



SECKFORD
EDUCATION TRUST

Delegations Register

Key Function	DR	Delegated Tasks	Decision Level			
			1	2	3	4
Budgets	1	Approve annual budget	TB			
	2	Produce annual statutory accounts		F&GP		
	3	To monitor monthly expenditure				SLT
	4	To monitor income and expenditure termly		F&GP		
	5	To approve the accounting policies of the Trust	TB			
	6	To establish and monitor the Financial Procedures Manual, accounting and internal controls including asset recording and controls		F&GP		
	7	To establish, monitor and update the Risk Register		F&GP		
	8	To ensure procedures are put in place for safeguarding of funds		F&GP		
	9	To enter into contracts within agreed authorisation levels	TB	F&GP	TLG	SLT
	10	To appoint an Accounting Officer	TB			
Staffing	11	To approve annual accounts	TB			
	12	To appoint the Headteachers	TB			
	13	To appoint the Deputy Headteachers			TLG	
	14	Create new teaching roles			TLG	
	15	Appoint replacement teachers				SLT
	16	Appoint replacement non teaching staff				SLT
	17	Create new non teaching roles			TLG	
	18	To approve the Remuneration Policy		F&GP		
	19	Pay discretions			TLG	
	20	Establishing disciplinary / capability procedures			TLG	
	21	Dismissal of Headteacher	TB			
	22	Dismissal of SLT			TLG	
23	Dismissal of other staff			TLG		
24	Suspending Headteacher	TB				
25	Suspending SLT members			TLG		
26	Suspending other staff			TLG		
27	Determining staff complement			TLG		
28	Determining dismissal payments/ early retirement			TLG		
Curriculum	29	To approve a curriculum policy			TLG	
	30	To establish and implement a curriculum policy				SLT
	31	To monitor the curriculum policy	TB			
	32	Responsible for standards of teaching	TB			

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	33	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				SLT
	34	Responsibility for individual student's education				SLT
	35	Provision of sex education – to establish and keep up to date a written policy				SLT
	36	To prohibit political indoctrination and ensuring the balanced treatment of political issues				SLT
Performance Management	37	To approve the performance management policy			TLG	
	38	To implement the performance management policy				SLT
	39	To review implementation of the performance management policy		F&GP		
Target Setting	40	To set and publish targets for student achievement				SLT
Discipline/Exclusions	41	To establish and monitor a Behaviour Policy			TLG	
	42	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)	TB			
	43	To direct reinstatement of excluded students (Can be delegated to chair/vice-chair in cases of urgency)	TB			
	44	Establish, consult and monitor Admissions Policies for each school	TB			
	45	Admissions: application decisions				SLT
	46	To appeal to Secretary of State against directions to admit student(s)	TB			
Religious Education	47	Establish a policy for provision of RE and ensuring provision of RE			TLG	
Collective Worship	48	Ensure that all students take part in a daily act of collective worship				SLT
	49	Arrangements for collective worship (schools without religious character)				SLT
Premises & Insurance	50	Ensuring the Free Schools have adequate insurance following risk assessment to cover to support its activities. This should include buildings and contents, business interruption, employer's and public liability cover and vehicles.			TLG	
	51	Procuring and maintaining buildings, including developing properly funded school building strategy and maintenance plan			TLG	
Health & Safety	52	To approve a health and safety policy	TB			
	53	To ensure that health and safety regulations are followed		F&GP		
School Organisation	54	To set the times of school sessions and the dates of school terms and holidays			TLG	
	55	To ensure that school lunch nutritional standards are met where provided by the LGBs			TLG	
Information For Parents / Carers	56	To ensure provision of free school meals to those students meeting the criteria			TLG	
	57	Adoption and review of home-school agreements				SLT
Trust Board Procedures	58	To appoint (and remove) the chair and vice-chair	TB			
	59	To appoint and dismiss the clerk to the Board	TB			
	60	To hold a full Trust Board meeting at least three times in an academic year	TB			
	61	To appoint (and remove) trustees and governors	TB			
	62	To set up a Register of Pecuniary or Other Interests	TB			
	63	To approve and set up a Governors Expenses Scheme		F&GP		
	64	To discharge duties in respect of students with special needs by appointing a "responsible person"	TB			
	65	To monitor and coordinate the TB procedures (where not set out in law)		F&GP		
Federations	66	To consider trust wide developments	TB			