



Star

## Scheme of Delegation

This Scheme of Delegation identifies the key decision-making authorities for establishments within the Star Academies. It determines the functions undertaken by the Board of Trustees and those which have been delegated to the Central Team Executive, Local Governing Bodies and Heads of Establishments. The Scheme of Delegation applies to all schools, with the exception of any references to Faith and Character Education, which apply only to the Trust's Muslim faith schools. This delegation is based upon the quality of governance and management and an establishment's performance being at an acceptable level. Where this performance is judged to be insufficient, then the Board of Trustees will revoke powers from establishments and their Local Governing Bodies.

The Board of Trustees is able to delegate identified functions to a committee as indicated below. Where decisions have been delegated, they must be reported back to the Board of Trustees at the next meeting.

Where there is a specific need for a decision to be taken, and a time imperative precludes awaiting the next Trustee meeting, action may be agreed with the Board of Trustees' Chair. This must be reported to the Board of Trustees at the next meeting.

It is essential that a Head of Establishment has sufficient powers to manage effectively on a day-to-day basis.

The Board of Trustees delegates general responsibility to manage financial commitments and expenditure in accordance with the approved budget plan and financial regulations.

Where there is a shared responsibility for decision making between the Trust and its schools, the Trust has the ultimate responsibility.

***This framework uses the following letters to denote roles with regard to key functions:***

- R denotes responsibility: ultimate approval or decision-making body.
- C denotes a consultative role prior to sign off: views should be actively sought and considered prior to a decision. This should be detailed within any report.
- O denotes an overview role to ensure a function is undertaken in line with policy or procedure: the Agenda for any meeting, or job description, should include specific reference to ensuring monitoring of the function is undertaken.
- A denotes an advisory role: provides guidance or opinions to assist decision-making.

***This framework uses the following letters to indicate responsibility to a specific Committee:***

Star Committees:	AB Academic Board	PR Policy & and Resources Committee
	AC Audit Committee	NR Nomination & Remuneration Committee
	FCE Faith & and Character Education Board (Muslim faith schools only)	
	SI Star Institute Board	

Function or Task	Star Academies			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Principal
<b>School Improvement</b>					
Approving Trust School Improvement Framework		R (AB)	C		A
Implementing the Trust School Improvement Framework			R		
Establishing Rapid Improvement Boards		R (AB)	C		
Operating Rapid Improvement Boards			R		
Undertaking quality assurance of teaching and outcomes			O	O	R
Commissioning External Quality Assurance			R		
Implementing Recommendations from Trust Quality Assurance Programme			O	O	R
<b>Curriculum</b>					
Approving framework for school curriculum policy		R (AB)	C		
Developing curriculum policy and plan			R		
Implementing curriculum policy			O	O	R
Maintaining standards of teaching		O (AB)	O	O	R
Responsibility for a pupil's education			O	O	R
Providing sex education within curriculum policy			O	O	R
Monitoring, reviewing and evaluating spiritual, moral, social, cultural (SMSC), Community Cohesion and anti-extremism programmes		O (AB)	O	R	R
Approving policy for discharging duties in respect of pupils with special needs		R (AB)	C		
Implementing policy for discharging duties for pupils with special needs			O	R	R
Ensuring effective development and delivery of the Leadership Specialism		R (AB)	C	A	A
<b>Religious Education/Collective Worship</b>					
Approving religious education and collective worship policies		R (AB)	C		
Ensuring provision of religious education in line with policy			O	R	R
Making arrangements for collective worship in line with policy			O		R
Ensuring effective development and delivery of Faith and Character Education		R (FCE)	C	A	A

Function or Task	Star Academies			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Principal
(Muslim faith schools only)					
<b>Target Setting</b>					
Setting and publishing targets for pupil achievement		O (AB)	R	O	R
Monitoring progress against the achievement of these targets			O	O	R
Monitoring, by exception, failure to meet key targets, ensuring management actions are in place to address		R (AB)	C	O	
<b>Discipline/Exclusions</b>					
Approving a Behaviour Policy in line with statutory requirements		R (AB)	C		
Implementing the Behaviour Policy, including ensuring correct responsibilities for determining exclusions			O	R	R
<b>Safeguarding</b>					
Approving Safeguarding Policy		R (AB)	C		
Monitoring Safeguarding issues within a school		O (AB)	A	R	R
Ensuring effective Safeguarding procedures		R (AB)	C		
<b>School Organisation</b>					
Setting the framework for the times of school sessions and school term dates			R		
Setting the times of school sessions and school term dates in line with policy			C		R
Ensuring that school lunch nutritional standards are met			O		R
<b>Strategy</b>					
Approving the Trust's Strategic Plan	R		C		
Setting the framework for the Annual Operating Statement			R		
Preparing the Annual Operating Statement – setting timescales, targets and milestones, and identifying areas of responsibility			C	A	R
Approving and amending the Annual Operating Statement		O (AB)	R		
Approving and amending the SI plan		O (SI)	R		C
Monitoring, reviewing and evaluating progress of the Annual Operating Statement		O (AB)	O	O	R
Monitoring, reviewing and evaluating progress of the SI plan		R (SI)	O		

Function or Task	Star Academies			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Principal
Preparing the Self-Evaluation Form (SEF)			C	O	R
Holding the Principal to account for the day-to-day running of the school – standards, behaviour etc.			R	O	
Delivering the Annual Operating Statement within the school and running the school			O		R
Approving Significant Changes as defined by DfE guidance	R	C (AB)	C	A	A
<b>Governance</b>					
Monitoring and evaluating the establishment's conduct against the mission, vision and values of the Trust	R		C	A	
Monitoring and evaluating the school's implementation of its Faith Designation (Muslim faith schools only)		R (FCE)	C	R	
Approving Scheme of Delegation	R		C	C	
Approving Local Governing Bodies with responsibility for more than one school	R	C (NR)	A		
Approving statutory and key regulatory policies		R (AB) (PR) (SI)	C		
Approving policies which are not statutory or identified as key regulatory within the Policy Framework		O (AB) (PR) (SI)	R		
Implementing policies and standard operating procedures			R	O	R
Approving school-level policies in line with Trust guidance			O	R	
Approving a risk management framework and Risk Policy		R (AC)	C		
Maintaining a Risk Register in accordance with the Trust's risk management framework		O (AC)	R	O	R
Approving a business continuity plan framework		R (PR)	C		
Maintaining a business continuity plan in accordance with the Trust's framework		O (PR)	R	O	R
Reviewing and monitoring the annual statement of assurance		R (AC)	C		
Appointing and removing the Trust-appointed members of the Local Governing Body		R (NR)	C		

Function or Task	Star Academies			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Principal
Managing the elections for the appointment of Parent and Staff members of the Local Governing Body			A	O	R
Appointing and removing the Chair of the Local Governing Body		R (NR)	C		
Appointing and removing the Vice-Chair of the Local Governing Body		O (NR)	A	R	
Appointing the Trust Secretary	R		C		
Appointing 'Lead Governors' in line with Trust guidance				R	
Setting the model agenda and frequency of meetings of the Local Governing Body			R	C	
Adapting the model agenda for Local Governing Body meetings			O	C	R
Conducting meetings of the Local Governing Body in accordance with Trust framework			O	R	
Maintaining a Register of Business Interests for the Trust			R		
Maintaining a Register of Business Interests for the Local Governing Body			O		R
Monitoring the reports of the External Auditor and ensuring implementation of actions		R (AC)	C	O	R
Monitoring Ofsted reports and ensuring implementation		R (AB)	C	O	R
Appointing Internal Auditors		R (AC)	A		
Monitoring the reports of Internal Auditors and ensuring implementation of actions		R (AC)	C	O	R
Approving an Equalities Framework	R		C		
<b>Finance</b>					
Approving Financial Allocation to establishments	R	C (PR)	C		
Approving an establishment budget for each financial year			R	C	C
Approving the Trust's Finance Policy and procedures		R (PR)	C		
Approving the Central Procurement Framework		R (PR)	C		
Monitoring monthly income and expenditure			R		R
Monitoring termly income and expenditure		R (PR)	A	O	R

Function or Task	Star Academies			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Principal
Approving the Trust's Charging and Remissions policy		R (PR)	C		A
Agreeing local charges in accordance with the Trust's Charging and Remissions policy			O	R	C
Preparation of Trust Financial Statements in accordance with the accounting framework		O (PR)	R		R
Approving Trust Financial Statements	R	C (AC)			
Approving the intended use of surplus school balances		R (PR)	C	A	A
<b>Staffing</b>					
Approving Trust Staff Structure Framework	R	A (PR)	C		
Recruiting to the Trust Staff Structure			R		
Approving an establishments Staff Structure Framework			R	C	C
Recruiting to an establishments Staff Structure			A		R
Appointing and agreeing pay of Chief Executive		R (NR)			
Appointing and agreeing pay of Principal			R	A	
Appointing and agreeing pay of schools Senior Leadership Team			R	C	C
Approving pay policy outside of national terms and conditions		R (PR)	C		
Exercising pay discretions within policy			R		R
Agreeing redundancies			R	C	C
Dismissing Principal			R	A	
Dismissing Vice-Principal			C	O	R
Dismissing other staff			A		R
Suspending/reinstating Principal			R	A	
Suspending/reinstating Vice-Principal			C	O	R
Suspending/reinstating other staff			A		R
Agreeing termination payments for the Principal		O (PR)	R	A	
Agreeing termination payments for other staff within Trust framework		O (PR)	R	A	A
<b>Performance Management</b>					
Approving a performance management policy		R (PR)	C		
Implementing the performance management policy			R		R

Function or Task	Star Academies			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Principal
Performance management of the Chief Executive		R (NR)	A		
Performance management of the Principal			R	C	
Performance management of the school Senior Leadership Team and other staff			A		R
<b>Premises</b>					
Procuring buildings	R		C	A	A
Approving the Capital Buildings Strategy/Asset Management Plan		R (PR)	C	A	A
Delivering an approved Capital Buildings Strategy/Asset Management Plan		O (PR)	R	O	R
Delivering a routine maintenance and FFE refresh plan in line with Trust guidelines			O	C	R
Putting in place full insurance cover			R		
<b>Health and Safety</b>					
Approving a Health and Safety Framework and Policy		R (PR)	C		
Implementing the Health and Safety Framework and Policy in the school			A		R
Ensuring Health and Safety regulations are followed		O (PR)	A	R	R
<b>ICT</b>					
Approving an ICT Strategy		R (PR)	C	A	A
Developing an approved provider and product framework for ICT purchasing			R		C
Delivering an ICT update and refresh programme in line with the Trust's approved provider and product framework			O		R
<b>Central Support Services</b>					
Organising the Central Team to deliver a regulatory function and Core Service for all schools			R		
Overseeing services provided by the Central Team	R		A	A	A
Commissioning non-core services from the Central Team			A	O	R
<b>Admissions</b>					
Approving for statutory consultation Admission policies for Trust schools		R (PR)	C	C	
Determining Admission policies for Trust schools		R (PR)	C		

Function or Task	Star Academies			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Principal
Dealing with Local Authorities on policy issues and the School Adjudicator/ESFA on admission related issues			R	O	C
Implementing admission arrangements in accordance with Trust policy and LA co-ordinated schemes			O	R	C
Securing an independent admission appeals panel			R		R
<b>Communication</b>					
Preparing and publishing the Trust website (including Social Media)			R		
Preparing and publishing the school website (including Social Media)			C	O	R
Developing the Trust home-school agreement			R		A
Implementing home-school agreements			A	O	R
Developing partnerships with stakeholders for the benefit of the Trust	R		R		
Developing partnerships with stakeholders for the benefit of the school			O	R	R
Implementing communication activities for the Trust	O		R		
Implementing communication activities for the school			R	O	R
Developing brand guidelines for the Trust and schools	A		R		
Implementing Trust brand guidelines	O		R	O	R
Approving a Corporate Social Responsibility (CSR) Policy	R		C		
Implementing the CSR Policy			O	R	R
<b>Federations</b>					
Considering forming a federation or joining an existing federation	R		C	A	A
<b>Extended Services</b>					
Determining the Extended Services Framework			R	C	C
Delivering the additional extended services			O		R
Ceasing to provide extended school provision			R	C	C
Ensuring provision of free school meals to those pupils meeting the criteria			A		R



Function or Task	Star Academies			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Principal
<b>Star Institute (SI)</b>					
Ensure high standard with regards to the delivery of learning and development by SI	O	R (SI)	C		
Ensure contractual obligations of the SI are fulfilled	O	R (SI)	C		

