

## Albany Learning Trust Scheme of Delegation

Albany Learning Trust is a small charitable trust based in Lancashire and Bolton. The Trust is established to provide an excellent education for the children who attend our schools and to provide opportunities and support for our schools' local communities. As a trust, we seek to provide a world class education, through collaborative excellence. Our purpose is enabled by our schools having a student and community centred mission which is made possible by our evidenced based approach to developing amazing people, learners, leaders and schools.

Our Trust has robust governance:

### Members

- Control constitution of the Trust.
- Appoint trustees.
- Amendments made to articles of association.

### Trust Board

- Control of management.
- Legally responsible for performance.
- Employer of all staff.
- Reviews structure and delegation.

### Finance & Audit (Staff, Buildings) Committee

Reviews audit, appoints auditors, reviews internal controls, promotes a climate of financial responsibility; monitors budgets, income and expenditure, reviews the financial statement.

### Staff Pay Committee

- Recommends pay awards for all staff and reviews appraisal.

**Admissions Committee** Review the trust's compliance with the admissions code.

**Strategic Group** - including Headteachers, Chairs of LGC and Chair of Trust. Meet termly to consider governance operations.

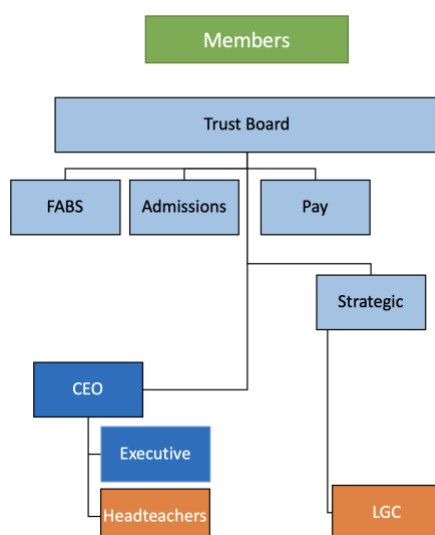
**CEO** - Accounting officer for the trust. Line manages the Headteachers and CFO.

**Executive** - CEO, CFO, Headteachers, Estates and HR Managers, ensure the smooth operation of the trust.

**Headteachers - Responsible** for management and performance of their school. Report to the LGC on delegated matters.

**Local Governing Committee** -Reviews one school's academic and behaviour performance in details. Reviews the school's activity within its community.

Deals with complaints and student exclusions.



# Albany Learning Trust

- Developing World Class Schools

A	Accountable and makes the final decision						
R	Responsible for carrying out the process or task and/or makes a recommendation (*has the final say)						
AREA	DECISION	Members	Trust	FABS	LGC	CEO	Headteacher
<b>BEING STRATEGIC</b>							
<b>BEING STRATEGIC</b>	Strategic vision, values and objectives of the Trust	A	R		R	R	R
	Strategic vision, values and objectives of the school				A	R	R
	New academies joining the trust: review due diligence reports for new schools in line with growth strategy, approve growth	A	R			R	
	Agree performance targets		A		R	R	R
	Trust Performance against targets		R			A&R	A&R
	School Performance against targets		R			R	R
<b>PEOPLE</b>							
<b>PEOPLE</b>	Scheme of Delegation		A			R	
	Local governing board terms of reference		A&R				
	Appointment and removal of Members	A&R					
	Appointment and removal of Trustees	A&R*	A&R				
	Election of Chair of Trustees		A&R				
	Appointment of Chair and Vice Chair of LGCs		A		R		
	Appointment of LGC governors		A		R		
	Induction of Trustees and governors		A&R (Chair)				
	Removal of Chair of LGC		A&R				
	Appointment of clerk to LGC					A&R	
	Managing conflicts of interest in schools						A&R
AREA	DECISION	Members	Trust	FABS	LGC	CEO	Headteacher
<b>SYSTEMS AND STRUCTURES</b>							
	Articles of Association	A	R				
	Governance structure (committees) for the trust: establish and review annually		AR				
	Terms of reference for board/academy committees and delegation of authority for academy committees: agree annually		AR				

<b>SYSTEMS AND STRUCTURES</b>	Skills audit: complete and recruit to fill gaps		AR				
	Register of business and pecuniary interests: establish and publish		AR				
	Annual self-review of Trust and committees		AR				
	Annual self-review of academy committees		AR				
	Chair's performance: carry out 360 review periodically		AR				
	Trustee/academy committee member contribution: review annually		AR				
	Succession planning		AR				
	Annual schedule of business for Trust: agree		AR				
<b>REPORTING</b>							
<b>REPORTING</b>	Pupil premium report				A		R
	Year 7 catch up report				A		R
	Sports premium report				A		R
	Trust and academy financial procedures			A		R	
	Financial returns to ESFA			A		R	
	Appoint internal & external auditors	A		R			
	Internal and external audit			A		R	
	Trustees report		A			R	
	Response to auditor's management letter		A			R	
	Trust annual accounts		A	R		R	
<b>AREA</b>	<b>DECISION</b>	<b>Members</b>	<b>Trust</b>	<b>FABS</b>	<b>LGC</b>	<b>CEO</b>	<b>Headteacher</b>
<b>ENSURING FINANCIAL PROBITY</b>							
	Appoint Chief Finance officer for delivery of trusts detailed accounting processes			A		R	
	Trust's financial regulations and procedures: establish and review			A		R	
	Appoint the Trust Auditors	A		R		R	
	Develop trust wide procurement strategies and efficiency savings programme			A		R	R
	Review and approve trust wide procurement strategies and efficiency savings programme			A		R	
	Benchmarking and trust wide value for money: ensure robustness			A		R	
	Benchmarking and academy value for money: ensure robustness			A	R	R	R

<b>ENSURING FINANCIAL PROBITY</b>	Academy budgeted expenditure (excluding contracts) up to £15,000		A			R
	Trust strategic budget plan	A	R		R	
	School strategic budget plan	A	R	R	R	R
	Budget monitoring		A	R	R	R
	Academy budgeted expenditure (excluding contracts) between £15,000-£50,000	A	R			
	Trust budgeted expenditure (excluding contracts) over £50,000	A&R				
	All contracts in line with approved budget		A		R	R
	Disposals or write-off of stock, assets or debts up to £10,000		A		R	
	Disposals of write off of stock, assets or debts over £10,000	A	R			
	All settlements/compensation payments up to £50,000		A		R	R
	All settlements/compensation payments over £50,000	A			R	
	Capital projects in line with approved budget		A		R	R
	<b>STAFF MANAGEMENT</b>					
<b>STAFF MANAGEMENT</b>	Appoint & PM - CEO	A&R				
	Appoint and PM – CFO		R		A&R	
	Appoint Headteachers	A		R	R	
	PM Headteachers				A&R	
	Appoint Members of Central Team				A&R	
	Appoint and PM – SLT			R		A&R
	Appoint and PM –school-based staff			R		A&R
	Dismissal, suspension & redundancy CEO	A&R				
	Dismissal, suspension & redundancy Heads	A (Chair)			R	
	Dismissal, suspension & redundancy of any school based staff (other than CEO & HTs)	A		R	R	R
	Dismissal, suspension & redundancy of central staff	A			R	
	Restructuring of staff	A		R	R	R
	Staff well-being	A		R	R	R
	CEO pay award	A&R				
Headteachers’ pay awards	A			R		

Albany Learning Trust  
- Developing World Class Schools

	Statutory teachers' pay progression		A			R	R
	Teacher and support staff annual pay		A			R	R
	Central staff annual pay award		A			R	
AREA	DECISION	Members	Trust	FABS	LGC	CEO	Headteacher
<b>SCHOOL MANAGEMENT</b>							
<b>SCHOOL MANAGEMENT</b>	Change of age range or PAN		A		R	R	R
	Change of admissions arrangements		A		R	R	R
	Change of curriculum				R	R	A&R
	Change of school day				R	A	R
	Term dates and INSET dates				R	A	R
	Website, prospectus, uniform, marketing & PR (central and school based)				R	R	A&R
	Exclusions short-term				R		A&R
	Exclusions permanent				A		R
	Safeguarding		A		R	R	R
	Management of risk establish register, review and monitor			A		R	R
	Ensure compliance with all statutory & regulatory requirements (Inc.Heath & Safety)			A	R	R	R
	Premises Management			A	R	R	R
AREA	DECISION	Members	Trust	FABS	LGC	CEO	Headteacher
<b>POLICIES</b>							
	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate)		A			R	R
	Determine academy level policies which reflect the ethos and values to include			R	R	R	A
	Teaching and learning				R	A	R
	Admissions		A		R	R	R
	Charging and remissions, Lettings			A	R	R	R
	Data protection and FOI		A			R	R
	Complaints		A		R	R	R
	Attendance and exclusions				A	R	R

Albany Learning Trust  
 - Developing World Class Schools

<b>POLICIES</b>	SEN		A			R	R
	Child protection		A			R	R
	EYFS				A	R	R
	Careers				A	R	R
	Behaviour				A	R	R
	Curriculum		A		R	R	R
	pay, capability, discipline, appraisal review, conduct and grievance, staff absence			A		R	R
	NQT			A		R	R
	Health & Safety		A			R	R