appoint (and remove) the chair and vice-chair of a permanent or a temporary academy council	*	
		To appoint and dismiss the clerk to the LAC	*	
		To hold a full LAC meeting at least three times in a school year		*
		To appoint and remove LAC members	*	
		To set up a Register of LAC members Business Interests	*	*
		To approve and set up a LAC members Expenses Scheme	*	*
		To discharge duties in respect of pupils with special needs by appointing a "responsible person		*
		Maintenance of MAT ethos	*	*
		Calendar of meetings	*	*
		Induction of new members	*	*
		Ofsted readiness	*	*
		Risk Register	*	
		Monitoring of Risk Register		*
External links		With DfE and Regional Schools Commissioner	*	
		With EfA	*	
		With District schools		*
		Marketing and Media Relations	*	*
		Due diligence and recruitment of additional schools	*	