

Scheme of delegation

For: Senior School leaders and chairs of LABs
From: CEO
Written: October 2023
Status: Information and action required

Scheme of delegation 2023-2024

Executive Summary

The trust has had a scheme of delegation since its inception in 2017; it is a legal requirement to have such a document. Annually the BDMAT Executive Team reviews this in light of how it is operating and sector changes and makes suggested amendments to directors to approve / reject / amend. Below are the main changes that have been approved for this academic year.

Amendments to the 2023 – 2024 scheme

Detailed below are the main / significant changes.

- Outlines the change to school categorisations (moving from 3 to 4 during 23-24)
- Clarified the composition of Executive Governing Bodies
- Stated that the Local Academy Board may also remain in place as well as an Executive Governing Body but there will be separate schemes of delegation for them both
- Added values for limits etc in line with limits set by directors in other finance policies for ease of reference
- Added for clarification, a link to the RPA insurance scheme in order that headteachers can check if they require any additional insurances for their school not covered by the scheme.
- Added a responsibility for headteachers to 'work co-operatively with other child protection agencies and police to ensure all children are safeguarding including through data sharing'
- Added a responsibility for headteachers to 'ensure that all staff receive a return-to-work meeting following any illness absence' and a responsibility of the Executive Team to do the same for headteacher absence and members of the BDMAT Central Team
- Added a new responsibility for directors, executive, governors and headteachers regarding upholding the Trust's Christian foundation (applied to Church Schools only)
- Added a new responsibility for directors, executive, governors and headteachers regarding pupil attendance
- Added a responsibility for the Chair of the LAB to 'raise any concerns regarding the headteacher's well-being / absence with the CEO'

- Clarified role for LABs regarding removing governors
 - Added a new responsibility for all groups for the following:
 - GDPR
 - Cyber security
 - Student attendance
 - Terms of employment for staff
 - Procurement
 - Moved the oversight of the implementation and effectiveness of safeguarding policies from a LAB responsibility to an Executive Team responsibility
 - Minor 'typo' / formatting / clarifying amendments made throughout that are not significant
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