Delegation Planner

(including Church Schools)

RAISC Key

R Responsible
A Accountable
I Informed
S Support
C Consulted

Key Function	Task	Members of KERNOW LEARNING	Board of Trustees	CEO and Core Team	Local Governing Body	School Leadership
Vision	Setting out the vision for the Trust and its application at both Trust and School levels		A	R	C	C
	Determination of the corporate planning and strategy for the School and the Trust		A	R/S	I	C
	Carry forward the Trust's vision in a way appropriate to the specific qualities and community characteristics of the Academy Trust		A	S	R	R
Company Compliance	Implementation of actions required to comply with all statutory regulations		A	R	R	R
	Ensure compliance with all statutory regulations and Acts of Parliament governing the operation of the Trust and schools, including without limitation all charity and company laws and all health and safety regulations	R	A	R/S	I	I
	Ensure compliance with the provisions of the Articles and the Funding Agreements	A	R	S	I	I
	Assist the trustees in complying with the provision of the Funding Agreements where requested	A	R	S	I	I
	Ensure compliance with the Academies Financial Handbook		A	R	I	I
Governance	Propose and approve changes to the Governance structure, Terms of Reference, Articles of Funding Agreement (nb consent of Foundation Member the Trustees and Diocesan Board of Education also needed for amends to Articles of Association)	A/R (Articles)	A/R	S	I	I
	Appoint the Chair and Vice Chair of the Board of Trustees	I	R	I	I	I
	Appoint the Chairs of the Sub-Committees of the Board of Trustees	I	R	I	I	I
	Appoint, remove, suspend Trustees	A/R	A/R	I		
	Appointment of a Safeguarding, SEND and Whistleblowing Trustee annually		A/R	I	I	I
	Self Review of the Trust/ completed annually		A	C		
	Trustee Meeting attendance published annually		A/R			
	Trustee skills audit: complete so Trustee appointments are skills based		A/R	C		
	Make recommendations for members for the Local Governing Body (exepting Foundation members of C of E schools - see above)		R		C	S
	Appoint or remove the Local Governing Body members		A/R	S	R (S for removal)	S
	Appointment of the Internal Auditor		R	S		
	Propose and approve the appointment of the Company Secretary		R	S		
	Approve the appointment of the Clerk to the Local Governing Body		I	R	S	
	Monitor the performance of the Local Governing Body		A	S	R	
	Appoint and Safeguarding and SEND Governor		I	I	A/R	I
	Governor attendance published annually		A		R	
	Governor skills audit: complete so Governor appoints are skills based		A		R	C
	Governor Training programme to be put in place		A/R	C	C	
	Power to withdraw delegated powers from the LGB and if necessary disband it with		R	S	I	
	Engagement with stakeholders		R	R	R	R
	Approve Trust Level Policies and Local Policy templates		A/R	S	I/S	I/S
	Approve School Level Policies, using Trust templates where available		I	I/S	A/R	I/S
Finance	Named Accounting Officer		A/R			

Category	Task	Col1	Col2	Col3	Col4	Col5
	Propose any Trust budgets for financial year			R		C
	Approve any Trust budgets for financial year		A	S	I	I
	Review Trust budget through financial year		A	R	I	I
	Propose School budgets through local school leadership		A	R	I	C
	Review School budgets through financial year		A	R	I	C
	Propose revisions to any Trust budgets		A	R	I	C
	Approve revisions to any Trust budgets		A	R	I	I
	Propose financial and procurement policies		A	R	I	I
	Enter into contracts under £50,000			A		
	Approve the appointment of the external auditors	A	R	S		
	Put in place guidelines and establish processes for the local maintenance of assets and appropriate registers		A	R	I	I
	Consider and evaluate performance against key performance indicators set by the Trust in relation to finances		A	R	I	I
	Arrange for auditing of Academy statements of accounts		A	R	I	
	Manage a corporate risk register for the Trust		A	R	I	
	Regularly monitor and review schools and trust cash flow and expenditure in accordance with policies determined by the Trustees		A	R	I	
	Work with the Trust to establish a funding model for use across the Trust and the schools including developing an individual funding model		A	R	I	
	Inform the Trust of any need for significant unplanned expenditure and work with the Trust to explore options for identifying available funding		A	R	I	
	Observe proper levels of delegation and protocols in conjunction with the internal auditor		A	R	I	C
Safeguarding and Child Protection	Monitor statutory compliance with respect to safeguarding and child protection on behalf of the Trust		A/R	R	R	R
	Ensure all Trustees, Governors, Staff and volunteers have the appropriate child protection checks in place		A/R	R	S	R
	Receive reports and review KPIs as appropriate		A/R	R		
	Undertake safeguarding training		A/R	R	R	R
	Ensure a robust Safeguarding and Child Protection Policy is in place annually, reflecting statutory guidance and clearly names those responsible fro safeguarding		A/R	R	I	I
	Undertake internal safeguarding audits		A/R	R	I	S
	Ensure statutory returns are made within the required timeframes		A/R	R	S	R
	Monitor implementation of the safeguarding policy		A/R	R	R	R
Curriculum Vision and Policies	Propose the curriculum vision and policies of the Trust		A	R	I	C
	Approve the curriculum vision and policies of the Trust		A	R	I	C
	Review and report on the Trust's curriculum vision and policies			R	I	C
	Propose the curriculum vision and policies of the schools in the context of the Trust's vision and policies		R	I/S	A	R
	Approve the schools curriculum vision and policies in line with the Trust's vision and policies			I/S	A	R
	Ensure the curriulum is accessible to all, including those children with SEND		A	R	S	R
	Ensure that Disadvantaged Children achieve at least as well as other pupils		A	R	S	R
	Review and report on the schools curriculum vision and policies			I/S	A	R
Self-Evaluation and Improvement Planning	Propose the School SEF			S		RA
	Approve the School SEF			A	R	
	Propose School Improvement Plan			S	C	RA
	Approve School Improvement Plan			A	R	
	Review progress against the SchoolImprovement Plan			S	R	A
	Approve the Trust Governance SEF		RA	S		
	Propose Trust Improvement Plan			RA		C
	Approve Trust Improvement Plan		R			
	Review progress against the Trust Improvement Plan		R	RA		
Educational Standards and Target Setting	Monitor and report on School standards		A	R	R	A
	Benchmark School standards against Trust and National		A	R	R	A
	Propose School performance targets (Trust KPIs)		A	R	I	C
	Approve School performance targets (Trust KPIs)		A	R	I	C
	Review progress against School performance targets		A	R	I	C
	Monitor and report on Trust standards		A	R	I	C
	Benchmark Trust standards against National		A	R	I	C
	Monitor and report on Trust performance targets		A	R	I	C
Grants and Interventions	Propose and approve rationale for the spending of grants (PE Grant, Pupil Premium Grant, etc)			S	A	R
	Review the impact of grant funding			S	A	R
FSM Provision	Ensure provision of free school meals to those pupils meeting the criteria		A	S	R	R

Category	Task					
	Decide whether to offer additional activities and what form these should take within FPM guidance		A	S	S	R
	To put in place the additional services provided within FPM guidance		A	S	R	R
	To decide whether to stop providing additional activities within FPM guidance		A	S	R	R
	Comply and adherer to the terms of any Trust protocol or guidance issued by the Trust		A	S	R	R
Staff Recruitment, Terms of Condition, Deployment and Performance Management	Appointment of School staff on Leadership scale			A	C	C
	Appoint members of the Trust Executive team		A	S/R	I	I
	Performance review of CEO		A R			
	Suspend, end suspension or dismiss the CEO	I	A&R	I	I	I
	Performance review of the Head of School/Headteacher		I	A	C	R
	Monitor local HR activity and policy including the process for local performance reviews for members of staff and in particular ensuring that it is within the parameters for the particular School from time to time established by the Trustees		S	A	I	R
	Consider whether any changes are required to staff terms and conditions		A	R/S		
	Ensure that safer recruitment processes are in place and followed		A	R	S	R
	Put in place procedures for the proper professional and personal development of all staff		A	R	S	R
	Responsible for the Performance Management of the Executive Headteacher and Head of School		S	A	S	C
	Put in place processes for undertaking the performance management of staff within the Trust's remit		A	R	I	R
	Manage claims and disputes of staff including matters of suspension			R		C/S
	Monitor local HR activity and policy including the process for local performance reviews for members of staff and in particular ensuring that it is within the parameters for the particular School from time to time established by the Trustees		A	R		R
	Propose staff HR, Pay, Performance and Disciplinary Policies		A	R		
	Approve staff HR, Pay, Performance and Disciplinary Policies		A	R		
	Propose and approve changes to any Schoolstaffing structure including recruitment		A	R		R
Continuing Professional Development	Propose and approve a CPD plan for the Trust			R		C
	Review progress against the Trust CPD plan		I	R		C
	Propose and approve a CPD plan for the School			S	I	R
	Review progress against the School CPD plan			S	I	R
Stakeholder Views	Implement the Annual School Stakeholder Surveys as determined by the Trust (pupil, parent & carer, staff)		I	R	A	R
	Propose a response to the Annual School Stakeholder Surveys		I	R/I	A	R
	School review of progress against the actions in response to the Annual School Stakeholder Surveys			I	A	R
	Trust collation and report of individual school stakeholder surveys and impact		I	R	I	I
Discipline & Exclusions	Propose pupil behaviour policies			S/R	C	R
	Approve pupil behaviour policies				A	
	Monitor implementation of behaviour policies		A	S	R	R
	Exclude a pupil more than 15 days or permanently	I	I	S	I	A/R
	Review exclusion of more than 15 school days or permenant exclusion		A	S	R	S
	Direct reinstatement of excluded students after review		A	S	R	I
	Hear exclusion at appeal		A	S		S
Admissions	Determine and publish admission arrangement		A/R	S	I	C
	Ranking places (Via Service Level Agreement with LA or with robust local procedure)		A	S/R		C
	Allocate or refuse places in year		A	S/R		C
	Defend refusals at appeals		A	S		R
Premises and Insurance	Propose and approve premises related policies		A	R	I	I
	Propose and approve Trust premises and capital strategies		A	R	I	I
	Develop and implement processes to meet Directors' responsibilities		A	R	I	I
	Monitor property processes to ensure Directors responsibilities are full discharged		A	R	I	I
	Develop an estate management strategy for the School/s that will identify the suitability of building and facilities in light of long term curriculum needs and the availability of capital investment.		A	R	I	C
	Acquire or dispose land or interests in the land to be used by the School/s		A	R	I	C
	Insuring the land and buildings used by the School		A	R	I	I
	Ensure the safety of the users of the School buildings and facilities		A	R	R	R
	Notify the Trust of any changes to fixed assets used by the School			S	I	R
Health and Safety	Propose and approve a H&S Policy		A	R	I	C

Key Function	Task	Members of Kernow Learning	Board of Trustees	CEO and Core Team	Local Governing Body	School Leadership
	Monitor implementation of H&S Policy			S	R	R
	Develop and approve a Risk Management Plan		A	R	I	S
	Report on Risks to Board			R		
	Propose, approve and review a Critical Incident Plan		A	S	R	R
School Organisation	Approve times of School day and dates of School terms and holidays		A	R	C	C
Training	Develop and implement training programme for Directors, Local Governors and Staff		A	R	R	R
Media and PR	Support the Trust and the Schools in relation to any public relations activities to protect the Trust and the Schools to the wider community			R	S	S
Services	Work with the Trust to determine the extent of the services provided to theSchool by the Trust and how the costs should be allocated		A	R	I	C
	Implement the Trust's procurement policies			A	S	R
	Enter into contracts on behalf of the Trust		A/R	A/R	I	C
	Seek value for money and demonstrate that value for money has been achieved		A	S/R	S	R
	Oversight of effectiveness of the delivery of centrally provided services		A	R	C	C
Religious Education	Responsibility for ensuring that provision of RE meets statutory requirements and/or the requirement of any Trust Deed		A	R	R	R
Information to Parents	Adopt & review the home school agreement			S	A	R
	Report on the home school agreement			S	A	R
	Establish, publish & review a Complaints procedure		A	R	I	R
	Ensuring the school Website is Compliant		A	S/R	A/R	R
Inclusion and Equality	Establish & review an SEN policy		S	S	A	R
	Establish & publish each Schools local offer for SEN		S	S	A	R
	Designate a LGB member to be responsible for monitoring SEN, Looked After children and Pupil Premium		A	S	A/R	R/S
	Establish & publish annual "Equality information & objectives statement" and review objectives every 4 years		A	S/R	I	I
	To establish an accessibility plan and review it every 3 years for schools within the Trust		A	R	I	C

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Key Function	Task (Church Schools)	Members of Kernow Learning	Board of Trustees	CEO and Core Team	Local Governing Body	School Leadership	DBE/Askel Veur
Aims	To ensure that the education in the school continues to promote life in all its fullness for all children		A	A	R/S	R	A/S
	To ensure the continuing involvement of the Diocese of Truro in ensuring that the School is governed in accordance with the principles of the Church of England		A	A	R		A/S
	To protect, project and develop the Christian character and distinctiveness of the Church of England School in partnership with the church at Parish, Deanery and Diocesan level		A	A	R	R	A/S
	To clarify the respective roles of the Diocesan Board of Education and Askel Veur (The Diocese of Truro's Academies Umbrella Trust of England Academy Trust) within the MAT	R	R	I	I		A/S
Structure and delegation	Develop and approve the scheme of delegation for the governance of Church of England School within community MATs		A	R			C/I
	Make changes to the local governance structure of the Church of England School Trust within the MAT	A/R	R	I		S	C/I
	Exercise the scheme of delegation and ensure responsibility for key functions is performed and communicated appropriately		R		R		
Appointment and removal of Foundation Governors	Appoint/remove Foundation Governors		C	I	I	I	A
Appointment of Headteacher	Appoint the Headteacher/head of school of the School ensuring leadership of the Christian ethos of the school		A	R	S		C
Appointment of other staff	Appoint other teaching and non-teaching staff of the School, ensuring support for the Christian ethos of the school			R	S	R	

			A	R	R	R	S
SIAMS	Ensure that the School continues to strongly demonstrate its distinctiveness as a Church School as evaluated by SIAMS		A	R	R	R	S
RE	Ensure the effectiveness of RE teaching in the School and disseminate good practice across Kernow Learning		A	R	R	R	S
Worship	Ensure the effectiveness of collective worship in the School and disseminate good practice across Kernow Learning		A	R	R	R	S
SMSC	Ensure the effectiveness of the curriculum in SMSC development and disseminate good practice across Kernow Learning		A	R	R	R	S
Kernow Learning and Academy Budget	Ensure that activities required to uphold the Christian ethos of the School is appropriately resourced.		A	R	I	C	S
Communications	Ensure that the School's Christian distinctiveness is reflected in all communications.		A	R	R	R	S/A
Parish, Deanery and Diocese	Ensure a close working relationship between School, Parish and Diocese		A	R	R	R	S