

Appendix 1 Scheme of Delegation

This scheme forms part of the Terms of Reference for the Local Governing Body of Esher Church of England High School; together with the ToR it defines the powers and responsibilities delegated by Esher Learning Trust (ELT) to the Local Governing Body. Although decisions may be delegated, the Trust remains responsible for any decisions made under delegation. The level of delegation will be reviewed annually.

Key Function	No	Tasks	Decision Level			
			ELT	EHS LGB	Committee	School
	1.	Establish a central budget for corporate services	X			
	2.	Approve and monitor the consolidated Trust budget plan for the financial year	X			
	3.	Approve the formal Academy budget plan for the financial year	X			
	4.	Monitor and review Academy expenditure and ensure compliance with overall financial plan			X	
	5.	Ensure compliance with financial and accounting requirements detailed within the funding agreement and the Academy's financial handbook	X			
	6.	Determine the Academy cash flow policy; monitor income and expenditure			X	
	7.	Carry out financial processes in line with the Finance Policies				X
	8.	<u>Agree contracts in excess of £20,000 per annum</u>	X			
	9.	Determine the extent of central services provided to the Academy by the Trust and how the costs should be allocated		X		
	10.	Maintain a Fixed Asset Register; notify the Trustees of any changes to fixed assets used by the Academy			X	
	11.	Appoint an audit committee	X			
Staffing	12.	Headteacher appointments (The selection panel to include Trustees and members of LGB)	X			
	13.	Senior leader appointments		X		
	14.	Appoint all other staff				X
	15.	Dismissal or Suspension of Head teacher; decision to end Head teacher suspension	X			
	16.	Determine staff complement			X	
	17.	Determine severance/compensation payments (excluding Headteacher)			X	
Target Setting	18.	Set and publish targets for pupil achievement		X		
	19.	Consider and evaluate performance against KPIs set by the Trust in relation to finances and other matters	X			

Key Function	No	Tasks	Decision Level				
			ELT	EHS LGB	Committee	School	
Curriculum	20.	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)				X	
	21.	Responsibility for standards of teaching and learning at Trust level	X				
	22.	Responsibility for standards of teaching and learning at school level			X		
	23.	Responsibility for individual child's education				X	
	24.	Responsibility for ensuring provision of RE		X			
	25.	Prohibit political indoctrination and ensuring the balanced treatment of political issues				X	
	26.	Review the use of exclusion; confirm all permanent exclusions and fixed term exclusions.		X			
	27.	Direct reinstatement of excluded pupils.		X			
	Admissions	28.	Admissions application decisions			X	
		29.	Appeal against LA directions to admit pupil(s)			X	
30.		Ensure buildings and liability insurances in place	X				
Health & Safety	31.	Develop a school buildings strategy or master plan		X			
	32.	Refurbish and maintain buildings, including developing properly funded maintenance plan			X		
	33.	Ensure that health and safety regulations are followed			X		
	34.	Publish proposals to change category of school	X				
	35.	Proposal to alter the character of the Academy day		X			
	36.	Set the times of school sessions and the dates of school terms and holidays		X			
	37.	Ensure that the school meets for 380 sessions in a school year				X	
	38.	Ensure that school lunch nutritional standards are met where provided by the governing body.				X	
	39.	Prepare and publish information for parents or school prospectus		X			
	40.	Ensure provision of free school meals to those pupils meeting the criteria				X	
	41.	Adopt and review of home-school agreements			X		

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			ELT	EHS LGB	Committee	School
Governance	42.	Prepare Local governing body terms of reference and any amendments thereafter	X			
	43.	Appoint (and remove) Executive Headteacher/Trustees/Clerk of the MAT subject to the requirements of the Articles	X			
	44.	Appoint (and remove) the governors/clerk of a local governing body		X		
	45.	Set up a Register of Trustees' Business Interests	X			
	46.	Set up a Register of Governors' Business Interests		X		
	47.	Discharge duties in respect of pupils with special needs by appointing a "responsible person"		X		
	48.	Consider whether to exercise delegation of local functions to individuals or committees (subject to this scheme of delegation)		X		
	49.	Regulate the GB procedures (where not set out in law)		X		
Trust	50.	Consider applications to join the trust	X			
	51.	Agree the due diligence requirements for such	X			
	52.	Review the trust KPIs	X			
	53.	Set the aims and objectives of the Local Governing Body	X			
	54.	Determination of the corporate planning and strategy for the Academy and the Trust in consultation with the Gov Body	X			
	55.	Appoint the responsible officer for the Academy	X			
Federations	56.	Consider forming a federation/joining a federation of local schools	X			
	57.	Decide to offer/cease to offer additional activities and to what form these should take		X		
	58.	Put into place the additional services to be provided and ensure delivery				X

KEY

Decision Level 1: Esher Learning Trust

Decision Level 2: Local Governing Body

Decision Level 3: A committee of the governing body

Decision Level 4: Headteacher/SLT