

# The HEARTS Academy Trust

A = Approve



HEARTS ACADEMY TRUST

## Scheme of Delegation - In conjunction with the Scheme of Delegation written rationale

N = Note

Key Function	Action Sheet Tasks	LAB	Trustees	Trust Member	Directors of Learning	Headteacher	Staff	Which staff	
Strategy	Agree a long term strategy, ethos, vision and mission for the Trust		*				*	CEO	
	Establish and monitor a strategic risk register and disaster recovery plan		A				*	CFO / SBM	
	Agree a five-year asset management plan		*						
	Develop a marketing and communications plan to promote the academies as the destination of choice for local parents						*	Trust Business Manager	
	Sign off Teaching School Alliance strategy		*						
	Produce and implement a data strategy						*	TBM	
	Monitor ethos and HEARTS values and levels of collaboration		*						
Governance	Establish and maintain a register of business interests for the board						*	Trust secretary	
	Confirm the appointment of Trust wide contractors/let tenders		A				*	CFO	
	Review annually and consider the establishment, terms of reference and membership of committees and their effectiveness		A				*	Trust secretary	
	Appoint and remove Trustees			*					
	Approve new school provision			*					
	Appoint new members			*					
	Agree and approve appointment (or removal) of Chair of Trustees			*					
	Decide on a change of school category			*					
	Amendments to the Funding Agreement			*					
	Provide challenge and oversight to the Board of Trustees			*					
	Appoint and remove auditors, accountants, company secretary, Trust secretary, accounting officer, finance officer, responsible officer			*					
	Hold the CEO to account for the educational performance of the schools and their pupils, and the performance management of staff			*					
	Approve the co-option, appointment and removal of persons and Chairs to the Local Advisory Boards			*					
	Elect (or remove) the Vice-Chair of the Board Annually			*					
	Skills audit: complete and recruit to fill gaps		*						
	Approve the Scheme of Delegation of powers and responsibilities			A				*	Trust secretary
	Decide any changes in the times of school sessions and dates of terms and holidays			A				*	CEO
Consider amendments of Articles of Association				*					
Finance	Recommend the annual budget to the Board that meets all statutory requirements and when approved monitor expenditure against it		A				*	CFO	
	Approve the annual budget, allocating finance to individual academies, using the funding formula allocations as a guide		A				*	CFO	
	Approve the annual report, returns and accounts		A				*	Audit committee	
	Ensure all insurances are in place						*	CFO	
	Agree financial regulations		A				*	Audit committee	

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Finance	Informing the appropriate government agency if it suspects any irregularity affecting resources, and approvals of any write-offs and other requirements of the EFA/DFE		*					
	Oversee the financial performance of the trust and make sure its money is well spent		*					
	Agree a fixed asset register		*					
	Maintaining a fixed asset register and notifying the Board of any changes to fixed assets used by the Academy						*	SBM
People and Leadership	Approve the Terms and Conditions of Employment		*					
	Approve staff discipline, conduct and grievance policy		A				*	Trust secretary
	Confirm appointments of a Head Teacher or Assistant Head Teacher	*						
	Review effectiveness of management structure		*					
	Workforce remodelling/seeking and ensuring cross-academy collaborations for efficiency and effectiveness		A				*	CEO
	Establish and implement a performance review process for Board and Chair						*	CEO
	Encourage LABs to conduct self assessment and performance review		*					
Standards	Ensure that the achievement of standards, delegated to LABs, is planned, resourced, tracked and continuously improved		*				*	CEO
Human Resources	Medium term manpower and succession planning	*				*		
	Establish disciplinary rules and procedures and staff grievance procedures						*	Trust secretary
	To dismiss an employee					*		
	To dismiss Headteacher						*	CEO / EH
	Decide whether any payment should be made in respect of the dismissal, or to secure the resignation of a member of staff and the amount of any such payment		*					
	Decide whether to grant early retirement to teachers		*					
	Set the pay of all members of staff, including that of the Head Teachers		*					
Premises	Let and monitor the contracts for building maintenance and estates management for all academies		A				*	CFO
	Establish and recommend to the Board a medium/long term estates management plan		A				*	CFO
	Agree a health and safety policy, monitor risk assessments and set up arrangements to manage health and safety		A				*	Health and safety lead
	Monitor all statutory inspections, child protection, wellbeing and health and safety procedures and policies and check they are implemented	*					*	Health and safety lead
	Maintenance of the Academy estate in accordance with the guidelines and contracts established by the Board	*				*		
Policies (to develop, monitor and review)	Accessibility Plan					*		
	Admissions policy - in accordance with admissions law and DfE codes of practice	N	*					

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Policies (to develop, monitor and review)	Agency Workers	N					*	Trust Business Manager	
	Attendance Policy	N					*	Trust Business Manager	
	Attendance Register					*			
	Audit of the HR Function	N					*	Trust Business Manager	
	Behaviour and bullying Policy		A			*			
	Business Continuity / Emergency Planning	N					*	Trust Business Manager	
	Capability Procedure	N					*	Trust Business Manager	
	Charging Policy		A			*			
	Child Protection Policy		A				*	CEO	
	Complaints procedure		A				*	Trust Business Manager	
	Data Protection Policy	N	A				*	Trust Business Manager	
	Educational Visits	N					*	Trust Business Manager	
	Employment of Disabled Persons	N					*	Trust Business Manager	
	Employment of Overseas Workers	N					*	Trust Business Manager	
	Equality information and objectives	N					*	Trust Business Manager	
	Establish, monitor and review the Code of Conduct for Trustees, Governors and Staff. Includes Social Media and dress							*	Trust Business Manager
	EYFS Policy						*		
	Family Friendly Guidance	N						*	Trust Business Manager
	Financial policies and procedures							*	CFO
	Freedom of information - publication scheme	N						*	Trust Business Manager
	Guidance for Court Workers	N						*	Trust Business Manager
	Health and Safety - employer risk assessments		A				*		
	Leave of Absence - Staff	N						*	Trust Business Manager
Minutes of all Governors meetings		A					*	Trust secretary	

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Policies (to develop, monitor and review)	Pay		A				*	CEO
	Performance Management						*	CEO
	Pre-Employment Checks						*	Trust Business Manager
	Premises management documents, including asset management plan					*		
	Probation Procedures	N					*	Trust Business Manager
	Procedures for dealing with allegations of abuse against staff					*		
	Safe administration of medicine		A				*	CEO
	Safer Recruitment Policy	N					*	Trust Business Manager
	School information published on websites	N					*	Trust Business Manager
	Shared Posts	N					*	Trust Business Manager
	Sickness Absence Management	N					*	Trust Business Manager
	Single Central Record					*		
	SEN policy		A				*	CEO
	Sex Education Policy					*		
	Staff discipline, conduct and grievance procedures	N					*	Trust Business Manager
Use of Force to Restrain Pupils (Positive Handling)	N					*	Trust Business	
Curriculum	Develop and monitor a collective learning and improvement plan across the Trust				*		*	CEO / DoL
	Set the HEARTS curriculum (in consultation with Headteacher, senior staff and teachers)	N	A		*	*	*	CEO / DoL / HT
	Decide on the Trust assessment system and the timetable for data review (in consultation with senior staff and teachers)				*		*	CEO / DoL
	Monitor at Trust level pupil progress and attainment and the quality of learning				*		*	CEO / DoL
	Monitor schools performance targets	*						
	Advise the LABs on the Academy's curriculum statutory obligations				*		*	CEO / DoL
	Assess the effectiveness of the LAB teaching performance management systems				*		*	CEO / DoL
	Consider any areas of teaching and learning that would benefit from a Trust wide approach				*		*	CEO / DoL
	Annually report progress and performance towards Trust strategic aims to be outstanding in Ofsted and SIAMS benchmarks				*		*	CEO / DoL

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Curriculum	Determination of the educational vision of the Academy in consultation with the Trustees		A		*		*	CEO / DoL	
	Ensure a high quality of religious education including daily worship				*	*	*	CEO / DoL / HT	
	Monitor subject and curriculum development and improvement	*							
	Monitoring that high quality teaching, learning and assessment takes place and is continuously improved	*			*	*	*	CEO / DoL / HT	
Trust Meetings	Agree agenda with Chair of Trustees and the Trust Secretary before the meeting						*	Trust sec / COT	
	Ensure all Trustees receive all necessary documentation for the meeting at least one week in advance of the meeting						*	Trust secretary	
	Ensure with the Trust Secretary that the draft minutes are produced with 1 week of the meeting and distributed to all within 2 weeks. Key points for dissemination to LABs are identified at the meeting and communicated quickly to them							*	Trust sec / COG
Leadership and Management	Implementing the agreed policies, procedures and statutory regulations laid down by the LAB					*			
	Assign lead practitioners (in consultation with the head)				*		*	CEO / DoL	
	Report to Trustees on school progress				*	*			
	Define the HEARTS pedagogy as it relates to teaching and learning (in consultation with senior staff and teachers)				*		*	CEO / DoL	
	Advising LAB on strategic direction, forward planning and quality assurance		*						
	Ensure that the HEARTS curriculum is implemented and that the school curriculum is broad and balanced and kept under review					*	*	HT / AHT	
	Produce Key stage data half termly, analyse that data and report to LABs					*	*	HT / AHT	
	To receive performance targets for pupils from the headteacher or senior leaders and monitor progress towards these	*							
	Implement the HEARTS assessment and progress systems					*	*	HT / AHT	
	Deploy, manage and lead all teaching and non-teaching staff of the school and allocate duties to them					*	*	HT / AHT	
	Evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained					*	*	HT / AHT	
	Admission of pupils					*			
	Ensure that appropriate targets are set for all pupils to maintain high standards of attainment and achievement (in consultation with Headteacher and DoL)				A	N			CEO
	Maintenance of good order and discipline by the pupils including suspensions/exclusions within the LAB's framework					*			
	Ensure that the register of pupils' admission to school and register of pupils' attendance are kept continuously up to date					*	*		Office Manager
	Day to day management of the school and charge of who can enter the premises					*			
	Advise on staff requirements, review annually and recommend change to the LAB					*			
Staff appointments within the approved establishment and budget					*				
Devise an annual budget and recommend to governors					*	*		CFO	
Ensure all policies and practices are implemented					*				

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Leadership and Management	Comply with LAB directions and policies on health and safety					*		
	Setting the aims and objectives of the individual Academy	*						
	Develop and implement a school improvement plan and any Ofsted improvement plan					*		
	Ensure that teachers receive a regular appraisal of their performance					*		
	Carry out the Headteacher's performance management interview						*	CEO / EH
	Carry out the Executive Headteacher's performance management interview			*				
	Carry out the CFO's performance management review			*				
	Contribute to the research and preparation of the school's annual Self Evaluation including the analysis of performance data	*				*		
Implementation of actions required to comply with statutory regulations and the funding agreements					*			