

Active Learning Trust - Delegation of Directors' responsibilities

These tables identify responsibilities which are assigned to the Directors of the Trust in the main Scheme of Delegation (including the sections on the Functioning of Local Governing Bodies and Procurement Regulations) The table also includes a section on decisions taken centrally because they exceed the authorisation limit of the Local Governing Body). It shows those responsibilities that are reserved to the full Board, and those which the Board has delegated to its committees or executive staff.

Key:	Board	Full board of Directors		
	F&A	Finance & Audit Committee	R & P	Remuneration and Personnel Committee
	CEO	Chief Executive Officer	CoSec	Company Secretary
	DoSI	Director of School Improvement	DoHR	Director of Human Resources
	DoFin	Director of Finance	LGB	Local Governing Body

A. SCHEME OF DELEGATION

Responsibility	Board	F&A	R & P	CEO	CoSec	DoSI	DoHR	DoFin	LGB
Directors powers and responsibilities									
Delegate powers to LGBs.	✓								
Determine constitution of LGBs.	✓								
Constitution of the Local Governing Body									
Appoint the Chair of each LGB.	✓								
Elect Vice-Chair of each LGB annually									✓
Prescribe the format of the written commitment required from persons seeking membership of a LGB.	✓								
Appoint three Trust members to each LGB.				✓					
Oversee election of Parent and staff governors									✓

Responsibility	Board	F&A	R & P	CEO	CoSec	DoSI	DoHR	DoFin	LGB
Expansion of a school	✓								
Ensure safeguarding procedures are secure in schools	✓			✓					✓
Finance									
Annual determination of funds retained centrally (currently 4%)	✓								
Consent to expenditure above £20,000 (primary school) or £50,000 (secondary school).	>over OJEU							>up to OJEU	
Annual school budgets	Approve							recommend	monitor
Annual Central Budget	Approve			recommend					
Approve travel beyond the UK paid from the School's delegated funds								✓	
Determine format of financial information required from schools								✓	
Receive monthly management accounts provided in format requested by Board									✓
Monitor budget to ensure remains in line with that set and approved by Board									✓
Impose requirements on schools for the safeguarding of funds								✓	
Require HT to provide reports of the financial health of the School								✓	
Receive requests from HTs for any significant unplanned expenditure								✓	
Monitor processes and procedures to ensure they are in-line with the Trust Financial Controls Manual									✓
Novel and Contentious Payments									
Advise academies on the propriety of a proposed payment								✓	
Premises									

Responsibility	Board	F&A	R & P	CEO	CoSec	DoSI	DoHR	DoFin	LGB
Approve any disposals or acquisition of land	✓								
Insurance of land and buildings via RPA								✓	
Implement capital programme to meet school building needs within resources available	✓							✓	
Resources									
Appointment of the Headteacher.				✓					
Performance management of the Headteacher.				✓					
Pay terms and conditions.	Approve						Advise		
Issue standard contracts of terms and conditions.							✓		
Advise on the management of claims and disputes.							✓		
Approve policies and procedures for the performance management of school staff			✓						
Ensure policies and procedures for school staff are adhered to, including secure performance management									✓
Oversee procedures for appointment and management of staff (apart from headteacher & those indicated in scheme of delegation)									✓
Refer to Headteacher on specific elements of HR processes, who will seek clarification as necessary									✓
Institute health & safety policies	✓			✓					
Extended Schools and Business Activities									
Approve policies in relation to extended schools or activities designed to generate business income	✓								
Regulatory Matters									
Issue directions to LGBs in relation to regulatory and legal matters				✓					

Responsibility	Board	F & A	R & P	CEO	CoSec	DoSI	DoHR	DoFin	LGB
Ensure LGB meet at least three times per year									✓
Determine development needs of governors and implement appropriate programme of training									✓
Appoint link governors as required to carry out statutory obligations									✓
Induction of new governors	✓			✓					✓

D. DECISIONS BEYOND THE AUTHORISATION LIMITS OF LOCAL GOVERNING BODIES

Responsibility	Board	F & A	R & P	CEO	CoSec	DoSI	DoHR	DoFin	LGB
Consent to expenditure above £20,000 (primary school) or £50,000 (secondary school).								✓	
Write off bad debts above £5,000 and up to 1% of school's grant income for single debt or 2.5% of grant income per year. <i>[Amounts > 1%/2.5% of school income approved by SoS]</i>								✓	
Disposal of assets and removal from asset register for items >£20,000 <i>[excludes freehold, leasehold and tenancy agreements – these require SoS approval]</i>								✓	
Removal of school staff				✓					
Staff severance payments outside normal or contractual requirements up to £50,000 <i>[Payments in excess of £50,000 require EFA approval in advance].</i>				✓					
Compensation payments up to £50,000. <i>[Payments in excess of £50,000 require EFA approval in advance]</i>				✓					

