

Rastrick High School Scheme of Delegation			
Key	X: Action to be taken at this level	A: Provide advice and support to those accountable for decision making	<>: Direction of advice and support
*The Headteacher is also the Accounting Officer. The Headteacher will delegate key financial duties to the Finance Director			

Area	Decision	Members Trust	Board of Directors	*Headteacher	Committee
People	Members: Appoint and remove	X			
	Directors: Appoint and remove	X			
	Role description for Members	X			
	Role descriptions for Directors / Chair / specific roles / committee members: agree		X	<A	
	Committee Chair: Appoint and remove		X	<A	
	Clerk to the Board of Directors: Appoint and remove	X			
Systems and Structures	Articles of Association	X	<A	<A	
	Governance structure (committees) for the Board: Establish and review annually		X		
	Terms of reference for committees (including audit if required and scheme of delegation for school committees): agree annually		X	<A	
	Skills audit: complete and run a process of recruitment if required		X	<A	
	Director contribution: review annually	X			
	Succession plan	X		<A	
	Annual schedule of business for the Board of Directors: agree		X	<A	



Area	Decision				
		Members Trust	Board of Directors	*Headteacher	Committee
Strategic Decision Making	Management of risk: establish register, review and monitor		X	<A>	X
	Engagement with stakeholders	X	X	X	X
	The school's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine	X	X	<A	
	Headteacher: Appoint and dismiss			X	
	Budget plan to support delivery of school's key priorities: agree		X	<A	
	Individual Academy staffing structure			X	
Holding to Account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		X	<A>	X
	Reporting arrangements for progress on key priorities: agree		X	<A>	X
	Performance management of Headteacher: undertake		X		X
Ensuring Financial Probity	Chief Financial Officer for delivery of the Multi Academy Trust's detailed accounting processes: appoint		X		
	School's scheme of financial delegation: establish and review		X	<A>	X
	Individual Academy level scheme of financial delegation: establish and review		X	<A	
	External auditors' report: receive and respond		X	<A	
	CEO pay award: agree		X	<A	
Ensuring Financial Probity	Academy Headteacher pay award: agree		X		X
	Staff appraisal procedure and pay progression: monitor and agree			X	
	Benchmarking and school wide value for money: ensure robustness		X	<A	

Area	Decision				
		Members Trust	Board of Directors	*Headteacher	Committee
	Academy governance details on academies website: ensure		X	<A	
	Register of all interests, business, pecuniary		X	<A	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		X	<A	X
	Monthly reporting of accounts to the Board and Finance and Resources Committee: ensure			X	
Strategic Decision Making	Determine statutory school wide policies which reflect the school's ethos and values including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		X	<A	
	Central spend (including capital): agree		X	<A	