

The Scheme of Delegation

Part 3 : Academy Policies

All policies are delegated to the Principal, either in full or operationally. To support this extensive delegation, assurance arrangements are also in place,

In practice, this means:

1. **Full delegation** - generally operational matters : authority to review, implement and to determine requirement to change and to change policy is delegated to the Principal. (Material Policy changes require report to appropriate Committee or FGB for information only).
2. **Operational Delegation** - means authority to implement. All proposed changes to Policy and statutory Policy Reviews to be approved by appropriate Committee or FGB. (The Principal is not permitted to make any changes to these policies but may review and determine that, subject to legislative change, no amendments are required. Reports this to Committee/FGB as part of termly Principals' Report).
3. **Assurance Reporting** – arrangements set out below. All Policies and policy delegations are subject to the agreed Programme of Policy Review. Subject to this Programme, the Principal is authorised to review the Policies listed and determine that, save for any legislative/good practice requirements, the Policy(ies) do not require review. Reports this to Committee/FGB as part of termly Principals' Report).

For Assurance, the Principal is required to:

- a) provide assurance reports as set out below; and
 - b) where no material changes to policy are required, confirm to the appropriate FGB or FGB Committee that the Policy has been reviewed in accordance with the Policy Review Programme but that no changes are required.
4. **Material Changes** – this means changes or amendments to policy that change the intention, implementation, impact or sense of the Policy. (Non- material changes are changes to text / names etc required for clarity/updating and that do not affect the intent , impact or sense of the policy).

	Indicates Statutory Policy	In accordance with DfE Circular March 2022
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	Policy Title	Committee Responsible	Scope of delegation and Assurance Reporting requirement
	Programme of Policy Review	FGB	Full Programme of Review, listing all Academy Policies and the scheduled date of review, to be presented annually to first FGB of the year.
1 <input type="checkbox"/>	Acceptable Use (Staff) and in some cases Volunteers	Remuneration	Operational delegation to Principal Assurance Reporting : non required save for material change to policy
2 <input type="checkbox"/>	Appeals (staffing)	Remuneration	Operational delegation to Principal Assurance Reporting : a) Numbers of Appeals to be reported to Remuneration Committee; and

			b) Non-required save for material change to policy
3	Allegations of Abuse against Staff (Statement of Procedures)	FGB	Operational delegation to Principal Assurance Reporting : a) report to A&R Cttee if incident; and b) non required save for material change to policy Annual Review recommended by DfE
4 <input type="checkbox"/>	Anti-Fraud and Corruption	Audit and Risk	Operational delegation to Principal Assurance Reporting : a) Termly assurance report to A&R Cttee. Immediate alert to FGB if incident. b) Policy review subject to changes to legislation and Trust Policy only.
5 <input type="checkbox"/>	Attendance Management (Staff)	Remuneration	Operational delegation to Principal Assurance Reporting : a) Termly assurance report (staff absence) to FGB (Principals report) b) Policy review subject to changes to legislation and Trust Policy only
6 <input type="checkbox"/>	Business Continuity Plan (Disaster recovery/critical incident)	Audit and Risk	Operational delegation to Principal Assurance Reporting : a) annual assurance report to A&R Cttee b) Report to A&R Cttee if incident; c) Immediate alert to Trustees if serious incident; d) Policy review subject to changes to legislation and Trust Policy only.
7 <input type="checkbox"/>	Capability	Remuneration	Full delegation to Principal Assurance Reporting : a) Termly assurance report to FGB (Principal's Report - (numbers of staff under capability) b) Policy review subject to changes to legislation and Trust Policy only.
8 <input type="checkbox"/>	Code of Conduct and Confidentiality (Staff)	Remuneration	Operational delegation to Principal Assurance Reporting : a) Assurance report to FGB if breach (Principals' Report). b) Policy review subject to changes to legislation and Trust Policy only.

9	Conflict of Interest (Operational governance matter)	FGB	Operational delegation to Principal and responsibility of Governors Assurance Reporting : a) Confirmation that Declaration of Interest Procedure completed annually; b) Policy review subject to changes to legislation and Trust Policy only.
10	Continuous PD	Remuneration	Full delegation to Principal Assurance Reporting : Termly Assurance report to FGB (Principals' Report)
11 <input type="checkbox"/>	Disciplinary (Staff)	Remuneration	Operational delegation to Principal Assurance Reporting : a) Termly Assurance report to FGB (Principals' Report) (numbers of staff subject to disciplinary procedure) b) Future amendment subject to legislation / changes to staff T's and C's only.
12	Expenses (staff)	Remuneration	Full delegation to Principal. Assurance Reporting : Not required : operational management issue and subject to internal audit
13	Flexible Working Right to request Flexible working	Remuneration Remuneration	Full delegation to Principal Assurance Reporting : Not required : operational management issue
14	Freedom of Information	Audit and Risk	Operational delegation to Principal Assurance Reporting : a) Annual Assurance report to A&R Committee b) Any breach/incident/controversial request reported to next available A&R meeting (Trustees to be advised immediately if major incident) c) All SARs requests to be reported to LGBs d) Future amendment subject to legislation / changes to staff T's and C's only. See also GDPR Below

15 <input type="checkbox"/>	GDPR And Data Protection Information Security	Audit and Risk	Full delegation to Principal Assurance Reporting : a) Annual Assurance report to A&R Committee b) Any breach/incident/controversial request reported to next available A&R meeting. c) Trustees to be advised immediately if major incident. d) All SARs requests to be reported to FGB e) Future amendment subject to legislation / changes to staff T's and C's only. May also be subject to occasional internal audit Annual Review recommended by DfE
16 <input type="checkbox"/>	Grievance (Staff)	Remuneration	Operational delegation to Principal Assurance Reporting : a) Termly Assurance report to FGB (Principals' Report) (nos. of formal grievances and outcome). b) Future amendment subject to legislation / changes to staff T's and C's only.
17 <input type="checkbox"/>	Health and Safety	Remuneration	Full delegation to Principal Assurance Reporting : a) Termly report to FGB (Principals' Report) including incidents/issues etc. b) Future amendment subject to legislation / changes to staff T's and C's only.
18	Honorarium Supplemental to Pay Policy)	Remuneration	Full delegation to Principal Assurance Reporting : a) Not required : operational management issue b) Future amendment subject to legislation / changes to staff T's and C's only.
19	Leave of Absence/Compassionate Leave	Renumeration	Full delegation to Principal Assurance Reporting : a) Not required : operational management issue b) Future amendment subject to legislation / changes to staff T's and C's only.

20	Lettings (Remissions and Charges)	FGB	<p>Full delegation to Principal</p> <p>Assurance Reporting :</p> <p>Non-required – operational matter (fees and charges covered by annual remissions report as part of annual budget review))</p> <p>Annual review recommended by DfE</p>
21 <input type="checkbox"/>	Supporting Pupils with Medical Conditions	FGB	<p>Operational delegation to Principal</p> <p>Assurance Reporting :</p> <p>a) Any incident to be reported to FGB (Principals' Report);</p> <p>b) Policy changes to reflect legislation/good practice guidance etc</p> <p>Annual review recommended by DfE</p>
22 <input type="checkbox"/>	Performance Management (Process)	Remuneration	<p>Full delegation to Principal</p> <p>Assurance Reporting :</p> <p>a) Annual assurance report to Remuneration Cttee.</p> <p>b) Policy change to reflect legislation / changes to staff T's and C's only.</p>
23 <input type="checkbox"/>	Photography and Videos at School	FGB	<p>Full delegation to Principal</p> <p>Assurance Reporting :</p> <p>a) Non required – operational management issue;</p> <p>b) Future amendment subject to legislation or change in Trust policy only.</p>
24	Probation (Staff)	Remuneration	<p>Full delegation to Principal</p> <p>Assurance Reporting :</p> <p>a) Non required – operational management issue;</p> <p>b) Future amendment subject to legislation / changes to staff T's and C's only.</p>
25 <input type="checkbox"/>	Physical Interventions/Restraint of Pupils	FGB	<p>Full delegation to Principal</p> <p>a) Non required – operational management issue;</p> <p>b) Future amendment subject to legislation / changes to Trust Policy only.</p>

			c) Any major incident to be reported to FGB (Principals' report)
26	Recruitment and Selection	Remuneration	<p>Full delegation to Principal</p> <p>Assurance Reporting :</p> <ul style="list-style-type: none"> a) Non required – operational management issue. b) Future amendment subject to Remuneration Cttee review of process/Principals' recommendation.
27	Site / facilities maintenance Policy	FGB	<p>Full delegation to Principal</p> <p>Assurance Reporting :</p> <ul style="list-style-type: none"> a) Non required – operational management issue b) Any major incident covered in Health and Safety Report (Principals' report)
28 <input type="checkbox"/>	Surveillance & CCTV	FGB	<p>Full delegation to Principal</p> <p>Assurance Reporting :</p> <ul style="list-style-type: none"> a) Non required – operational management issue b) Future amendment subject to legislation changes only.
29 <input type="checkbox"/>	Whistleblowing	Audit and Risk	<p>Full delegation to Principal</p> <p>Assurance Reporting :</p> <ul style="list-style-type: none"> a) Termly report to A&R Committee (if required) b) Any incident to be reported to A&R Cttee c) Future changes subject to legislative changes only
30 <input type="checkbox"/>	Strategic Risk Register /Risk Management Policy	Audit and Risk & FGB	<p>Operational responsibility to Principal</p> <p>Responsibility of A&R Committee</p> <p>Assurance Reporting :</p> <ul style="list-style-type: none"> a) Principal responsible for regular review and maintenance of the Strategic and Operational Risk Registers – recommendations to FGB b) Governors responsible for the Strategic Risk Register (Termly agenda item)

31	Principal's appraisal and Pay & Appraisal policy	Remuneration	Responsibility of Remuneration Committee Assurance Reporting : Annual review by Committee
32	Admissions Policy	FGB	Operational delegation to Principal Responsibility of FGB Assurance Reporting : Annual review required by FGB
33	Children Looked After Policy	FGB	Full delegation to Principal Assurance Reporting : a) Termly report to FGB (Principals' Report – numbers of and any issues) b) Future changes subject to legislative changes only
34	Careers Policy	FGB	Full delegation to Principal Assurance Reporting : a) Termly report to FGB (Principals' Report – numbers of and any issues) b) (Ideally – LINK Governor Report annually); c) Future changes subject to legislative changes only
35	Formal Complaints	FGB	Operational delegation to Principal Assurance Reporting : a) Termly report to FGB (Principals' Report – numbers of and any issues) b) Future changes subject to legislative changes or DfE good practice advice only Annual review recommended by DfE
36	Equality and Diversity Equality (Equality Act 2010 – public sector equality duty) –includes school equality objectives.	FGB	Full delegation to Principal Assurance Reporting : a) Termly report to FGB (Principals' Report – numbers of and any issues) b) Future changes subject to legislative changes or DfE good practice advice only c) Minimum Review (Statutory : 4 yearly)

37	Financial Regulations	A&R Cttee	<p>Full delegation to Principal</p> <p>Assurance Reporting :</p> <ul style="list-style-type: none"> a) Termly report to FGB (Principals' & SBM Reports –any issues) b) subject to annual ESFA, audit and legislative changes/ requirements c) Subject to annual external/internal audit
38	Financial Reserves Investment Policy	Audit & Risk	<p>Operational delegation to Principal</p> <p>Assurance Reporting :</p> <ul style="list-style-type: none"> a) Termly report to FGB (Principals' & SBM Reports –any issues) b) Occasional internal audit
39	Organisational Change (Includes Guidance Notes for staff)	FGB <i>on recommendation of Remuneration Committee</i>	<p>Operational delegation to Principal following approval by FGB as circumstances may require.</p> <p>Statutory process would require FGB oversight and assurance reporting</p>
40	Sex and Relationships	FGB	<p>Operational Delegation to Principal</p> <p>Assurance Reporting :</p> <ul style="list-style-type: none"> a) Termly report to FGB (Principals' Report if any incident) b) Future changes subject to legislative changes or DfE good practice advice only <p>Annual review recommended by DfE</p>
41	Anti-Bullying and Behaviour	FGB	<p>Operational delegation to Principal</p> <p>Assurance Reporting :</p> <ul style="list-style-type: none"> a) Termly report to FGB (Principals' Report if any incident) b) Future changes subject to legislative changes or DfE good practice advice only <p>Annual review recommended by DfE</p>
42	E-Safety & Social Media	FGB	<p>Full delegation to Principal</p> <p>Assurance Reporting :</p> <ul style="list-style-type: none"> a) Termly report to FGB (Principals' Report if any incident)

			<p>b) Future changes subject to legislative changes or DfE good practice advice only</p>
43	Exclusion and Exclusion Panel procedures	FGB	<p>Operational delegation to Principal</p> <p>Assurance Reporting :</p> <p>a) Termly report to FGB (Principals' Report if any incident)</p> <p>b) Future changes subject to legislative changes or DfE good practice advice only</p> <p>Annual review recommended by DfE</p>
44	Prevent	FGB	<p>Operational delegation to Principal</p> <p>Assurance Reporting :</p> <p>a) Termly report to FGB (Principals' Report if any incident)</p> <p>b) Future changes subject to legislative changes or DfE good practice advice only</p>
45	Safeguarding and Child Protection	FGB	<p>Operational delegation to Principal</p> <p>Assurance Reporting :</p> <p>a) Termly report to FGB (Principals' Report if any incident)</p> <p>b) Future changes subject to legislative changes or DfE good practice advice only</p>
46	SEND	FGB	<p>Operational delegation to Principal</p> <p>Assurance Reporting :</p> <p>a) Termly report to FGB (Principals' Report if any incident)</p> <p>b) Future changes subject to legislative changes or DfE good practice advice only</p> <p>Annual Review recommended by DfE</p>
47	Protection of biometric information of children in schools and colleges	FGB	<p>Operational delegation to Principal</p> <p>Assurance Reporting :</p> <p>a) Termly report to FGB (Principals' Report if any incident)</p> <p>b) Future changes subject to legislative changes or DfE good practice advice only</p> <p>Annual Review recommended by DfE</p>

48	Early Career Teachers (ECT) Policy	Remuneration	Operational delegation to Principal Assurance Reporting : a) Termly report to FGB (Principals' Report if required – numbers/updates on progress etc) b) Future changes subject to legislative changes or DfE good practice advice only Annual Review recommended by DfE
49	Children with Health Needs who cannot attend school	FGB	Operational delegation to Principal Assurance Reporting : a) Termly report to FGB (Principals' Report if required – incidents/numbers etc)) b) Future changes subject to legislative changes or DfE good practice advice only Annual Review recommended by DfE
50	Health and Safety	FGB	Operational delegation to Principal Assurance Reporting : a) Termly report to FGB (Principals' Report – incidents/numbers etc)) b) Future changes subject to legislative changes or DfE good practice advice only Annual Review recommended by DfE
51	First Aid in Schools	FGB	Operational delegation to Principal Assurance Reporting : a) Termly report to FGB (Principals' Report – incidents/numbers etc)) b) Future changes subject to legislative changes or DfE good practice advice only Annual Review recommended by DfE
52	Premises Management Documents	FGB	Operational delegation to Principal Assurance Reporting : a) Termly report to FGB (Principals' Report – incidents/numbers etc)) b) Future changes subject to legislative changes or DfE good practice advice only Annual Review recommended by DfE

53	Careers guidance: details of Academy Careers Programme and a Provider access statement	FGB	<p>Operational delegation to Principal</p> <p>Assurance Reporting :</p> <ul style="list-style-type: none"> a) Termly report to FGB (Principals' Report – incidents/numbers etc)) b) Future changes subject to legislative changes or DfE good practice advice only <p><i>Annual Review recommended by DfE</i></p>
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