



BATH & WELLS
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

Scheme of Delegation

This Scheme of Delegation is made between the Bath and Wells Diocesan Academies Trust ("the Trust") and the Local Governing Board of St John the Evangelist Church School ("the LGB") in accordance with the Constitution of the LGB (wherein this Scheme of Delegation is referred to as "the Scheme") and is effective from 1 July 2016

Subject to the requirements of the Trust set out in this Scheme the Trust delegates to the LGB its responsibility and powers as the Governing Body of the Academy which shall be discharged by the LGB in accordance with its Constitution and terms of Reference, the Policies of the Trust and advice published from time to time by the Department for Education and Ofsted

Responsibilities and powers delegated to the LGB may be further delegated to a Committee or to the Head Teacher or Principal of the Academy. It should be remembered that although decisions may be delegated, the LGB together with the Trust as a whole remains responsible for any decision made under delegation.

Members of the LGB agree to:

- **attend such training as is reasonably required by the Trust in order to update and improve the knowledge and skills available within the LGB to fulfil its role in respect of the Academy and as part of the Academy Trust operated by the Trust.**
- **provide the information required by the Trust in the form indicated in this Scheme and its Appendix and not to withhold any information which the Trust reasonably requires.**
- **refer certain decisions to the Trust for approval as set out in this Scheme, and not to act, or to omit any act, in reliance on such a decision prior to obtaining such approval.**

1. Budgets & Finance

The Trust shall appoint the Responsible Officer (who is, at the date of this Scheme, Roger Eggleton, Director)

1.1 Procurement of Essential Services

1.1.2 Central Essential Services

The Trust shall determine, having regard to but not being bound by the views and recommendations of the LGB, the scope of mandatory core services to be procured and delivered by the Academy on behalf of its academies and shall deliver those services ensuring that they represent good value for money.

1.1.3 Non-Central Essential Services

The Trust shall also determine those essential services which must be procured by each Academy. The LGB shall ensure that such services are procured ensuring that they represent value for money.

1.2 Budget and Budget Plan

1.2.1 The Trust shall determine the proportion of the overall Academy budget to be retained for Central Services and shall inform the LGB of the balance ("the Budget").

1.2.2 The LGB shall develop the individual Academy plan for spending the budget ("the Budget Plan") in accordance with the Academies Financial Handbook and the School Development Plan and shall present the proposed Budget Plan to the Trust for approval.

The Trust shall approve the Budget Plan provided that:

- It is consistent with the Academies Financial Handbook
- It is consistent with the Ethos of the Trust and the Academy; and
- It is consistent with all policies published by the Trust and the School Development Plan

1.3 Financial Monitoring

The LGB shall

- monitor monthly expenditure of the Academy against the approved Budget Plan
- approve any virements between Budget Plan headings (provided that these are within the overall Budget)
- enter into contracts within the financial limits published by the Trust from time to time and within the Budget Plan
- observe the policy on charging and remissions published by the Trust from time to time

- Not agree to any expenditure outside of the approved Budget Plan without the approval of the Trust Finance Department
- Report on the financial position of the Academy to the Trust within one week of each LGB meeting in the format required from time to time by the Trust as set out in the Appendix to this Scheme

2. Staffing

2.1 Appointments

The Trust shall appoint the Headteacher or Principal of the Academy having regard to representations of the LGB who shall be invited to appoint two of their members to sit on any appointment panel

The LGB shall appoint any Deputy Headteacher or Principal of the Academy having regard to representations of the Trust who shall be invited to appoint a representative to sit on any appointment panel

The LGB shall appoint other staff to the Academy in accordance with the HR policies published by the Trust from time to time

2.2 Appraisal, Pay Discretions and other HR matters

Headteacher

The appraisal of the Headteacher shall be conducted by the Chair of the LGB (or an LGB Member nominated by the Chair), a Director of the Trust and an External Advisor and in accordance with the Trust's Appraisal Policy

Performance review – other staff

The LGB shall ensure that performance review of all other staff is conducted in accordance with the Trust's Appraisal Policy

Pay Discretions

The LGB may, in line with the Trust Pay Policy and the Budget Plan, and with any written recommendations from the Appraisal Procedure, recommend a Pay Discretion for the Headteacher or Principal to the Trust who will consider, but not be bound by, such recommendation.

The LGB may, in line with the Trust Pay Policy and the Budget Plan, award pay discretions to staff other than the Headteacher or Principal consistent with recommendations from the Appraisal Procedure.

Disciplinary, Dismissal and Capability Procedures

The LGB shall undertake any capability, dismissal or disciplinary procedure in accordance with the Trust's policies and in accordance with advice from the Trust's HR Department

Determining Dismissal Payments

In the event that a staff member is dismissed no payment in respect of that dismissal shall be made without the consent of the Trust 's HR Department

Considering Requests for Early Retirement or Flexible Working

The LGB shall consider any requests for Early retirement or Flexible working and may seek advice in that respect from the Trust's HR Department

3. Standards, Curriculum and Target Setting

The LGB shall determine the curriculum of the Academy in line with the Trust's Curriculum Policy and shall set targets for each pupil of the Academy

4. Admissions and Exclusions

Admissions

The LGB shall ensure that the Admissions policy for the Academy is consistent with the Admissions Policy of the Trust and that it is published on the Academy's website.

Decisions on admissions shall be made by the LGB in line with the Admissions Policies and procedures mentioned above.

Appeals shall be considered by the Trust taking into account, but not being bound by, any representations from the LGB

Exclusions

The LGB shall ensure that the Exclusions policy and procedures for the Academy are consistent with the Exclusions Policy of the Trust and that they are published on the Academy's website.

Decisions on exclusions shall be made by the Headteacher or Principal in line with the Exclusions Policies and procedures mentioned above.

The review of a decision to exclude shall be carried out by the LGB

Any appeal against a review decision shall be undertaken by the Trust.

5. Structure

The LGB shall refer to the Trust any proposal to alter :

Opening Times

Extended School Provision

Changes to term times (other than minor changes to fit local need)

Change in age range

prior to implementation of, or consultation on such change, and shall not make or consult upon any such change without the prior consent of the Trust.

The Trust will consider such consent having regard to but not being bound by representations from the LGB

6. Safeguarding

The LGB shall ensure that the Safeguarding Policy of the Trust is implemented at the Academy.

The LGB shall ensure that the academy has a Designated Officer and Deputy and that their contact details are published on the School website. The LGB shall also ensure that the names and contact details of the Designated Officer and Deputy are sent to the Trust so that contact details may be published on the MAT website.

The LGB shall appoint a Member with specific responsibility for safeguarding and make contact details for that Member available on the Academy website. The LGB shall also inform the Trust of the name and contact details of that responsible LGB Member for publication on the Trust's website.

The Trust's website will include the name and contact details of the person at the Trust with special responsibility for safeguarding.

7. Premises and Insurance

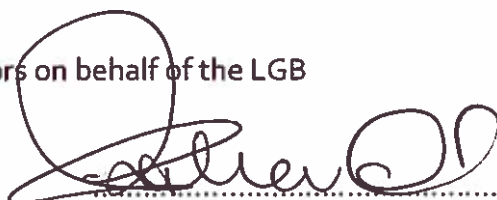
The Trust shall effect an insurance policy for buildings, public liability, business interruption and officer's liability in accordance with the Articles

The LGB shall develop and implement a strategy for the maintenance and development of the school site and buildings.

8. Health & Safety

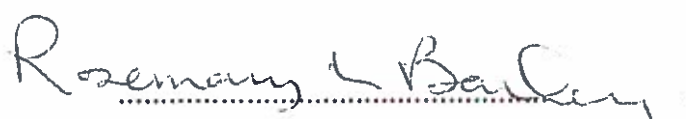
The LGB shall ensure that the Academy implements and complies with the Health and Safety policy published by the Trust from time to time

Signed by the Chair of Governors on behalf of the LGB



A handwritten signature in black ink, appearing to be 'Catherine D', written over a dotted line.

Signed by Chair of Directors on behalf of the Trust



A handwritten signature in black ink, 'Rosemary L. Bailey', written over a dotted line.

Implementation Date

Appendix – Reporting Requirements

The LGB shall report to the Trust in the form set out in this Appendix

Reports after one LGB Meeting each term:

1. LGB Academy Report (HT report to LGB with annotated recommendations or comments from LGB plus in house dash board) (draft model HT report and dashboard to be available after next Leader's Group Meeting).

Annual Reports:

2. Draft Budget Plan (for approval by Trust)
3. Annual Financial Report (report on previous year)
4. Annual Results against Targets



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Paul Richards.
St John the Evangelist Church School,
Fosseway,
Clevedon
Somerset,
BS21 5EL

Post
went astray

31st August 2017

Dear Paul,

No ?
Please find enclosed your copy of the Constitution and Terms of Reference for St John the Evangelist's Local Governing Board. I understand from your clerk that there were problems with the version you had and therefore I have asked Sarah Taylor to send me a copy which is correct. Therefore, please use the enclosed copy. I am sorry for the delay in getting this to you. Please could you make sure that this is filed in school. I will also put an electronic copy in the appropriate Sharepoint file.

Also enclosed are two copies of the Scheme of Delegation. Please can you sign both, file one and return the other to me.

I do hope you have had a good summer break,

With best wishes

Caryl Plewes

Governance Advisor

The Bath and Wells Diocesan Academies Trust operating as Bath & Wells Multi Academy Trust

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