



## Lumen Learning Trust Scheme of Delegation

Area	Headteacher	Local Governing Body	Executive Principal (EP)	Directors	Members
Overall responsibilities	<ul style="list-style-type: none"> <li>Runs school on a daily basis</li> <li>Advises governors</li> <li>Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Has input into school specific aims</li> <li>Acts as a critical friend – asking supportive and challenging questions</li> <li>Ensure the Trust's ethos and aims underpin the day to day life of the schools</li> <li>Provide feedback to directors through LGB representatives</li> <li>Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>To deliver and sustain educational excellence across the schools of the Trust</li> <li>Delegates the power to run the schools to the headteachers</li> <li>Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Determines the Trust's aims, ethos and strategic direction</li> <li>Acts as a critical friend to the Executive Principal – asking supportive and challenging questions</li> <li>Delegates the power to run the MAT to the Executive Principal</li> <li>Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>To monitor the effectiveness of the Trust and liaison with the regional schools commissioner if necessary</li> <li>Where necessary change the Trust Articles of Association</li> <li>Appoint / Dismiss Directors</li> <li>Appoint Auditors</li> <li>Receive Company accounts</li> </ul>
Planning and policy making	<ul style="list-style-type: none"> <li>Writes and formulates the school development plan</li> <li>Drafts detailed action plans</li> </ul>	<ul style="list-style-type: none"> <li>Involved in planning discussions and decisions</li> </ul>	<ul style="list-style-type: none"> <li>Agrees the final school development plan with the headteachers</li> </ul>	<ul style="list-style-type: none"> <li>Approves/ratifies Trust-wide policies and delegates school specific policies to headteachers</li> <li>Involved in planning discussions of Trust development</li> </ul>	
Finance	<ul style="list-style-type: none"> <li>Reports on the impact of specialist funding, such as pupil premium and sports grant</li> <li>Delegated</li> </ul>	<ul style="list-style-type: none"> <li>Supports with the identification of the impact of pupil premium and sports grant spending</li> <li>Supports with the</li> </ul>		Trust Finance Manager and committee: <ul style="list-style-type: none"> <li>Produces budget headings</li> <li>Manages the Trust /</li> </ul>	

	responsibility for making sure pupil premium information is published online	identification of the impact / value for money of the allocated resources. eg impact of interventions		schools spending <ul style="list-style-type: none"> <li>• Monitors Trust and schools financial management</li> <li>• Approves the Company accounts</li> </ul>	
<b>Area</b>	<b>Headteacher</b>	<b>Local Governing Body</b>	<b>Executive Principal</b>	<b>Directors</b>	<b>Members</b>
Curriculum	<ul style="list-style-type: none"> <li>• Supplies information and advice and produces the curriculum plan</li> <li>• Determines and implements an appropriate curriculum for the school</li> <li>• Advises the LGB on any agreements about not teaching elements of the National Curriculum (disapplication)</li> </ul>	<ul style="list-style-type: none"> <li>• Seeks to triangulate information supplied by Headteacher regarding curriculum developments and impact on pupil achievement eg pupil involvement in curriculum enhancement opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Agrees curriculum policy and the curriculum</li> <li>• Establishes a sex and relationships education policy and delegates to headteachers to make sure copies are available for parents</li> <li>• Considers any disapplication for pupils</li> </ul>		
Teaching and Learning	<ul style="list-style-type: none"> <li>• Responsible for teaching standards in school – evaluates teaching and learning and ensures that proper standards of professional performance are established and maintained</li> <li>• Writes the special education needs (SEND) information report and ensures</li> </ul>	<ul style="list-style-type: none"> <li>• Supports the Headteacher and relevant curriculum leaders in identifying impact of teaching and learning e.g. through interrogation of data, governor visits, external validation etc</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for teaching standards across the whole Trust – evaluates teaching and learning and ensures that proper standards of professional performance are established and maintained</li> <li>• Approves the SEND information report</li> </ul>	<ul style="list-style-type: none"> <li>• Monitors high level school improvement, using reports from EP, headteachers and evidence from LGBs</li> </ul>	

	reasonable adjustments are made to meet the needs of SEND pupils				
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Pupil Behaviour	<ul style="list-style-type: none"> <li>Has the power to exclude a pupil</li> <li>Notifies the LGB and EP of any exclusions</li> <li>Reviews the behaviour policy, in collaboration with the other Trust headteachers and EP, to produce a Trust wide policy</li> </ul>	<ul style="list-style-type: none"> <li>Considers parents' representations about an exclusion, through a pupil discipline committee</li> <li>Can advise that the headteacher reinstates a pupil</li> <li>Supports the Headteacher in monitoring the implementation and impact of the behaviour policy</li> </ul>	<ul style="list-style-type: none"> <li>Writes the Trust's behaviour policy, with headteacher input</li> <li>Provides clear advice and guidance to the headteacher on which he/she can base the implementation of the behaviour policy</li> <li>Approves the written statement of behaviour principles</li> </ul>		
Staffing	<ul style="list-style-type: none"> <li>Draws up the staffing plan based on the school's needs</li> </ul>		<ul style="list-style-type: none"> <li>Approves the number of staff at the school and the level of the posts</li> </ul>	<ul style="list-style-type: none"> <li>Approves what proportion of the overall budget should be spent on staff</li> <li>HR &amp; Strategy Committee considers HR and organisation strategy in relation to staffing</li> </ul>	
Personnel	<ul style="list-style-type: none"> <li>Day-to-day management of</li> </ul>	<ul style="list-style-type: none"> <li>Deals with Disciplinary /</li> </ul>	<ul style="list-style-type: none"> <li>Deals with disciplinary /</li> </ul>	<ul style="list-style-type: none"> <li>Carries out EP appraisal</li> </ul>	

	<p>staff: deploys, manages and leads all teaching and nonteaching staff and allocates particular duties to them</p> <ul style="list-style-type: none"> <li>Carries out appraisal of staff</li> </ul>	<p>grievance issues at the panel stage</p>	<p>grievance issues</p> <ul style="list-style-type: none"> <li>Carries out headteacher appraisal</li> <li>Moderates staff appraisal</li> </ul>	<p>Pay Committee:</p> <ul style="list-style-type: none"> <li>Approves the discipline, conduct and grievance</li> <li>Ratifies the appraisal policy</li> <li>Ensures staff receive a regular appraisal of their performance, including the EP</li> </ul>	
Area	Headteacher	Local Governing Body	Executive Principal	Directors	Members
Appointments	<ul style="list-style-type: none"> <li>Manages the appointment process – for example, draws up job descriptions, organises a day in school and produces a timetable for candidates</li> </ul>	<ul style="list-style-type: none"> <li>Recommends the appointment of Chairs and Vice-Chairs to Directors</li> <li>Recommends the appointment of Trust Appointed Governors</li> <li>Oversees the election process for staff and parent governors</li> </ul>	<ul style="list-style-type: none"> <li>Has formal responsibility for managing appointments, but the mechanics of recruitment are normally delegated to the headteacher</li> <li>Appoints the headteacher</li> </ul>	<ul style="list-style-type: none"> <li>Appoints the Executive Principal and Deputy Principal</li> <li>Appoints Trust Appointed Governors</li> <li>Appoints LGB Chairs and Vice-Chairs</li> </ul>	<ul style="list-style-type: none"> <li>Appoints Members and Directors</li> <li>Appoints auditors, with recommendation from Directors</li> </ul>
Pay	<ul style="list-style-type: none"> <li>Makes performance-related pay recommendations to the EP following teacher appraisals</li> </ul>		<ul style="list-style-type: none"> <li>Approves teachers' salaries, including recommendations for awarding performance related pay in line with the Trust's pay policy</li> </ul>	<p>Pay Committee:</p> <ul style="list-style-type: none"> <li>Ratifies the Trust's pay policy</li> <li>Reviews the appraisal and pay policies and that they have been fairly applied by the headteachers and EP</li> </ul>	
Premises	<ul style="list-style-type: none"> <li>Day-to-day management of the</li> </ul>	<ul style="list-style-type: none"> <li>Support the day to day monitoring of</li> </ul>		<ul style="list-style-type: none"> <li>Approve lettings policy</li> </ul>	

	<p>school, including who can enter the premises</p> <ul style="list-style-type: none"> <li>• Complies with health and safety law</li> <li>• Decides whether to close the school when there are health and safety risks</li> </ul>	<p>health and safety through link governor role</p>		<ul style="list-style-type: none"> <li>• Ensures emergency procedures are in place</li> <li>• Oversight of the management of risk and Strategic Health and Safety overview</li> </ul>	
Area	Headteacher	Local Governing Body	Executive Principal	Directors	Members
Governance				<ul style="list-style-type: none"> <li>• Annually reviews committee terms of reference and schemes of delegation</li> </ul>	