

Excalibur Academies Trust
Scheme of Delegation 2020 - 21



Key Function	Task	Trust Board or Members	Trust Committee	CEO	LGB	Principal
Curriculum	To monitor and review curriculum policy to provide a balanced and broadly based curriculum				✓	✓
Curriculum	To monitor standards of teaching and learning	✓	Education Scrutiny	✓	✓	✓
Curriculum	To monitor pupil achievement against set targets.	✓	Education Scrutiny	✓	✓	✓
Curriculum	Make provision for SEN pupils, with or without a statement			✓		✓
Curriculum	Make provision for a daily collective act of worship			✓	✓	✓
Curriculum	Assess pupils as per other schools and comply with any guidance from the Secretary of State					✓
Curriculum	To set the times of Academy sessions, the dates of Academy terms and holidays ; and ensure each Academy meets for 190 days (380 sessions) in an Academy year	✓		✓		✓
Curriculum	To decide which subject options should be taught having due regard to resources, and provision for flexibility in the curriculum (including activities outside Academy day)					✓
Curriculum	To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory Academy age.			✓	✓	
Curriculum	To approve and maintain written policy on Relationships & Sex Education			✓	✓	
Curriculum	To prohibit political indoctrination and ensure the balanced treatment of political issues	✓		✓	✓	✓
Curriculum	To approve, review and monitor the Academy's SEN policy.	✓	Education Scrutiny		✓	
Curriculum	To determine whether education of individual students should be delivered by an external provider					✓
Curriculum	To approve, review and monitor Early Years Foundation Stage policy		Education Scrutiny		✓	✓
Community	Ensure the Academy shares facilities with other schools and the wider community and promote community cohesion				✓	
Student Welfare	To approve the academy pupil behaviour policy				✓	✓
Student Welfare	To approve the academy exclusion policy				✓	✓
Student Welfare	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently					✓

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Student Welfare	To review the use of exclusions and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)				✓	
Student Welfare	To direct reinstatement of excluded pupils				✓	
Student Welfare	To review the overall pattern and use of exclusions within the Academy.	✓		✓	✓	
Student Welfare	To monitor and review pupil attendance				✓	
Student Welfare	Maintain register of pupils attendance					✓
Student Welfare	To provide meals if requested by any pupils					✓
Student Welfare	To ensure that the Academy has appointed a designated teacher to support looked after and previously looked after children.			✓		✓
Student Welfare	To ensure that Academy policy and procedure for Looked After Children are consistent with measures set out in the statutory guidance.				✓	✓
Student Welfare	To appoint a designated director and governors for Safeguarding Children	✓			✓	
Student Welfare	To annually review the Safeguarding and Child Protection policy and procedures	✓		✓	✓	✓
Student Welfare	To maintain the Single Central Record at each school					✓
Parents	To ensure the Academy publishes all information as required on its website			✓	✓	✓
Parents	To adopt and review the Concerns and Complaints Procedure	✓		✓		
Summary of key points only. Detail in Financial Scheme of Delegation & ESFA Academies Financial Handbook						
Finance	To sign off the Annual Accounts and Report	✓				
Finance	To approve the Financial Scheme of Delegation	✓				
Finance	To appoint external auditors	Members				
Finance	To approve the budget and any interim budget	✓				
Finance	To approve level of Top Slice		Finance			
Finance	To manage budget at academy level					✓

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Finance	To monitor income, expenditure cash flow & balance sheet.		Finance			
Finance	To approve the Financial Scheme of Delegation, including - review and recommend levels of delegated authority		Finance			
Finance	To inform the ESFA of any financial irregularities	✓				
Finance	To set a charging and remissions policy		Finance			
Finance	To appoint the Internal Auditor		Audit			
Finance	To receive, and where appropriate respond to reports from the Auditors	✓	Audit	✓		
Finance	To ensure the Academy is properly audited	✓				
Finance	To ensure that the Academy meets Financial Management Standards and complies with Academies Financial Handbook		Audit	✓		✓
Finance	To establish an appropriate mechanism for the receipt and procurement of donations			✓		✓
Finance	To review risk management & risk register		Audit	✓	✓	✓
Finance	To approve and maintain a register of business interests	✓		✓		✓
Planning	To agree and approve the Trust Strategic Plan	✓				
Planning	To ensure that recommendations following an OFSTED inspection are incorporated into the Academy Improvement Plan			✓	✓	
Planning	To agree priorities for the Academy Plan					✓
Planning	To contribute to and approve Academy Plan			✓	✓	
Planning	To monitor Academy Plan			✓	✓	
Staffing	To approve Trust pay policy		Staffing			
Staffing	To consider and approve the recommendations of the CEO in respect of pay progression of the Principals and other senior leaders		Staffing			
Staffing	To be responsible for levels of pay and conditions of service for all employees	✓	Staffing			
Staffing	To consider Academy staffing model and budget		Staffing			
Staffing	To approve additional leadership posts		Staffing			
Staffing	To determine the pay scale of leadership and senior support staff posts		Staffing			
Staffing	To keep Executive pay under review, approve any appointment to the Executive pay scale and report annually to the Board		Staffing			

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Staffing	To approve any changes to the Leadership or TLR structure		Staffing			
Staffing	To scrutinise and review HR Policies		Staffing			
Staffing	To appoint, suspend or dismiss CEO, CFO, Principal, Company Secretary or Clerk	✓				
Staffing	To appoint the selection panel for CEO, Principal and Head of School recruitment	✓				
Staffing	To appoint, suspend or dismiss Deputy Principal			✓		✓
Staffing	To appoint, suspend or dismiss all other teaching and support staff					✓
Staffing	To appoint staff to leadership group					✓
Staffing	To evaluate the performance of the CEO	✓				
Staffing	To implement [staff] disciplinary procedures, including dismissal					✓
Staffing	To approve disciplinary, capability and grievance procedures		Staffing			
Staffing	To approve applications for early retirement, secondment and leave of absence.					✓
Staffing	To approve and maintain a performance management policy		Staffing			
Staffing	To implement the performance management of staff					✓
Staffing	To implement the performance management of Academy Principal			✓	✓	
Staffing	To implement the performance management of CEO	✓				
Staffing	To agree and monitor a staff development strategy for teachers, support staff and governors.		Staffing	✓		
Staffing	To monitor and review statement for dealing with allegations of abuse against staff		Staffing			
Staffing	To approve the Excalibur HR Handbook/ Manual		Staffing			
Premises	To develop a Academy buildings strategy (including budgeting for repairs etc.) and Asset Management Planning arrangements		Finance			
Premises	To procure and agree a maintenance strategy for buildings including developing a properly funded maintenance plan			✓		✓
Premises	To monitor and review Accessibility Plan			✓	✓	✓
Premises	To establish and approve a health & safety policy	✓	Audit	✓		
Premises	To monitor health & safety arrangements		Audit	✓		✓
Premises	To monitor accident book and agree appropriate action					✓
Premises	To pro-actively take responsibility for H&S at individual academies					✓

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Admissions	Provide education for pupils wholly and mainly from the area in which the academy is situated	✓				
Admissions	Implement an admissions policy for each academy in accordance with the Admissions Code	✓	Admissions			
Admissions	Determine Admissions Arrangements to include Policy, publish appeals timetable, appeals & decisions	✓				
Admissions	To participate in relevant Admissions Forum and have regard to its advice		Admissions			
Admissions	To participate in the Fair Access Protocol		Admissions			
Governance	To review and monitor GDPR & Data Protection Policy		Audit	✓		
Governance	To review and monitor Freedom of Information Policy		Audit	✓		
Governance	To review and monitor Equality Information & Objectives			✓	✓	✓
Governance	To review and monitor policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination, religion, sexuality, age).	✓		✓		✓
Governance	Determine the Reserved Matters	✓				
Governance	Change the name of the Trust or any Academy	✓				
Governance	Amend the Articles of Association	Members				
Governance	Change the Objects	Members				
Governance	Determine the educational character, mission or ethos of the Academies	✓				
Governance	Change the constitution of the Board of Directors or any Terms of reference for any committee	✓				
Governance	Establish a trading company	✓				
Governance	Sell, purchase, mortgage of charge any land	✓				
Governance	Hold AGM	Members				
Governance	Maintain records with Companies House as required			✓		
Governance	Propose amendments to Articles / Funding Agreement	✓				
Governance	To approve new academies to join the Trust	✓				
Governance	To appoint (and remove) the chair and vice-chair of a local governing body	✓				
Governance	To appoint and remove community directors.	Members				
Governance	To approve the appointment of parent directors	✓				

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Governance	To appoint and remove co opted directors	✓				
Governance	To appoint and remove Chair of LGBs Forum as a Director	✓				
Governance	To appoint and remove community governors of LGBs	✓				
Governance	Bi-annual Review of Committee Structure, terms of reference, Scheme of Delegation and membership	✓				
Governance	Agree a policy and protocol for director/governor visits to the Academy		Chairs Forum			
Governance	Appoint Advisors to committees		✓			
Governance	Agree Governance Code of Conduct	✓				
Governance	Determine the members of a parental complaints panel				✓	
Foundation	Appointment of Reserved Teachers			✓		✓
Foundation	Appointment of Foundation Directors	Corporate Member & ✓				
Foundation	SIAMs Inspection preparation				Foundation ✓	✓
Foundation	To monitor progress against SIAMs Action Plan	Foundation			Foundation ✓	✓
Foundation	Adherence to guidance from Diocesan Board of Education	Corporate Member & ✓			✓	
Foundation	Approval of SDBE Annual Statement of Performance	Corporate Member & ✓				
Foundation	Provision of a Daily Act of Worship in accordance with the principles, practices and tenets of the Church of England				✓	✓
Foundation	Provision of RE in accordance with the principles, practices and tenets of the Church of England and any directives from Diocesan Board of Education				Foundation ✓	
Foundation	To appoint and remove LGB Foundation Governors	Corporate Member & ✓				
Foundation	Appoint trustee to School House Trust				Lambourn	