

Ormiston Academy Trust Eastern Region Scheme of Delegation Matrix

RASCI Key:

Responsible

Those responsible for the task, who ensure that it is done.

Accountable

Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible.

Support

Resources allocated to responsible. Unlike consulted, who may provide input to the task, support help complete the task.

Consulted

Those whose opinions are sought, and with whom there is two-way communication.

Informed

Those who are kept up-to-date on progress.

			Decision level				
Function	Number	Activity	Trustees	Executive / Senior Leadership Team	OE team	LGB/IAB	Principal / Academy staff
People	1	To ensure that an approved appraisal policy in place	A	R	I	I	I
	2	To secure the statutory appraisal of Principal	A	I	R	S	I
	3	To review annually the performance management policy	A	R	I	I	I

	4	Maintain accurate and effective and secure employee records	A	S	I	S	R
	5	To secure the statutory appraisal of all academy staff	A	I	C	I	R
			Trustees	Executive / Senior Leadership Team	OE team	LGB/IAB	Principal / Academy staff
Structures	1	To determine the scope of central services to be delivered by OAT to and on behalf of the Academy	A	C	R	I	I
	2	To identify additional services to be procured on behalf of the Academy	A	C	R	I	C
	3	To ensure centrally produced services provide value for money	A	C	R	I	C
	4	To set the times of school sessions and the dates of school terms and holidays	A	I	I	I	R
	5	To ensure that the school meets the statutory requirement for [380] sessions in a school year	A	I	C	R	S
	6	To consider requests from other schools to join the company	A	C	R	I	I
			Trustees	Executive / Senior Leadership Team	OE team	LGB/IAB	Principal / Academy staff
Ways of Working	1	To propose targets for pupil achievement	A	S	C	S	R
	2	To agree targets for pupil achievement	A	C	R	C	C
	3	To establish a behaviour policy	A	R	I	S	S

4	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions	A	I	C	R	S
5	To direct reinstatement of excluded pupils	A	I	C	R	I
6	Production of the Academy Improvement Plan	A	I	S	S	R
7	Agree the Academy Improvement Plan	A	I	R	S	S
8	To draw up governing documents and any amendments thereafter	A	R	I	I	I
9	To appoint (and remove) the chair of the LGB	A	R	C	I	I
10	To appoint and dismiss the clerk to the LGB	A	R	I	I	I
11	To hold a full LGB meeting at least three times in a school year or a meeting of the temporary governing body as often may require	A	I	C	R	S
12	To appoint, remove and actively seek members of the LGB	A	R	R	R	I
13	To set up a register of LGB members' Personal Interests	A	S	I	R	I
14	To approve and set up a governors' Expenses Scheme	A	R	I	I	I
15	To consider whether or not to exercise delegation of functions to individuals/committee	A	C	R	S	I
16	To regulate the LGB procedures	A	R	I	C	I
17	To determine the development needs of governors and put in place an appropriate programme	A	S	R	R	I

	18	To develop a safeguarding policy in line with statutory requirements and best practice	A	R	I	I	I
	19	To determine, on an annual basis, those policies which will be developed by OAT and mandatory for all OAT academies	A	R	I	I	I
	20	To provide to OAT, on an annual basis, copies of all current policies and procedures and a schedule for their review, to review and update policies where allocated to the Academy	A	I	I	R	S
	21	To provide a Complaints Procedure policy	A	R	I	I	I
	22	To decide to offer additional activities and to decide what form these should take	A	I	C	I	R
	23	To put into place any additional services to be provided	A	I	I	I	R
	24	To ensure delivery of services offered	A	I	I	I	R
	25	To implement the Trust's safeguarding policy	A	S	S	S	R
	26	Maintain accurate and effective and secure pupil records in partnership with the LGB	A	I	I	S	R
	27	Set monitoring and evaluation cycle (OE)	A	I	R	I	C
	28	Comply with all Data Protection legislation and good practice	A	R	I	I	S
	29	Assemble data for pupil assessment and other returns	A	C	C	I	R
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Education	1	To develop a curriculum policy	A	I	C	C	R
	2	To implement curriculum policy	A	I	S	S	R
	3	To prohibit radicalisation, and promote equality and diversity, and tolerance and ensuring the balanced treatment of political issues	A	S	S	S	R
	4	Ensuring provision of RE in line with school's basic curriculum	A	I	I	S	R
	5	To discharge duties in respect of pupils with special educational needs and disabilities	A	I	I	S	R
	6	Quality of teaching	A	I	S	S	R
	7	Quality of individual child's education	A	I	S	S	R
	8	Pupils outcomes	A	S	S	S	R
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Board Improvement and Inspection	1	Post-Inspection action plan	A	S	S	I	R
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Pupil wellbeing	1	To ensure that all pupils take part in a daily act of collective worship	A	I	I	S	R

	2	To ensure provision of free school meals to those pupils meeting the criteria	A	I	I	S	R
	3	Provision of sex education - to establish and keep up to date a written policy	A	I	I	S	R
			Trustees	Executive / Senior Leadership Team	OE team	LGB/IAB	Principal / Academy staff
Staffing	1	To appoint a principal (through a selection panel) and pre-recruitment checks	A	R	C	C	I
	2	To appoint a Deputy Principal (through a selection panel)	A	I	C	C	R
	3	To agree a pay policy for academy staff	A	R	I	I	C
	4	To exercise pay discretions	A	S	C	C	R
	5	Establishing disciplinary/capability procedures	A	R	I	I	I
	6	Dismissal of Principal	A	R	S	C	I
	7	Suspension of Principal	A	R	S	C	I
	8	Ending of suspension of Principal	A	R	S	C	I
	9	Formulation of Employment Policies	A	R	I	I	I
	10	Formulation of Staff Handbook	A	I	C	C	R
	11	Pre-recruitment checks	A	I	I	S	R
	12	To appoint teachers other than Principals and SLT	A	I	C	S	R

	13	To appoint non-teaching staff	A	I	C	S	R
	14	Appointment of the Principal	A	R	C	C	I
	15	Appointment of members of SLT	A	I	C	C	R
	16	Dismissal of staff other than Principals	A	S	I	C	R
	17	Suspension of staff	A	S	C	C	R
	18	Ending of suspension of other staff	A	S	C	C	R
	19	Determining staff complement within agreed budget	A	I	C	C	R
	20	Determining dismissal payment/early retirement of the Principal	A	R	C	I	I
	21	Determining dismissal payment/early retirement of others	A	S	C	C	R
	22	Conduct of staff Appraisals	A	I	I	S	R
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Admissions and organisational changes	1	To consult before setting / amending an admissions policy	A	C	C	C	R
	2	Admissions: application decisions	A	I	I	C	R
	3	If appropriate to appeal against LA directions to admit pupil(s)	A	I	I	C	R
	4	To publish proposals to change category of school	A/C	R	C	C	I

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Control and community use of school premises	1	To institute a health and safety policy	A	S	I	C	R
	2	Buildings insurance and public liability	A	R	I	I	C
	3	Developing Academy buildings and facilities estate long term strategy or master plan	A	R	S	I	I
	4	Producing and maintaining buildings, including developing properly funded maintenance plan	A	S	S	S	R
	5	To ensure that health and safety regulations are followed	A	S	I	S	R
	6	Premises security	A	S	I	S	R
	7	Premises management	A	S	I	S	R
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School finance	1	To develop and propose the individual Academy budget	A	I	S	C	R
	2	To approve the first formal budget plan each financial year	A	C	S	R	S
	3	To plan, manage and monitor monthly expenditure and financial reports, and identify actual or potential items of budget overspend/underspend	A	C	S	S	R
	4	To approve any amount to be transferred between budget headings and/or likely budget overspends	A	I	S	R	S

5	To establish financial decision levels and limits	A	R	S	I	I
6	To establish a charging and remissions policy for the Academy	A	R	S	I	I
7	To appoint the internal auditor for the Academy	A	R	I	I	I
8	Agreeing miscellaneous financial expenditure outside the agreed budget	A	C	C	R	S
9	To enter into additional contracts which exceed the agreed annual budget allocation within limits specified in the Financial Regulations Manual	A	R	C	I	I
10	To authorise acquisition of assets within limits specified in the Financial Regulations Manual	A	I	C	R	S
11	To authorise disposal of assets within limits specified in the Financial Regulations Manual	A	I	C	R	S
12	To appoint external auditors	A	R	C	I	I
13	To make payments within agreed financial limits	A	I	I	I	R
14	To collect income due to the Academy	A	I	S	I	R
15	To maintain proper financial records for the Academy	A	I	S	S	R
16	To prepare monthly accounts for the Academy	A	I	S	I	R
17	To monitor compliance with approved financial Procedures	A	R	C	S	S
18	To develop risk management strategies	A	R	I	I	I
19	To decide how to apply Pupil Premium	A	I	C	C	R

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Information sharing	1	To prepare and publish the school prospectus	A	I	C	I	R
	2	To ensure academy website is fully compliant	A	S	I	S	R