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The Boston Witham Academies Federation

Scheme of Delegation

July 2017

Rationale

This Scheme identifies the key decisions that are required in connection with the overall governance and management of The Boston Witham Academies Federation (BAAF) and the individual academies within. It should be read in conjunction with the Terms of Reference for Local Governing Bodies and our Articles of Association.

The underlying principles for this Scheme of Delegation are;

That all academies are in a partnership of equals irrespective of their size or length of membership

1. BAAF is a registered exempt charity and it remains true to its aims and objectives.
2. BAAF is mindful that their function is to ensure that all statutory obligations are met
3. BAAF believes Local Governing Bodies (LGBs) help to ensure the needs of academy pupils/students and their local community are met.

The Boston Witham Academies Federation is committed to working in partnership to raise achievement for all. Every academy within the trust places great emphasis on providing a caring environment where each young person is supported in their personal development, meeting all of their needs, as well as ensuring that each and every child and young person reaches and often exceeds their academic potential

Mission:

To create centres of excellence within and for the community which raises the aspirations and achievement of all stakeholders – a trust which provides care, support, guidance, challenge and empowerment for all.

Motto:

“Working in partnership to raise achievement for all”

Our aims

- Our Trust aims for all of its academies to become outstanding centres of learning.
- Our Trust aims to promote values that last a lifetime; developing a sense of ambition and self-esteem in every individual.
- Our Trust aims to improve the outcomes and life chances for all the young people in its schools and academies
- Through working in partnership our Trust aims to contribute significantly to the communities it serves.

The bodies identified in the Scheme of Delegation are as follows:

- **Members (M)**– Appoint trust board and monitor effectiveness
- **Board of Directors (BOD)** - Directors / trustees who hold the executive accountable and provide strategic direction.
- **Committees: Finance (Fin), Pay (PY) CEO Performance Management (CPM).**
- **CEO (Chief Executive Officer)** - Executive official appointed by the Trust
- **CFO, (Chief Financial Officer)** – Executive official appointed by the Trust
- **Executive Board (EB):** Half termly meetings of all Heads of Academy, chaired by the CEO
- **Heads of Academy (HOA)** Head of individual academies as identified on Edubase
- **Other Executive Officer (EO)** – for example, where appropriate – Vice CEO, HR Manager, Site Facilities Manager, IT Manager, Legal Consultant, CEO PM Consultant, Clerk

The different levels of delegated power are described as follows:

- **Accountability (ACC)**- either holding executive to account, or providing ultimate review (eg appeal hearings)
- **Formally Approve (FAP)** – final accountability, will approve and provides ultimate check
- **Approve (APP)** – decision to pursue course of action. Significance determines whether FAP is required.
- **Recommend (REC)** – Having heard and interrogated proposal, recommendation to take proposal forward
- **Propose (PRO)** – proposal emerging from professional view or consultation, as identified in SoD
- **Be consulted (CON)** – invited to comment on emerging proposals. Those responsible for Proposing are expected to take views expressed into account but not obliged to follow them
- **Implement (IMP)** – those responsible for implementing items listed in SoD

Where more than one group is identified at the same level, this may either represent a collaboration or where different committees are completing the same task with regard to their Terms of Reference (for example). In all aspects of decision making, the Trust retains the right to overrule any other decision making body.

Note: Whilst this Scheme of Delegation sets out the broad areas of responsibility and procedure, the Trust is also required by the Academies Financial Handbook to approve a written scheme of delegation of financial powers that “maintains robust internal control arrangements” (see 2.1.4 of the Handbook).

	TASK	M	BOD	FIN	PY	CPM	CEO	CFO	EB	HOA	EO
1	GOVERNANCE										
	Approve Trust Articles of Association	FAP	PRO				REC				CON
	Approve Trust Schemes of Delegation		FAP				REC	PRO			CON
	Approve new academies joining the Trust		FAP	CON			REC	CON	CON		CON
	Establish Trust Committees		FAP				REC	IMP			
	Approve Trust Committee Terms of Reference		FAP				REC	PRO			CON
	Appoint or remove Chair of Trust Board	IMP									CON
	Appoint (or remove) Clerk to Trust or LGBs		APP				REC	IMP		CON	CON
	Appoint or remove Director	FAP						IMP			CON
	Appoint or remove Committee Members		FAP				CON	IMP			CON
	Organise calendar of Trust meetings		FAP				CON				IMP
	Approve Expenses Policy			FAP				PRO			IMP
	Banning individuals from site		FAP				CON	IMP		PRO	CON
2	Trust Performance										
	Individual Academy Performance Targets		FAP				APP		CON	CON	CON
	Trust Development & Action Plans		FAP				APP			PRO	CON
3	Staff Policies and Pay										
	Pay & Remuneration Policy		FAP	CON	APP		REC	PRO	CON		CON
	Changes to Employee Terms & Conditions or Collective Agreements		FAP	CON	APP		REC	PRO	CON		CON
	Adoption of Transferring Policies and Collective Agreements		FAP	CON	APP		REC	PRO	CON		CON
	CEO pay awards				FAP	APP					CON/IMP
	HOA pay awards		FAP								CON/IMP
	Teachers Annual Pay Award (inc SLT)		FAP				PRO			CON	CON
	Support Staff Annual Pay Award		FAP				PRO				CON
	Individual Performance Pay Awards				FAP		PRO				CON
	Performance Management & Appraisal Review Policy		FAP		APP		PRO				CON
	Disciplinary Policy		FAP				PRO		CON	IMP	REC/IMP
	Grievance Policy		FAP				PRO		CON	IMP	REC/IMP
	Capability Policy		FAP				PRO		CON	IMP	REC/IMP
	Whistleblowing Policy		FAP				PRO		CON	IMP	REC/IMP

	TASK	M	BOD	FIN	PY	CPM	CEO	CFO	EB	HOA	EO
	Re-structuring & Redundancy Policy		FAP				PRO		CON	IMP	REC/IMP
	Employee Health & Safety Policy		FAP				PRO		CON	IMP	REC/IMP
4	Staff Management										
	CEO and Appointment		FAP								IMP
	CEO suspension, return or dismissal		FAP			CON					CON/IMP
	Appeal of CEO against dismissal	FAP									CON/IMP
	CFO and other EO appointments		CON				FAP				CON/IMP
	CFO and other EO suspension, return or dismissal						FAP				CON/IMP
	Appeal of CFO and other EO against dismissal		FAP								CON
	HOA appointment						FAP				CON/IMP
	Suspension, return or dismissal of HOA						FAP				CON/IMP
	Appeal of HOA dismissal		FAP								CON
	Individual Academy Staff complement, structure and grades						FAP	CON		CON	CON/IMP
	Suspension , return or dismissal of teaching and support staff						FAP			CON	CON/IMP
	Appeal of staff against dismissal		FAP								CON/IMP
5	Financial Governance and Management										
	Trust & Academy Financial Regulations (inc. key policies)		FAP	APP			APP	REC			
	Trust & Academy Financial Procedures			FAP			APP	REC			CON
	Trust Procurement Policy			FAP			APP	REC			CON
	Trust 5 year Budget Plan			FAP			APP	REC			CON
	Trust 1 year Budget		FAP	AAP			REC	CON	CON	CON	CON
	Trust Consolidated Financial Statements		FAP	AAP			REC	CON			CON
	Trust Academies Accounts Return to EFA						FAP	REC			CON
	Academy 5 year Budget Plan			FAP			REC	CON		CON	CON
	Academy 1 year Budget		FAP	APP			REC	CON		CON	CON
	Academy Budget Tracking			IMP			IMP	IMP		IMP	IMP
6	Academy Operation										
	Academy times, terms and holidays						FAP		REC	IMP	
	Trust Child Welfare & Safeguarding Policy		FAP				APP		REC	IMP	CON
	Attendance Policy & Plan		FAP				APP		REC	IMP	CON

	TASK	M	BOD	FIN	PY	CPM	CEO	CFO	EB	HOA	EO
	Academy Attendance, Safeguarding and welfare Procedures		FAP				APP		REC	IMP	CON
	Trust Behaviour & Exclusions Policy		FAP				APP		REC	IMP	CON
	Academy Behaviour and Exclusion Procedure		FAP				APP		REC	IMP	CON
	Fixed term Exclusion						FAP			IMP	
	Permanent Exclusions						FAP			REC	CON
	Complaints Policy		FAP				APP		REC	IMP	CON
	Admissions Policy		FAP				CON			IMP	CON
	Allocation of places against Admissions Policy									IMP	
	Academy website						FAP		REC	IMP	CON
	Academy logo & branding						FAP		REC	IMP	CON
	Academy uniform						FAP		REC	IMP	CON
	Trust Trips Policy						FAP		REC	IMP	CON
	Academy Trips Procedures						FAP		REC	IMP	CON
	Academy Travel Plan						FAP		REC	IMP	CON
	Extended services on-site						FAP		REC	IMP	CON
	Pupil Premium Policy						FAP		REC	CON/IMP	
	Pupil Premium Plan						FAP		REC	CON/OMP	
7	Premises and Assets										
	Asset Management Policy			FAP			CON	REC		CON	PRO
	Asset Management Plan			FAP			CON	REC		CON	PRO
	Health & Safety Policy		FAP				CON	REC	CON	CON	PRO/CON
	Academy Health and Safety Plan		FAP				CON	REC	CON	CON	PRO/CON
8	Significant Changes to Academy										
	Expansion of Academy (physical expansion and PAN)		FAP	CON			REC			PRO	CON
	Extension of age range		FAP	CON			REC			PRO	CON

Budget Setting and Key Documentation

All final Academy and Trust budgets must be submitted to the Board for ratification by 30 June each year. Budgets require evidence of consultation with Heads of Academy and authorisation by the CEO prior to being presented to the Finance Committee / Board.

All Heads of Academy in conjunction with their Senior Leadership Teams will submit their Academy Improvement Plan and Summary SEF to the CEO by the beginning of November each year.

Document control

Change	Date	Reason	Approved by Trust