

**Diocese of Worcester Multi Academy Trust
Scheme of Delegation**

Function	No	Tasks	Delegated Responsibility Level			
			DoWMAT	DoWMAT CEO	LGB	Head
Services	1	To determine the scope of Service Level Agreement to be delivered by DoWMAT (including management fee)	X			
	2	To identify additional services to be procured on behalf of the Academy			X	
	3	To approve Trust wide procurement policies	X			
	4	To ensure centrally procured services provide value for money	X			
	5	To ensure locally procured services provide value for money			X	
Leadership	6	To ensure that an approved appraisal policy is in place			X	
	7	To secure the statutory appraisal of Headteacher			X	
	8	To secure the statutory appraisal of other staff				X
	9	To review annually the performance management policy			X	

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			DoWMAT	DoWMAT CEO	LGB	Head
Financial	10	To develop and propose the individual Academy budget			X	X
	11	To approve the first formal budget plan each financial year	X			
	12	To approve the annual DoWMAT business plan each financial year	X			
	13	To plan and manage monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend				X
	14	To monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend			X	
	15	To approve any amount to be transferred between budget headings and/or likely budget overspends			X	
	16	To approve Trust wide financial policies and procedures	X			
	17	To establish and approve a procedure to deal with any conflicts of interest and connected party transactions	X			
	18	To establish financial decision levels and limits	X			
	19	To establish a charging and remissions policy for the Academy			X	
	20	To appoint the Responsible Officer for the Academy	X			
	21	To enter into additional contracts which exceed the agreed annual budget allocation	X			
	22	To make payments within agreed financial limits				X
	23	To collect income due to the Academy				X
	24	To maintain proper financial records for the Academy				X
	25	To develop corporate risk register		X		
	26	To manage corporate risk register	X			
	27	To approve DoWMAT investment policy	X			
	28	To authorise acquisition of assets	X			
	29	To authorise disposal of assets	X			
	30	To approve changing use of assets	X			
	31	To appoint auditors	X			
	32	To prepare accounts for the Academy				X
	33	To approve annual accounts	X			
	34	To monitor compliance with approved Financial Procedures			X	X
	35	To decide how to apply pupil premium monies				X
	36	To monitor use of pupil premium monies			X	

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			DoWMAT	DoWMAT CEO	LGB	Head
Staffing & HR	37	Pre-recruitment checks				X
	38	To appoint an Exec Head/DoWMAT CEO	X			
	39	To appoint a Head Teacher (through a selection panel)			X	
	40	To appoint a Deputy Head Teacher (through a selection panel)			X	
	41	To appoint other teachers				X
	42	To appoint non-teaching staff				X
	43	To agree a pay policy	X			
	44	To agree pay discretions			X	
	45	Establishing disciplinary/capability procedures	X			
	46	Dismissal of Exec Head/DoWMAT CEO	X			
	47	Dismissal of Head Teacher/Deputy Head Teacher	X	X		
	48	Dismissal of other staff				X
	49	Suspension of Head Teacher			X	
	50	Suspension of other staff				X
	51	Ending of suspension of Head Teacher	X		X	
	52	Ending of Suspension of other Staff				X
	53	Determining Staff complement within agreed budget				X
	54	Determining dismissal payments/early retirement	X			
55	Conduct of Staff Appraisals			X		
56	Formulation of Employment Policies and Staff Handbook		X			
57	Approval of Employment Policies and Staff Handbook	X				
58	Management of staff disputes		X			

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			DoWMAT	DoWMAT CEO	LGB	Head
Education & Curriculum	59	Freedom to opt out of national curriculum				X
	60	To ensure development of a curriculum policy			X	
	61	To implement curriculum policy				X
	62	Responsible for standards of teaching				X
	63	Accountability for standards of teaching			X	
	64	Responsibility for individual child's education				X
	65	Accountability for individual child's education.			X	
	66	Ensure provision of sex education including ensuring establishment of written policy			X	
	67	To prohibit political indoctrination and ensuring the balanced treatment of political issues			X	
	68	Assemble data for pupil assessment and other returns				X
	69	Deliver Post-Inspection action plan				X
	70	To propose targets for pupil achievement				X
	71	To agree targets for pupil achievement			X	
	72	To establish a behaviour policy				X
	73	To monitor behaviour policy			X	
	74	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)			X	
	75	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)			X	
	76	Develop the Academy development/improvement plan			X	X
	77	Approve Academy development/improvement plan		X		
	78	Establish KPI's for DoWMAT/academies	X			
79	Ensure timely data returns from DoWMAT academies			X		
80	Review of termly data returns	X				

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			DoWMAT	DoWMAT CEO	LGB	Head
Admissions	81	Setting/amending an admissions policy			X	
	82	Admissions: application decisions			X	
	83	If appropriate to appeal against LA directions to admit pupil(s)			X	
Religious Education	84	Responsibility for ensuring provision of RE			X	
Collective Worship	85	To ensure that all pupils take part in a daily act of collective worship			X	
Premises	86	Ensure adequate buildings insurance and public liability for academy			X	
	87	Developing Academy buildings and facilities estate long term strategy or master plan			X	X
	88	Maintaining buildings, including developing properly funded maintenance plan			X	X
	89	To institute a health and safety policy	X			
	90	To ensure that health and safety regulations are followed			X	
	91	To ensure adequate premises security			X	
	92	Premises management				X

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			DoWMAT	DoWMAT CEO	LGB	Head
Operational	93	To set the times of school sessions and the dates of school terms and holidays			X	
	94	To ensure that the school meets the statutory requirement for [380] sessions in a school year			X	
	95	To prepare and publish the academy prospectus			X	X
	96	To ensure provision of free school meals to those pupils meeting the criteria			X	
	97	Adoption and review of home-school agreements				X
	98	To establish processes for appointment of directors and governors	X			
	100	To appoint the chair of the LGB			X	
	101	To remove the chair of the LGB			X	
	102	To appoint the vice-chair of the LGB			X	
	103	To dismiss the vice-chair of the LGB			X	
	104	To appoint the clerk to the LGB			X	
	105	To dismiss the secretary to the LGB			X	
	106	To complete and hold a register of business interests for Directors	X			
	107	To complete and hold a register of business interests for LGB			X	
	108	To determine the development needs of governors and put in place an appropriate programme			X	
	109	To ensure delivery of services offered		X		
	110	To develop a safeguarding policy in line with statutory requirements and best practice.	X			
111	To implement the agreed safeguarding policy.				X	
112	Maintain accurate and effective and secure pupil records.				X	
113	Maintain accurate and effective and secure employee records.				X	
114	Comply with all Data Protection legislation and good practice.				X	
115	To determine, on an annual basis, those policies which will be developed by the Academy and mandatory for all DoWMAT Academies	X				
116	To review policies in accordance with an appropriate policy review schedule and ensure they meet statutory requirements for the Academy			X		
117	Handling academy complaints (in line with DoWMAT policy)			X		