



Scheme of Delegation

R Responsible / Doing the task.
 ✓ Accountable/Owning the task.
 C Consulted with.
 I Informed about.

Key Function	No	Task	Member	Board	FAP Committee	OAP Committee	CEO	CFO	LGB	Head
	87	Suspend / Dismiss of all school staff below (but not including) HOS		I			✓		C	R
	88	Dismissal payments / early retirement		✓			R			
	89	Induction of staff					✓			R
	90	Statutory Training (Safeguarding; child protection; Equality and Diversity)		✓			R			R
	91	CPD pathways					✓			R
	92	IMAT strategic Plan		✓			R			
Strategic Planning	93	Review progress against IMAT Strategic Plan		✓			R			
	94	Statutory Assessments - Compliance				I	C		✓	R
Behaviour	95	Monitoring Statutory Assessments				I	✓		R	
	96	Pupil behaviour policies				I	C		✓	R
	97	Monitor implementation of pupil behaviour policies				✓	R			
	98	Incident Logs (Behaviour)				I			✓	R
	99	Exclude a pupil for up to 15 days				I	C		✓	R
	100	Exclude a pupil for more than 15 days or permanently		I		C	✓		R	
	101	Review exclusion on appeal				✓	R			
Admissions	102	Decision to reinstate excluded appeal		✓		R				
	103	Admissions Policy, and Admissions appeals policy & procedure		✓			C		I	R
	104	Agree and change school PAN		✓			R		C	
	105	Admissions: application decisions							✓	R
	106	Attend admissions appeals							✓	R
	107	Admissions Prospectus/ Website					✓		C	R
Premises /H&S	108	Provision of appropriate Buildings and other relevant insurance		✓				R		
	109	Premises related policies		✓			R		C	C
	110	Maintenance Strategy		✓			C	R	C	C
	111	Develop and approve overarching school premises and Capital Strategy		✓			C	R		
	112	Capital spend & strategy		✓			C	R	I	I
	113	Review H&S assessments and develop plan to feed strategy					✓			
	114	Health & safety policy		✓			R		C	C
	115	School Business Continuity Plan		✓			R		C	C
	116	Monitor implementation of school Business Continuity Plan							✓	
	117	School site H&S checks							✓	
	118	Monitor Accident/H&S /Compliance reporting							✓	
School Organisation	119	Trust Risk Management Plan		✓	C		R			
	120	School terms and holidays		✓			R		I	C
	121	Times of school day					✓		C	R
	122	Ensure that school meets an agreed minimum number of sessions in a school year		✓			R			
	123	Approve unplanned school closure for emergency/snow etc					I		✓	R
	124	Ensure school lunch nutritional standards are met		✓			R		I	C
	125	Ensure provision of free school meals to those pupils meeting the criteria							✓	R
	126	Ensure the provision of UIFSM offering to infant age pupils							✓	R
	127	Wrap Around Care - Decide what these should be and monitor							✓	R
	128	Wrap Around Care - Cease or increase extended provision					C	C	✓	R
Safeguarding	129	Approve changes to school uniform		✓					R	
	130	Complete, maintain and review school single Central Record					✓		R	C
	131	Appoint safeguarding LGB member		✓			I		R	C
	132	Regular school safeguarding review (at least bi-annual)				✓	R			
	133	Statutory Training for Trustees and Governors					✓			
	134	Report on safeguarding arrangements and trends across the Trust on a regular basis				✓	R			
	135	Complete, maintain and review trust single Central Record		✓			R			
	136	Reports on safeguarding arrangements, trends and concerns in schools.				I			✓	R
	137	Safeguarding and child protection policies and procedures		✓		I	R			
	138	To appoint a designated member of staff from the leadership team as designated safeguarding lead to ensure the role is compliant with statutory guidance					I		✓	R
139	To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance					I		✓	R	
140	To ensure appropriate risk assessments are completed and approve off-site visits for pupils of more than 24 hours					✓			R	
141	To ensure appropriate risk assessments are completed and approve visits abroad for pupils.					✓			R	

The board of directors has ultimate accountability for all items contained in this document and, as such, it reserves the right to remove delegation of responsibility at any time.