

# The Queensmill Trust - Delegated Authority



The scheme of delegation is a key document defining which functions have been retained at Board level or delegated to the following roles. Prior to the appointment of a Chief Executive, any functions pertaining to this role revert to the Trust Board.

**COLUMN TICKED:** Action to be undertaken at this level  
**COLUMN MARKED 'A':** Provide advice and support and/or consult with those accountable for decision making  
**COLUMN MARKED 'R':** Recommend a decision to the Trust Board  
**COLUMN MARKED 'I':** Notified by Decision Maker

Key Function	No	Task	Mem	Board	Board Cttee	CEO	LGB	Head
A. Governance: People	A1	Members: Appoint/Remove	✓	I		I		
	A2	Trustees: Appoint/Remove	✓	I		I		
	A3	Appoint the Chair and Vice Chair of the Board		✓		I	I	
	A4	Board Committee Chairs: appoint/remove		✓		I		
	A5	LGB Chairs: appoint/remove		✓		A		I
	A6	LGB Trust Appointed Governors: appoint/remove		✓		A	I	I
	A7	Parent governors: appoint and remove		I		I	✓	A
	A8	Company Secretary: appoint and remove		✓		I		
	A9	Clerk to board: appoint and remove		✓		A		
	A10	Clerk to LGB: appoint and remove		✓		A	A	A
	A11	Articles of Association: agree and review	✓	A		A		
	A12	Approve changes to the LT2 Governance structure, Terms of Reference or Funding Agreement	I	✓		A	I	I

			Mem	Board	Board Cttee	CEO	LGB	Head
B. Governance	B1	Approve changes to the Scheme of Delegated Authority		✓		A	I	I
	B2	Terms of reference for Trust committees: agree annually		✓		A		
	B3	Terms of reference for LGB: agree annually		✓		A	I	I
	B4	Trust Board Skills audit: complete and recruit to fill gaps		✓		A		
	B5	LGB Skills audit: complete and recruit to fill gaps		✓		A	I	A
	B6	Annually self-review trust board and committee performance: complete annually		✓		A		
	B7	Annually self-review of LGB performance: complete annually		I			✓	A
	B8	Annual schedule of business for trust board: agree		✓		A		
	B9	Annual schedule of business for LGB within the overarching Trust Governance Framework: agree		I		A	✓	A



B10	Annual register of trustees and governors' Business Interests: establish and publish		✓		A	✓	A
B11	Approve Trustees and Governors Expenses Policy		✓			I	
B12	Appoint a Chief Executive Officer		✓				
B13	Appoint Internal Auditors		✓				
B14	Appoint External Auditors		✓				
B15	Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement: submit		✓		A		
B16	Determine trust and school level policies		✓		A	I	A
B17	Approve school level policies				I	✓	A
B18	Central spend/ management charge: agree		✓		A	I	I
B19	Management of risk; establish register, review and monitor at Trust level		A		✓		
B20	Management of risk; establish register, review and monitor at school level				A	A	✓
B21	Determine Trust's vision and strategy, agreeing KPIs	A	✓		A	I	I
B22	Determine Schools' vision and strategy within Trust's ethos and values, agreeing KPIs		A			A	✓
B23	Trust's staffing structure: agree		✓		A		
B24	School staffing structure: agree		I		✓		A
B25	Performance management of the CEO		✓				
B26	Performance management of the Headteacher		I		✓		
B27	Manage Freedom of Information request for schools and Trust				✓		A
B28	Determine what are matters of ethos and how these are to be dealt with. For example Uniform policy and particular aspects of education delivery e.g Three teachers per Primary Year Group	I	✓		R	I	I

		Mem	Board	Board Cttee	CEO	LGB	Head	
C. Finance	C1	Appoint Trust Business Manager for delivery of trust's detailed accounting processes		A		✓		
	C2	Approve trust and schools' budget plans for financial year		✓		A		
	C3	Recommend school budget plan for financial year to Board for approval					✓	A
	C4	CEO pay award: agree		✓		I		
	C5	Headteacher pay award: agree		I		✓	Chair	I
	C6	Perform school staff appraisal and recommend pay progression to Board:				A	I	✓R
	C7	Approve pay and progression awards		✓		A	I	R



C8	Monitor Trust Budget		✓	A	✓		
C9	Monitor agreed school budget			I	A	✓	A
C10	Monitor monthly expenditure					I	✓
C11	Produce and disseminate Trust SLA to schools				✓	I	I
C12	Identify and agree centrally procured services		I		✓	A	A
C13	Enter into contracts, ordering goods and services up to £5,000 (non staffing)						✓
C14	Enter into contracts, ordering goods and services between £5,001 and £10,000 (non staffing)				A	✓	
C15	Enter into contracts, ordering goods and services between £10,001 and £40,000 (non staffing)				✓	R	
C16	Enter into contracts, ordering goods and services over £40,001 (non staffing)		✓		R	A	
C17	Agree movement of up to £10,000 across agreed budget headings and within agreed budget				I	✓	A
C18	Agree movement from to £10,001 to £50,000 across agreed budget headings and within agreed budget		✓		✓	R	A
C19	Agree movement over £50,001 across agreed budget headings and within agreed budget		✓		R		
C20	Write-off of bad debts up to £1,000				I	✓	A
C21	Write-off of bad debts above £1,001		✓		R	A	A
C22	Approve financial and procurement policies		✓		A	I	I

			Mem	Board	Board Cttee	CEO	LGB	Head
<b>D. Staffing</b>	D1	School Headteacher appointments		✓		✓	R	
	D2	Appoint School Deputy Headteacher & senior appointments				A		✓
	D3	Participate in the Deputy Headteacher & senior school appointments				I		
	D4	Teaching and Support staff appointments					A	✓
	D5	Appointment of LT2 'central team' Staff		✓		✓		I
	D6	Approve staff, HR, pay, performance and disciplinary policies		✓		A	I	I
	D7	Approve changes to School staffing structure (within agreed budget)				I	✓	A
	D8	Approve changes to School staffing structure (outside agreed budget)		I		✓	R	A
	D9	Approve changes to LT2 'central team' staffing structure including recruitment		✓		A		
	D10	Performance review of Chief Executive Officer		✓				
	D11	Suspend the Chief Executive Officer		✓				



D12	End the suspension of the Chief Executive Officer		✓				
D13	Dismiss the Chief Executive Officer		✓				
D14	Performance review of School Headteachers				✓	A	
D15	Suspend a School Headteacher		I		✓	I	
D16	End the suspension of a School Headteacher		I		✓	I	
D17	Dismiss a School Headteacher		✓		A	I	
D18	Suspension LT2 'central team' staff		✓		✓		
D19	Ending suspension of LT2 'central team' staff		✓		✓		
D20	Dismissal of LT2 'central team' staff		✓		✓		
D21	Suspension all school staff below (but not including) Headteacher				I	I	✓
D22	Ending suspension of all school staff below (but not including) Headteacher				I	I	✓
D23	Dismissal of all school staff below (but not including) Headteacher				I	I	✓
D24	Dismissal payments / early retirement		✓	✓	A		
D25	Performance review of all school staff below (but not including) Headteacher						✓
D26	Approve LT2 Strategic Plan		✓		A		
D27	Review progress against LT2 Strategic Plan		✓	✓	✓		
D28	Approve School Development Plan				A	✓	A
D29	Review progress against School Development Plan				✓	✓	A

			Mem	Board	Board Cttee	CEO	LGB	Head
<b>E. Discipline / Exclusions</b>	E1	Approve pupil behaviour policies				I	✓	A
	E2	Monitor implementation of pupil behaviour policies					✓	A
	E3	Monitor issues associated with each school's implementation of pupil behaviour policies				✓	I	A
	E4	Exclude a pupil more than 15 days or permanently				A	✓	A
	E5	Review exclusion on appeal				A	✓	A
	E6	Direct reinstatement of excluded pupils				A	✓	A

			Mem	Board	Board Cttee	CEO	LGB	Head
<b>F. Admissions</b>	F1	Consult on an Admissions Policy		✓		A	A	A
	F2	Agree Admissions Policy		✓		A		A
	F3	Agree PAN annually		✓		A		A
	F4	Admissions: application decisions		✓		A	I	A
	F5	Admission Appeals			✓		✓	✓
	F6	Approve Admissions Prospectus				I	✓	A



			Mem	Board	Board Cttee	CEO	LGB	Head
<b>G. Premises &amp; Insurance</b>	G1	Provision of appropriate Buildings and other relevant insurance (including Governors) through RPA		I		✓	I	I
	G2	Provision of school-specific insurance over and above covered by RPA				I	I	✓
	G3	Approve Premises related policies		I		A	✓	A
	G4	Develop and approve School Maintenance Strategy				I	✓	A
	G5	Develop and approve overarching LT2 Premises and Capital Strategy		✓	A	✓R		

			Mem	Board	Board Cttee	CEO	LGB	Head
<b>H. Health &amp; Safety</b>	H1	Approve school Health & Safety Policy		I		A	✓	A
	H2	Approve a School Risk Management Plan				I	✓	A
	H3	Monitor implementation of School Risk Management Plans				I	✓	A
	H4	Approve Trust Risk Management Plan		✓		R		

			Mem	Board	Board Cttee	CEO	LGB	Head
<b>I. School Organisation</b>	I1	Approve and review school Business Continuity Plans				I	✓	A
	I2	Recommend times of school day and dates of school terms and holidays				A	✓	A
	I3	Approve times of school day and dates of school terms and holidays		✓		A		
	I4	Ensure that Schools meets a minimum number of sessions in a school year		I		✓		✓

			Mem	Board	Board Cttee	CEO	LGB	Head
<b>J. School Meals</b>	J1	Ensure that School lunch nutritional standards are met					✓	A
	J2	Ensure provision of free school meals to those pupils meeting the criteria					I	✓
	J3	Ensure the provision of Universal Free School Meals offering to Infant age pupils					I	✓

			Mem	Board	Board Cttee	CEO	LGB	Head
<b>K. Extended Schools</b>	K1	Decide to offer additional activities and what form these should take				I	A	✓
	K2	Monitoring of Extended Services					✓	A
	K3	Cease providing extended school provision				I	✓	A



		Mem	Board	Board Cttee	CEO	LGB	Head
<b>L. Safeguarding</b>	L1	Complete, maintain and review school Single Central Record	I		I	Chair	✓
	L2	Appoint safeguarding governor (non-parent)				✓	
	L3	Annual approval of school safeguarding review	I		A	✓	A
	L4	Undertake annual review of school safeguarding	I		✓	I	A

DRAFT