

**Delegation scheme Catch22 Multi Academy Trust  
administration  
November 2016**

This planner shows to which level the board has delegated functions for the management of The Academy and its provisions .

**KEY**

Level 1:	MAT Board
Level 2:	MAT CEO
Level 3:	MAT AO
Level 4:	Head Teacher
Level 5:	Local governing body
<input checked="" type="checkbox"/>	Column ticked: Accountability and Action could be undertaken by this level.
<input type="checkbox"/>	Column blocked: Accountability/action not at this level
<input type="checkbox"/>	Engaged in process and decision making

Key Function	No.	Tasks	Decision level			
			1 Board	2 MAT CEO/AO	3 Head teacher	4 Gov Body
<b>Business plan</b>		To develop and maintain a business plan and strategy	✓	✓	E	E
<b>Budgets</b>	1	To approve the first formal budget plan each financial year	✓	✓	E	E
	2	To monitor monthly expenditure.	✓	✓	✓	E
	3	To establish a charging and remissions policy	✓	✓	E	E
	4	Miscellaneous financial decisions to authority levels established	✓	✓	✓	X
	5	To enter into contracts (Education Director will establish financial limits)	✓	✓	✓	X
	6	To make payments	✓	✓	✓	X
<b>Staffing</b>	7	Headteacherr appointments (selection panel)	✓	✓	X	E
	8	Deputy appointments (selection panel)	✓	✓	✓	E
	9	Appoint other teachers	✓	✓	✓	X

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			1 Board	2 MAT CEO/AO	3 Head teacher	4 Gov Body
	10	Appoint non teaching staff	✓	✓	✓	x
	11	Agree a pay policy	✓	✓	E	E
	12	Pay discretions	✓	✓	X	x
	13	Establishing disciplinary/capability procedures	✓	✓	✓	x
	14	Dismissal of headteacher	✓	✓	X	E
	15	Dismissal of other staff	✓	✓	✓	E
	16	Suspending head	✓	✓	X	E
	17	Suspending staff (except head)	✓	✓	✓	x
	18	Ending suspension (head)	✓	✓	X	E
	19	Ending suspension (except head)	✓	✓	E	E
	20	Determining staff complement	✓	✓	E	x
	21	Determining dismissal payments/ early retirement	✓	✓	x	x
<b>Curriculum</b>	22	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	✓	✓	✓	✓
	23	To establish a curriculum policy	x	✓	✓	✓
	24	To implement curriculum policy	x	✓	✓	✓
	25	To agree or reject and monitor curriculum policy	✓	✓	E	E✓
	26	Responsible for standards of teaching	✓	✓	✓	E
	27	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	x	v	✓	E
	28	Responsibility for individual child's education	✓	✓	✓	E
	29	Provision of sex education – to establish and keep up to date a written policy	x	✓	✓	x
	30	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓	✓	✓	E
	31	To establish a charging and remissions policy for activities (non NC based)	✓	✓	✓	E

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<b>Performance Management</b>	32	To formulate a performance management policy	✓	✓	E	E
	33	To establish a performance management policy	x	✓	E	E
	34	To implement the performance management policy	x	✓	✓	E
	35	To review annually the performance management policy	x	✓	E	E
<b>Target Setting</b>	36	To set and publish targets for pupil achievement	x	✓	✓	E
<b>Discipline/ Exclusions</b>	37	To establish a discipline policy	x	✓	E	E
	38	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (	x	✓	✓	E
	39	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	x	x	✓	E
<b>Admissions</b>	40	To consult annually before setting an admissions policy	x	✓	✓	E
	41	To establish an admissions policy	x	✓	E	E
<b>Religious Education</b>	42	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus	✓	✓	✓	E
	48	Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)	✓	✓	E	E
	49	Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents)	✓	✓	E	E

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	50	Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it. All other schools not covered in 49 above)	✓	✓	E	E
<b>Collective Worship</b>	51	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)	x	x	✓	E
<b>-Premises &amp; Insurance</b>	55	Buildings insurance and personal liability–	x	✓	X	x
	56	Developing school buildings strategy or master plan .	✓	✓	E	E
	57	Procuring and maintaining buildings, including developing properly funded maintenance plan	x	✓	E	x
<b>Health &amp; Safety</b>	58	To institute a health and safety policy	✓	✓	E	x
	59	To ensure that health and safety regulations are followed	✓	✓	✓	E
<b>Safe Guarding</b>		To institute a safe guarding policy	✓	✓	E	E
		To ensure safe guarding policy is followed	✓	✓	✓	E
<b>School Organisation</b>	60	To publish proposals to change category of school	✓	✓	X	x
	61	Proposal to alter or discontinue school	✓	✓	X	x
	62	To set the times of school sessions and the dates of school terms and holidays	x	✓	✓	E
	63	To ensure that the school meets for 380 sessions in a school year	✓	✓	✓	E
	64	To ensure that school lunch nutritional standards are met where provided by the governing body.	✓	x	✓	E
<b>Information For Parents</b>	65	To prepare and publish the school prospectus	✓	✓	✓	✓
	66	To prepare and publish the school profile	✓	✓	✓	✓
	67	To ensure provision of free school meals to those pupils meeting the criteria	✓	✓	✓	E

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	68	Adoption and review of home-school agreements	x	✓	✓	E
<b>GB Procedures</b>	69	To draw up instrument of government and any amendments thereafter	✓	✓	X	x
	70	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓	✓	X	x
	72	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	✓	✓	✓	✓
	73	To appoint and remove community or sponsor governors.	✓	✓	X	✓
	74	To set up a Register of Governors' Business Interests	✓	✓	X	x
	75	To approve and set up a Governors Expenses Scheme	x	✓	x	x
	76	To discharge duties in respect of pupils with special needs by appointing a "responsible person"	X	✓	E	E
	77	To consider whether or not to exercise delegation of functions to individuals or committees	✓	✓	X	x
	78	To regulate the GB procedures (where not set out in law)	✓	✓	X	x
<b>MAT/ Federations</b>	79	To consider forming a MAT or joining an existing MAT	✓	✓	X	x
	80	To consider requests from other schools to join the Group	✓	✓	X	x
<b>Extended Schools</b>	82*	To decide to offer additional activities and to what form these should take	✓	✓	E	E
	83	To put into place the additional services provided	✓	✓	✓	x
	84	To ensure delivery of services provided	✓	✓	✓	E
	85*	To cease providing extended school provision	✓	x	X	x

END