**ST JOHN BOSCO CATHOLIC ACADEMY GOVERNANCE SCHEME OF DELEGATION**

**LOVE IS REPAID BY LOVE – ST JOHN BOSCO**

Key: ✓ = Responsible For, A = Advise decision makers, C = Consult with, F = Facilitate, S = Support decision making.

| **TOPIC** | DECISION / ACTION |
| --- | --- |
| CES / BDES | Members | Board of Directors(BOD)  | Finance and Risk Committee (FAR) | Education Pay and HR Committee (EPH) | Local Governing Board / School SubCommittee | CSEL / CET | Principals / HOS |
| PEOPLEANDSTRUCTURES | Appointment or Removal of Members | ✓ |  |  |  |  |  |  |  |
| Appointment or Removal of Foundation Directors | ✓ |  | C |  |  |  | C |  |
| Appointment or Removal of Co-Opted Directors |  |  | ✓ |  |  |  | C |  |
| Appointment or Removal of Chair of the Board of Directors |  |  | ✓ |  |  |  | C |  |
| Appointment or Removal of Chair of Local Governing Board  |  |  |  |  |  | ✓ | C |  |
| Appointment or Removal of Local Foundation Governors | ✓ |  |  |  |  | C | S |  |
| Local Parent Governors: Election  |  |  |  |  |  | ✓ | S | F |
| Appointment or Removal of Local Co-opted Governors  |  |  |  |  |  | ✓ | S |  |
| Recruitment of all category local governors  |  |  |  |  |  | ✓ | S |  |
| Recruitment of all category Directors  |  |  | ✓ |  |  |  | F |  |
| Appointment of Clerk to Board of Directors  |  |  | ✓ |  |  |  | F |  |
| Appointment of Clerk to Local Governing Board |  |  | ✓ |  |  | C | S |  |
| Appointment and dismissal of CSEL | C / S |  | ✓ |  |  |  |  |  |
| Appointment and dismissal of Company Secretary  |  |  | ✓ |  |  |  | A |  |
| Appointment and dismissal of COO |  |  | ✓ |  |  |  | A |  |
| Appointment and dismissal of academy Principal | C |  | ✓ |  |  | C / S | A |  |
| Appointment of central services staff / central executive team |  |  | ✓ |  |  |  | A |  |
| Appointment of non-senior Academy staff |  |  |  |  |  | ✓ | C | A |
| Agree MAC staffing structure |  |  | ✓ | A |  |  | A |  |
| Agree academy staffing structure |  |  |  |  |  | ✓ | C | A |
| Agree and review articles of association | ✓ | ✓ | C |  |  |  |  |  |
| Agree and review committee structure for the BOD  |  |  | ✓ |  |  |  | A |  |
| Agree and review committee terms of reference for BOD  | C |  | ✓ |  |  |  | A |  |
| Agree and review terms of reference for LGB and committees | C |  | ✓ |  |  | C | A |  |
| Complete skills audit annually  |  |  | ✓ |  |  | ✓ | S |  |
| Annual self-review of BOD and committee performance. |  |  | ✓ |  |  |  | S |  |
| Annual self-review of Local board performance |  |  |  |  |  | ✓ | S |  |
| Annual Chair’s performance review  |  |  | ✓ |  |  | ✓ | S |  |
| Agree annual schedule of business for Board of Directors  |  |  | ✓ |  |  |  | C  |  |
| Agree annual schedule of business for Local Governors  |  |  | ✓ |  |  | C | A |  |
| Agree arrangements for link Director monitoring visits |  |  | ✓ |  |  |  | F |  |
| Agree arrangements for link Governor monitoring visits |  |  |  |  |  | ✓ |  | F |
| STRATEGICANDPLANNING | Develop and Agree MAC Strategic Plan  |  |  | ✓ |  |  |  | A |  |
| Develop and Agree School Improvement Plans  |  |  |  |  |  | ✓ | A | A |
| Agree MAC KPIs. |  |  | ✓ | ✓ | ✓ |  | A |  |
| Agree Academy KPIs |  |  | ✓ |  |  |  | C | A |
| Develop and Agree Curriculum Strategy  |  |  | ✓ |  |  | ✓ | A | C |
| MAC Growth Decisions | C |  | ✓ |  |  |  | A |  |
| Approve MAC wide policies which reflect MAC’s ethos and values  | S |  | ✓ | ✓ | ✓ |  | A | C |
| Approve local academy policies which reflect the school's ethos and values  | S |  |  |  |  | ✓ | C | A |
| Approve and publish Admissions arrangements / consider applications for admission | A |  |  |  |  | ✓ | A / F | A / F |
| Establish Risk Management Policy  |  |  | ✓ | A |  |  | A | C |
| Approve MAC Health and Safety strategy  |  |  |  | ✓ |  |  | A | C |
| Develop and agree a 5 year Estates Management Plan for each academy  |  |  |  | ✓ |  | C | A | A |
| Approve Business Continuity strategies |  |  |  | I |  |  | ✓ | A |
| Agree central spend / top slice |  |  | ✓ | ✓ |  |  | A | C |
| Agree central Budget plan to support delivery of MAC key priorities and estates management plan  |  |  | ✓ | A |  |  | A |  |
| Agree balanced academy budgets to support delivery of academy improvement plan |  |  |  | ✓ |  |  | A | A |
| Approve expenditure in line with specified limits in the Financial Scheme of Delegation  |  |  | ✓ | ✓ |  |  | ✓ | ✓ |
| Agree Investments in the name of the MAC | ✓ |  |  | A |  |  | A |  |
| Consent to building works  | ✓ |  | A | A |  | A | A | A |
| Significant Staff Restructure and Redundancy decisions  |  |  |  | C | ✓ |  | A | A |
| Agree auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment) |  |  | ✓ | ✓ |  |  | A |  |
| Establish and review MAC scheme of financial delegation |  |  |  | ✓ |  |  | A |  |
| Establish and review academy scheme of financial delegation |  |  |  | ✓ |  |  | A | A |
| Develop MAC wide procurement strategies and efficiency savings programme  |  |  |  | ✓ |  |  | A | C |
| Establish delegated levels of authority for contracts |  |  |  | ✓ |  |  | A | C |
| Approve contracts which constitute a related party transaction |  |  |  | ✓ |  |  | A | A |
| Approve contracts with a value of over £25,000 |  |  | ✓ |  |  |  | A | A |
| Ensure land and buildings are insured | S |  |  | ✓ |  |  | A |  |
| Ensure that conditions of insurance policies are complied with |  |  |  |  |  |  | S✓ | F |
| Approve staff appraisal procedure  |  |  |  |  | ✓ |  | A |  |
| Approve Pay Policies |  |  | ✓ |  |  |  | A |  |
| Approve Flexible Working Requests – Academy Staff  |  |  |  |  |  | C | S | ✓ |
| Approve Flexible Working Requests – CET |  |  |  |  | C |  | ✓ |  |
| Approve Flexible Working request – CSEL |  |  | ✓ |  |  |  |  |  |
| Set the dates of terms and holidays for all academies within the MAC |  |  | ✓ |  |  | C | C | C |
| MONITORING | Monitor progress toward MAC strategic plan  |  |  | ✓ | ✓ | ✓ |  | A |  |
| Monitor Progress towards School Improvement Plans  |  |  |  |  | ✓ | ✓ | A | A |
| Monitor delivery of Curriculum Strategy  |  |  |  |  | ✓ | ✓ | A | A |
| Termly Monitoring of MAC overall Budget  |  |  |  | ✓ |  |  | A |  |
| Termly Monitoring of Academy Budgets |  |  |  | I |  |  | ✓ | A |
| Monitoring of the impact of Pupil Premium / Sports Premium Funding |  |  |  |  | I | ✓ |  | A |
| Agree significant changes to approve budgets  |  |  |  | ✓ |  |  | A | A |
| Monitor Performance Management of CET and agree increments  |  |  |  |  | ✓ |  | C |  |
| Monitor Performance of Principals and agree increments  |  |  |  |  | ✓ | C | A |  |
| Monitor Performance of Academy Staff and agree increments  |  |  |  |  |  |  | ✓ | A |
| Monitoring of MAC Safeguarding procedures and SCR |  |  | ✓ | ✓ | ✓ |  | A |  |
| Monitoring of Academy Safeguarding procedures and SCR |  |  | ✓ |  |  | ✓ | ✓ | A |
| Monitoring of Academy Health and safety plans. |  |  |  | ✓ |  |  | ✓ | A |
| Monitoring of Health and Safety Incident recording |  |  |  | ✓ |  |  | ✓ | A |
| Hold the CSEL to account for progress towards MAC KPIs. |  |  | ✓ | ✓ | ✓ |  |  |  |
| Monitor Progress toward Ofsted Action Plans |  |  |  |  | ✓ | ✓ | ✓ | A |
| Support and Challenge Principals to deliver Academy KPIS |  |  |  |  |  | ✓ | ✓ |  |
| COMPLIANCE | Ensure MAC governance details on MAC and academies' websites |  |  | ✓ |  |  |  | ✓ | F |
| Ensure Academy governance details on academy websites |  |  | ✓ |  |  |  | ✓ | F |
| Publish Register of all interests, business, pecuniary, loyalty for members/directors/committee members |  |  | ✓ |  |  |  | F | F |
| Ensure academy website is up to date and compliant with statutory reports |  |  | ✓ |  |  |  | ✓ | F |
| Ensure MAC website is up to date and compliant with statutory reports  |  |  | ✓ |  |  |  | ✓ |  |
| Ensure compliance with the Academies Trust Handbook  |  |  | ✓ | ✓ |  | ✓ | ✓ | ✓ |
| Publish Annual Trustees Report  |  |  | ✓ |  |  |  | A/ F | A |
| Submit Annual audit report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit |  |  | ✓ |  |  |  | A/F |  |
| Receive Termly Reports from Central Executive Team  |  |  | ✓ | ✓ | ✓ |  |  |  |
| Receive Termly Reports from Principals |  |  |  |  |  | ✓ |  |  |
| Receive External auditors' report |  | ✓ | ✓ | ✓ |  |  | F |  |
| Receive Internal Auditors' report |  |  | ✓ | ✓ |  |  | F |  |
| BDES MAC Monitoring Review  | F |  | ✓ |  |  |  | ✓ |  |
| Receive CSI Reports  |  |  | ✓ |  |  | ✓ | ✓ | ✓ |
| Receive Monthly Management Accounts 6 times per year |  |  | ✓ |  |  |  |  |  |
| Inform the DES of any claim for damage to property by an insured risk of over £50,000.  |  |  | ✓ |  |  |  | F |  |
| Receive Ofsted Reports |  |  | ✓ |  |  | ✓ | ✓ | ✓ |
| PANELHEARINGS | Staff grievance Stage 1 (academy) |  |  |  |  |  | ✓ | S | S |
| Staff Grievance Stage 2 (academy) |  |  | ✓ |  |  |  | S | S |
| Staff Grievance Stage 1 and 2 – Central Team  |  |  | ✓ |  |  |  |  |  |
| Capability Stage 3 Panel meetings |  |  |  |  | S | ✓ | S | A |
| Staff Restructure / Redundancy |  |  |  | ✓ |  |  | A/S | A |
| Absence management stage 3 panel meetings  |  |  | S |  |  | ✓ | S | A |
| Staff Disciplinary Procedures | S |  | ✓ |  |  |  | A | A |
| Flexible Working Appeal – All Staff  |  |  | ✓ |  |  |  |  | A |
| Pupil Exclusion Hearing |  |  |  |  |  | ✓ | S | A |
| Responding to complaints - Academies |  |  |  |  |  | ✓ | S | S |
| Responding to complaints – MAC / CSEL |  |  | ✓ |  |  |  | S |  |
| Admissions Appeals Procedure |  |  | ✓ |  |  | C | S | A |
|  |  |  |  |  |  |  |  |  |
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REVIEWED: JUNE 2023