

## Trust Summary Scheme of Delegation:

<p><b>Ethos and Mission Statement</b></p> <ul style="list-style-type: none"><li>• The Academy's mission: At Exeter Learning Academy Trust we are making our future together through loyalty, equality, aspiration, resilience and nurture.</li><li>• Directors /LGB recognise responsibility to Academies, families &amp; communities in our areas.</li></ul>
<p><b>Directors' Powers and Responsibilities</b></p> <ul style="list-style-type: none"><li>• Directors are responsible for governance, management &amp; administration of Trust/ Academies Directors appoint local people to serve on LGB as "Advisory Body" for Academy. Heads of Academies &amp; CEO form 'Schools Leadership Committee' as bridge for LGBs &amp; Directors. Their focus is on standards and teaching and learning.</li><li>• Directors have overall responsibility and decision-making authority for all Trust work, establishing &amp; running schools, via strategic planning &amp; setting policy. It is managed through business planning, monitoring budgets, performance management, setting standards, self-evaluation, performance indicators and quality management.</li><li>• The Directors have a duty to act in the fulfilment of the Company's objects.</li><li>• Directors consider Academies in reviewing policy &amp; exercising authority. Directors support LGBs as needed. If this has financial impact, policy to be discussed with LGB. LGBs need Directors' approval for expenditure causing 'in year' budget deficit or above £10,000 ex VAT.</li><li>• LGB is committee formed by Directors &amp; derives power from Directors. LGB fulfils largely strategic role in conduct of Academy with Head who is responsible for internal organisation, management &amp; control. Directors may also delegate responsibility to Head teacher.</li><li>• Directors will support LGBs of two or more Academies to collaborate or pool resources. Collaborating LGBs shall keep Directors informed to enable their support.</li></ul>
<p><b>Constitution of the Local Governing Body</b></p> <ul style="list-style-type: none"><li>• LGB shall have, as minimum: 1 Staff, 2 Parent &amp; 1 SLT representative.</li><li>• Directors may serve on LGB and attend meetings with consent and at direction of Directors and count towards quorum and may vote.</li></ul> <p><b>Appointment of members of the LGB</b></p> <ul style="list-style-type: none"><li>• LGB may appoint Academy employees to LGB up to one third of members (including SLT rep). Staff positions (e.g. teaching and non-teaching) may be considered when appointing.</li><li>• Unless Directors agree otherwise, LGB will invite nominations from all contracted staff (except SLT rep) and hold a secret ballot if contested. LGB determines arrangements.</li></ul> <p><b>Affiliated members of the Local Governing Body</b></p> <ul style="list-style-type: none"><li>• LGB may recommend "Affiliated" persons to LGB for specific roles. Directors will approve number, in writing (up to one third of total (including SLT representative)).</li></ul> <p><b>Term of office</b></p> <ul style="list-style-type: none"><li>• Term is 4 years, except SLT rep serves as long as in office and "Affiliated" is 1 year. Anyone can be re-appointed/re-elected or "Affiliated" again in line with restrictions.</li></ul>
<p><b>Delegated Powers</b></p> <ul style="list-style-type: none"><li>• Management of the business of each Academy is delegated by Directors to the LGB.</li><li>• A quorate meeting of the LGB may exercise all powers so delegated.</li><li>• Directors determine policy/procedures and respond to strategic issues. LGBs are responsible for all other matters.</li><li>• LGBs will consider advice given by SLT and executive officers as well as Directors.</li></ul>

## **Finance**

- Directors are responsible for the management and expenditure of funds received by Trust.
- Directors are responsible for the Company Accounts
- Directors are responsible for entering into contracts on behalf of the Trust.

## **Premises**

- LGB is responsible for maintenance of buildings and facilities used by Academies.
- LGB shall, with Directors, develop a 5 year estate management strategy identifying suitability of facilities and need for capital investment.
- Directors are responsible for all disposals or acquisitions of land.
- Directors are responsible for insuring land and buildings (LGB will fund).
- LGB will notify Directors of events for which insurance is obtained and are responsible for notifying insurers. Directors & LGB will exchange information/support in managing claims.

## **Resources**

### Appointments - Head teacher

- Directors appoint Headteachers & SLT posts in consultation with LGB. Directors & LGB may delegate powers/functions for internal management (and implementing policies).

### Other Staff

- Directors may delegate power to appoint staff in other posts with the written consent of the Headteacher and another Director, to the LGB or LGB committee.

### Performance Management

- Directors will carry out/delegate performance management of staff to Head, LGB &/or committee (excluding Head) & adopt procedures for professional & personal development. Directors in consultation with the LGB shall manage performance of Head teacher.

### Curriculum and Standards

- The LGB supports/considers view of Directors in setting and reviewing curriculum.
- The LGB supports/follows advice from Directors in responsibility for standards.
- LGB supports Directors to set/review Admissions policy (Directors must approve).
- Any decision to expand the Academy is for Directors who will consider views of LGB.

### Business Activities

- LGBs are responsible for "Extended schools activities" or any generating income, in line with policy & with regard to viability, impact on Academy activities & finances, eg threat of taxation in light of Company's charitable objects or to funds from Secretary of State.

### Regulatory Matters

- Directors are responsible to meet regulatory & legal requirements but LGB carry out actions from Directors to meet obligations.

## **Operational Matters: The LGB will:**

- Review/adopt policies on recommendation from Directors (Trust will consider LGB view)
- Provide academy and pupil data and information to Directors
- Submit to any inspections on Academy management by Directors
- Implement advice or recommendations from Directors (Directors may (exceptionally) review or remove any LGB responsibility.
- Abide by the Trust "non-negotiables", as per the full scheme of delegation
- Directors review Scheme of Delegation at least annually & will consider any views of LGB.