

STAFFORDSHIRE UNIVERSITY ACADEMIES TRUST

SCHEDULE OF DELEGATION:

The Trust is a Charitable Company Limited by Guarantee. The Trustees are the charity trustees (within the terms of section 177(1) of the Charities Act 2011) and carry the legal responsibility at Governors of the Academy.

As a result they are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Memorandum and Articles.

The Local Governing Body of the Academy has been established as a Committee of the Directors in accordance with Article 100 of the Articles of Association of the Company

1. Responsibilities of the Trust

(a) Strategy

- Setting the overall strategy and vision for the Academy and the Trust including determination of the Academy Development plan
- Establishing the Ethos and values and Mission Statement
- Approval of the overall Strategic budget and key principles to inform the budget at local level
- The establishment of specific targets and performance indicators
- undertaking an annual review of the governance arrangements
- determination of the extent of the central services provided to the Academy by the Trust and how the costs should be allocated.
- safeguarding of the assets and maintenance of the premises of the Academy

(b) Appointments

- Appointing the Chair of the Local Governing Body
- Appointment of Voluntary/Community members of the Local Governing Body
- Appointment of the Clerk
- Approval of arrangements for the election/appointment of staff and parent Governors
- Appointment of internal/external auditors and other professional advisors
- Appointment job description, appraisal, performance management and dismissal of the Principal
- Appointment of the responsible officer of the Academy
- Appointment of the Accounting officer
- As legal employer of all staff, responsibilities for human resource policies and procedures and terms and conditions of service

(c) Audit

- Approval of the programme of work for the External Auditors
- Approval of the planned audit approach of the External Auditor
- Review of Audit reports and action taken
- Establish KPI's for the performance of the External Audit Service
- Overall Risk management and Business continuity planning

(d) Financial

- compliance with the provisions of the funding agreements and the Academies Financial handbook
- Approval of the Academy's annual funding – overall and for each Academy
- Oversight with regard to the finances of the Trust and the Academy
- determining the cash flow policy for the Trust and the Academy and monitoring of income and expenditure
- Approval of the annual report and financial statements of the Staffordshire University Academies Trust.
- setting the remuneration of the Principal, Clerk and External Auditors
- Approval of contracts which are material strategically or are not in the ordinary course of business
- Prosecution, defence or settlement of litigation

(e) Policies and Procedures

Including:

- Approval of the Standing Orders/Terms of Reference/ Code of conduct and Schedule of Delegation for the Local Governing Body
- Special Educational Needs policy
- Admission arrangements
- Safeguarding and child protection policy and procedures
- Equality policy
- Health and Safety policy
- Complaints procedure
- The Governors expenses policy
- Fraud Response plan
- Whistleblowing policy
- Policies relating to charitable or political donations
- HR Policies and procedures

2. Responsibilities of the Local Governing body:

The Local Governing body will carry out its duties in a manner which will enable the objectives for the Academy to be achieved and will provide regular reports of its activity to the Academy Trust. The Local Governing body shall have oversight of the Academy's activities and shall have the following duties.

(a) Strategy

- Monitoring of the Academy's long term objectives and strategy including the strategic plan, mission statement, ethos and values within the parameters imposed by the Trust
- Monitoring the delivery of Strategic Targets and performance indicators against those established by the Academy Trust
- Monitoring Financial performance and budget management

(b) Governance

- Establishment of Committees and Terms of Reference if required
- Membership and Chair/vice chair of committees-
- Review of the Governing body's effectiveness

(c)Financial reporting and controls

- implementation of actions required to comply with statutory regulations and the Funding Agreement
- review of the Academy's required funding and support to the Trustees in connection with the agreement with the DfE of the Academy's budget
- Monitoring the delivery of the School Budget including the monitoring and reviewing of expenditure and cash flow on a regular basis to ensure compliance with the overall financial plan for the Academy and in accordance with policies determined by the Trustees.
- Ensure that appropriate financial considerations are taking into account at all stages in reaching decisions and in their execution
- assisting the Trustees in complying with the provisions of the Funding Agreement
- consider and review financial statements for the Academy and to review and advise on relevant financial issues.

(d)Education

- implementation of the policies agreed by the Trustees with regard to admissions and to the educational vision of the Academy including the Academy Development plan
- To develop and oversee the delivery of the school curriculum plan
- To monitor standards of teaching and learning
- Ensure that standards of performance, improvement and delivery are maintained
- Ensuring that performance management is implemented across the Academy including regular appraisals and implementation of the review cycle
- The monitoring and review of pupil success and achievement against targets

(e)Staff

- Monitoring adherence to policies and procedures including:
 - Behaviour
 - Competencies
 - Performance management
 - Disciplinary rules and procedures including those for suspension, reinstatement and dismissal of staff members
- Forming an appeal panel as necessary

(f)Other

- oversight of the implementation of any policies/procedures approved by the Trust
- Scrutiny of Health and Safety responsibilities and all statutory and mandatory obligations and ensuring that these responsibilities are discharged
- monitoring the maintenance of the Academy estate in accordance with the guidelines established by the trust and advising the Trust of any changes to fixed assets used by the Academy

1. Matters Delegated to the Principal

(a) The Principal may exercise such powers and functions as are not reserved by the Trust and/or the Local Governing body as above to include:

1. Daily internal organisation, management and control of the Academy
2. The implementation of all policies approved by the Local Governing body and/or the Trust
3. Approval of policies not reserved for approval by the Local Governing body and/or the Trust
4. The direction of the teaching and curriculum

(b) Provided always that in exercising any powers or delegated authorities the Principal shall:

1. Comply with all legal requirements and operate within written policies and procedures that meet current legal requirements and conform to accepted good practice in relation to all areas of the organisation including Child Protection, Health and Safety and employment of staff.
2. Act within the rules of any applicable regulatory body ensuring that any long term planning is in accordance with the Strategic outcomes of the Academy and that any financial plans are consistent with the long term Strategic plans of the Governing body and the Trust
3. Operate within the approved 3 year financial forecast, and comply with the provisions of the Academy Funding Agreement and other regulatory guidance.
4. Ensure that all Academy assets are protected
5. Ensure that the Local Governing body and the Trust is fully supported in its work and will provide timely, clear and up to date information.
6. Advise the board if in the Principals opinion it is operating in a manner that is not consistent with its powers, current legislation or the approved policies and procedures of the Academy.

Approved September 2014