The Hull Collaborative Academy Trust

SCHEME OF DELEGATION - SECONDARY

Contents

1. Introduction

The Board of Trustees has overall legal responsibility for the operation of the Trust and the schools within it. It is legally responsible and accountable to the DfE and must operate in accordance with the provisions set out in relevant legislation and associated documents, including the Master Funding Agreement, the Academies Trust Handbook (Academies Financial Handbook) and the Articles of Association.

In accordance with the terms of its Articles of Association, the Trust's powers are exercisable by the trustees, with the CEO having executive authority in respect of day-to-day operations.

This Scheme of Delegation sets out in detail the powers/responsibilities of the members, trustees, CEO, SSG* and headteachers.

Trustees may delegate responsibilities to committees. The committee structure and terms of reference are reviewed annually.

The CEO may delegate responsibilities to members of the executive team.

The CEO may act on behalf of the trustees in in relation to any of the responsibilities/functions listed, where failure to act would have a detrimental effect on staff or pupils in the Trust. Any concerns about such action will be considered by the members.

The Trustees have absolute discretion to review and amend this Scheme of Delegation at any time.

In the event of any conflict between any provision of this Scheme of Delegation and the Articles, the Articles shall prevail.

* local governing bodies are referred to operationally as school stakeholder groups

Effective September 2021

2. Strategy

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
2.1	Change the name of the Trust	*					
2.2	Approve changes to the Articles of Association	*		-			
2.3	Approve the strategy for the sustainability and development of the Trust		*				
2.4	Approve the admission of new schools to the Trust		*				
2.5	Approve the annual report		*				
2.6	Receive the annual report	*					
1.7	Approve contracts between the Trust and trustees	*					
2.8	Appoint/remove the external auditors	*					
2.9	Appoint/remove key officers (CFO; Company Secretary; Clerk to the Board/LGBs)		*				
2.10	Publish required information (including legal disclosures) on the Trust website		*				
2.11	Wind up the Trust	*					

3. Governance

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
3.1	Appoint/remove members	*					
3.2	Appoint/remove trustees	*					
3.3	Appoint/remove the CEO		*				
3.4	Appoint the chair and vice-chair of the Board of Trustees		*				
3.5	Approve changes to the Scheme of Delegation		*				
3.6	Establish committees of the Board of Trustees, including local governing bodies		*				
3.7	Appoint/remove stakeholder representatives		*				
3.8	Ensure potential conflicts of interest (pecuniary/personal) are declared and recorded at each meeting of the members	*					
3.9	Ensure potential conflicts of interest (pecuniary/personal) are declared and recorded at each meeting of the Board of Trustees		*				
3.10	Ensure potential conflicts of interest (pecuniary/personal) are declared and recorded at each SSG meeting				*		
3.11	Ensure the register of interests is maintained			*			The register maintained by the CFO.

4. Finance

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
4.1	Appoint/remove the external auditors	*					
4.2	Appoint/remove internal auditors		*	-			
4.3	Respond to auditors' management letters		*				
4.4	Approve financial policies and controls		*				Financial controls must ensure regularity, probity and value for money.
4.5	Approve the annual accounts		*				
4.6	Receive the annual accounts	*					
4.7	Approve financial policies and procedures		*				
4.8	Approve formal budget plan for each financial year		*				The Head and SBM draft school budgets for approval.
4.9	Submit budget forecast return		*				
4.10	Approve in-year changes to the budget		*				
4.11	Investigate financial irregularities at Trust level	*					This may be supported externally.
4.12	Investigate financial irregularities at school level		*				This may be supported externally.
4.13	Agree Trust-wide contracts and make payments		*				Refer to Competitive Tendering Policy.
4.14	Agree school-level contracts and make payments					*	Refer to Competitive Tendering Policy.
4.15	Approve the charging policy		*				
4.16	Ensure Pupil Premium funding is used to raise the achievement of disadvantaged pupils				*		
4.17	Allocate SCA funding		*				Decisions are taken in line with criteria agreed by the Board of Trustees.

5. Human Resources

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
5.1	Approve HR policies and procedures		*				
5.2	Approve general terms and conditions (not individual pay/packages)		*				
5.3	Determine Trust staffing structure		*				The CEO recommends the structure.
5.4	Determine school staffing structures			*			The head recommend the structures.
5.5	Appoint centrally employed staff		*				
5.6	Appoint school heads		*				
5.7	Appoint other school leaders			*			
5.8	Appoint MPR/UPR teachers					*	
5.9	Appoint support staff					*	The CEO is involved/ consulted for posts at Hull 8 (or equivalent) and above.
5.10	Approve pay progression for centrally employed staff		*				Refer to the Pay Policy.
5.11	Approve pay progression for teaching staff		*				Refer to the Pay Policy.
5.12	Approve pay progression for support staff					*	Refer to the Pay Policy.
5.13	Receive staff development data				*		This includes: Safeguarding Level 1; DSL training; RP Levels 1 and 2; first-aid; We are Every training.
5.14	Suspend/end the suspension of the CEO		*				Refer to the Disciplinary Policy.
5.15	Suspend/end the suspension of centrally employed staff			*			Refer to the Disciplinary Policy.
5.16	Suspend/end the suspension of a head			*			Refer to the Disciplinary Policy.
5.17	Suspend/end the suspension of other school staff					*	Refer to the Disciplinary Policy.
5.18	Approve flexible working requests from centrally employed staff			*			Refer to the Flexible Working Policy. Appeals are considered by trustees.
5.19	Agree changes to individual contracts of centrally employed staff			*			Refer to relevant policy. Appeals are considered by trustees.
5.20	Agree changes to the individual contracts of school staff					*	Refer to relevant policy. Appeals are considered by the CEO.

5. Human Resources (cont.)

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
5.21	Dismiss staff		*				Refer to the relevant policy.
5.22	Determine dismissal and early retirement payments for centrally employed staff and heads		*				ESFA consent may be required for ex gratia payments.
5.23	Determine dismissal and early retirement payments for other school staff			*			ESFA consent may be required for ex gratia payments.
5.24	Approve settlement agreements of £10,000 or above		*				
5.25	Approve settlement agreements below £10,000			*			

6. School Improvement

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
6.1	Approve the Trust improvement plan		*				The CEO recommends the plan.
6.2	Approve school improvement plans		*	*			The School Improvement Team recommends the plans.
6.3	Monitor the implementation of improvement plans			*			The School Improvement Team plays a key role.
6.4	Evaluate the impact of improvement plans		*				
6.5	Approve the deployment of additional resources to schools requiring support.		*				This is based on School Improvement Team recommendations.

7. Standards and Curriculum

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
7.1	Monitor pupil progress against targets		*				SSGs maintain oversight. The School Improvement Team monitors.
7.2	Evaluate Trust-wide standards and school impact on progress		*				
7.3	Approve curriculum policies		*				
7.4	Approve the curriculum		*				
7.5	Evaluate the impact of the curriculum		*				The School Improvement Team plays a key role.
7.6	Ensure the agreed curriculum is taught					*	
7.7	Monitor curriculum breadth and balance.				*		
7.8	Ensure all children receive their entitlement to the full range of National Curriculum subjects.				*		
7.9	Monitor the curriculum in action, to see how it meets school needs				*		This involves learning walks and visits.
7.10	To monitor the impact of the HCAT Signature.				*		
7.11	Monitor SEND data.				*		This includes: number of SEND children and nature of need; number of EHC plans.
7.12	Monitor the systems in place for internal quality assurance and professional development.				*		
7.13	Provide parents with written reports on their child's achievement					*	

8. Safeguarding

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
8.1	Approve the safeguarding policy and associated policies/procedures		*				
8.2	Monitor the implementation of the safeguarding policy and associated policies/		*				
8.3	Ensure annual safeguarding audits are completed			*			
8.4	Receive an annual report on safeguarding		*				
8.5	Monitor safeguarding data.				*		This includes: CP referrals; CP plans; children in need; Operation Encompass notifications; physical intervention incidents; SCR checks.
8.6	Ensure action is taken in response to internal and external audits.				*		
8.7	Monitor online safety provision.				*		
8.8	Monitor absence data				*		This includes key groups and comparisons with national.
8.9	Monitor persistent absence data				*		This includes key groups and comparisons with national.

9. School Organisation

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
9.1	Agree term dates and session times		*				Stakeholders must be consulted as required.
9.2	Approve planned admission numbers (PANs)		*	-			Stakeholders must be consulted as required.
9.3	Approve the admissions policy and arrangements		*				Stakeholders must be consulted as required.
9.4	Agree admissions appeals policy, procedure and panel		*				
9.5	Ensure Trust policies and procedures are implemented at school level				*		
9.6	Consider Stage 3 complaints relating to a school.			*			Refer to the Complaints Policy.
9.7	Consider Stage 3 complaints relating to the Trust.		*				Refer to the Complaints Policy.
9.8	Consider complaints appeals (Stage 4).		*				Refer to the Complaints Policy.

10. Behaviour and Exclusions

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
10.1	Approve the pupil behaviour policy		*				
10.2	Implement the behaviour policy			-		*	
10.3	Monitor the implementation of the behaviour policy				*		
10.4	Evaluate the impact of the behaviour policy		*				
10.5	Monitor the implementation of Restorative Practice				*		
10.6	Monitor behaviour data				*		This includes: incidents of racism; incidents of homophobia; incidents of bullying; exclusions (numbers and trends); school placements.
10.7	Ensure action is taken in response to internal and external audits.				*		
10.8	Exclude a pupil					*	Refer to the Statutory Guidance. The CEO must be consulted prior to exclusion.
10.9	Review permanent exclusions and exclusions exceeding 15 days in a term		*				Refer to the Statutory Guidance.

11. Premises, Health and Safety

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
11.1	Insure buildings and contents		*				
11.2	Approve the facilities management strategy		*	-			
11.3	Implement facilities management policies					*	
11.4	Approve the health and safety policy		*				
11.5	Implement the health and safety policy					*	
11.6	Monitor the implementation of the health and safety policy				*		
11.7	Evaluate the impact of the health and safety policy		*				
11.8	Approve the Trust-level critical incident plan		*				
11.9	Approve school-level critical incident plans				*		
11.10	Maintain the risk register			*			
11.11	Review the Trust risk register and impact of actions to mitigate risks		*				
11.12	Review school risk registers and impact of actions to mitigate risks				*		
11.13	Monitor accident data (numbers; patterns; trends; action taken).				*		
11.14	Ensure statutory testing is undertaken as required.					*	
11.15	Ensure fire evacuation drills are carried out as required.					*	
11.16	Ensure action is taken in response to internal and external audits.				*		This includes reports from school health and safety working parties.
11.17	Monitor strategies in relation to environmental sustainability.				*		
11.18	Monitor building fabric and condition.			*			
11.19	Monitor the development of the site.				*		

12. Community Engagement

Ref	Responsibility/Function	Members	Trustees	CEO	SSG (LGB)	Head	Notes
12.1	Ensure effective communication with stakeholders				*		
12.2	Monitor stakeholder voice outcomes and impact				*		
12.3	Monitor complaints (numbers and outcomes)				*		
12.4	Monitor community engagement activities				*		This includes: school visits and visitors; fundraising; participation in community and business events/ initiatives.