



Castle View School Academy Trust Board of Trustees Scheme of Delegation

Key:

Level 1 Academy Trust Members

Level 2 Trustees (Directors)

Level 3 A Committee of the Board Trustees

Level 4 The Accounting Officer (Headteacher)

Column Blank: Action can be undertaken at this level

Column Shaded: Function cannot legally be carried out at this level

Key Function	No	Task	Decision Level				
			1	2	3	4	
Budgets & Accounts	1	Approve the budget plan for Financial Year		✓			
	2	Monitor monthly expenditure				✓	
	3	Establish charges and remission policy			✓		
	4	To enter into contracts (refer to Financial Regulations)		✓	✓	✓	
	5	Ensure Academy annual accounts are prepared within the appointed timeframe			✓		
	6	To approve and submit the annual accounts		✓			
	7	To receive the annual report and accounts	✓				
	8	Review annually and appoint the external Auditors	✓	✓			
	9	Review annually and appoint the Responsible Officer or equivalent		✓	✓		
	10	Review annually and appoint the internal auditors		✓	✓		
Staffing	11	Headteacher appointments		✓			
	12	Deputy Headteacher appointments		✓			
	13	Teaching staff appointments				✓	
	14	Non – teaching staff appointments				✓	
	15	Pay Policy		✓			
	16	Establish and review procedure for addressing staff disciplinary, conduct and grievance			✓		
	17	Dismissal of the Headteacher		✓			
	18	Dismissal of other staff			✓	✓	
	19	Suspension of the Headteacher		✓			
	20	Suspension of other staff				✓	
	21	Ending suspension of the Headteacher		✓			
	22	Ending the suspension of all other staff			✓	✓	
	23	Determining staff requirements			✓	✓	
	24	Dismissal payments/early retirement			✓	✓	
	Curriculum	25	Establish and implement Curriculum Policy				✓
		26	Approval of Curriculum Policy			✓	



	27	Responsibility for standards of teaching				✓
	28	Decide which subject options will be taught including activities outside of the school day.				✓
Key Function	No	Task	Decision Level			
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Curriculum	29	Responsibility for individual child's education				✓
	30	Provision of sex education – includes establishing and maintaining an up to date policy				✓
	31	To prohibit political indoctrination and ensuring a balanced treatment of political issues				✓
Performance Management	32	Establish performance management policy and review annually		✓	✓	
	33	Implement the performance management policy				✓
Target Setting	34	Set and publish targets for student achievement				✓
Discipline/Exclusions	35	Establish a discipline policy			✓	✓
	36	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student 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 case of emergency)			✓	
	37	Direct reinstatements of excluded students				✓
Admission	38	Consult annually before setting an Admissions Policy		✓		
	39	Admission : applications decisions (main round)		✓	✓	
Collective Worship	40	Arrangements for collective worship				✓
Premises and Insurance	41	Buildings insurance, personal liability & Governors indemnity insurance			✓	
	42	Develop academy building strategy			✓	
	43	Procure and maintain buildings, including properly funded maintenance programme			✓	
Health and Safety	44	Institute a Health and Safety policy		✓		
	45	Ensure Health and Safety regulations are followed			✓	
School organisation	44	Set times of academy day and dates of academy terms and holidays		✓		✓
	45	Ensure academy meets 380 sessions in a school year				✓
	46	Ensure academy lunch nutritional standards are met				✓
Information for parents	47	Prepare and publish the academy prospectus				✓
	48	Ensure provision for free school meals to				✓



		students meeting the criteria				
	49	Adopt and review home school agreements				✓
Key function	No	Task	Decision Level			
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GB Procedures	50	Appoint (and remove) the chair and vice chair		✓		
	51	Appoint (and dismiss) the clerk to governors/trustees		✓		
	52	Hold a full GB/BoT meeting at least 3 times in the academy year		✓		
	53	Appoint (and remove) governors/trustees	✓	✓		
	54	Set up register of governor/trustees business interests		✓		
	55	Approve and set up a governors expenses scheme		✓		
	56	Discharge duties in respect of students with special needs by appointing a 'responsible person'		✓		
	57	Consider whether or not to delegate functions to individuals or committees		✓		
	58	To delegate chairs actions to the chair of trustees		✓		
	59	Regulate the GB/BoT procedures		✓		
Multi- Academy Trusts	60	To consider forming a MAT or joining an existing MAT	✓	✓		
	61	To consider requests from other schools to join the MAT	✓	✓		
	62	To leave a MAT	✓	✓		
Extended schools	63	Decide to offer additional activities & what form these should take				✓
	64	Put in place and ensure delivery of services to be provided				✓
	65	Cease providing extended school provision				✓
Inclusion and Equality	66	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years		✓	✓	
	67	To establish and review a special educational needs (SEN) and disability policy		✓		
	68	To designated a 'responsible person' for safeguarding		✓		
	69	To designated a 'responsible person' for looked after children		✓		
	70	To establish an accessibility plan and review it every three years			✓	
	71	To establish and review annually a child protection policy and relevant procedure		✓		