

Schedule of delegation**Key**

Level 1	Members
Level 2	The City of London (MAT) "The Company"
Level 3	School Governing Body (LGB) / Executive Governing Body (EGB) and Sub-Committees

Key Function	No	Task	1	2	3
Governance	1.	Approve changes to the Trust Governance structure and Articles of Association Agreement	✓		
	2.	Recommend changes to the Trust Governance structure, Terms of Reference, Articles or Funding Agreement		✓	
	3.	Approve and/or remove Board Trustees if required	✓		
	4.	Ratify changes to the Scheme of Delegated Authority		✓	
	5.	Recommend changes to the Scheme of Delegated Authority			✓
	6.	Appoint the Chair and Vice Chair of the Company		✓	
	7.	Appoint the Chairs of Company Committees		✓	
	8.	Elect the Chairs of LGBs			✓
	9.	Elect the Chairs of LGB/sub committees			✓
	10.	Ratify the appointment of the Chairs of LGBs		✓	
	11.	Appoint Clerk to LGBs			✓
	12.	Ensure the appointment of appropriate named Governors for school Governing Bodies		✓	
	13.	Ratify the appointment of staff and parent governors			✓
	14.	Review performance of LGB		✓	
	15.	Suspend and/or dismiss LGB governors		✓	
	16.	Set up Register of Directors' and Governors' Business Interests		✓	
	17.	Approve Director's and Governors Expenses scheme		✓	
	18.	Appoint a Chief Executive Officer/Executive Headteacher (if required)		✓	
	19.	Appoint Company Secretary and Clerk		✓	
	20.	Appoint Accounting Officer or equivalent		✓	
	21.	Ratify changes impacting the ethos and vision of the Trust	✓		
	22.	Approve Company Budget plans for the coming year		✓	
	23.	Recommend Company Budget plan for financial year		✓	
	24.	Approve LGB Forecast for Current Year & following year Budget		✓	

Finance	25.	Recommend LGB Budget Plan for financial Year			✓
	26.	Monitor Company Budget at least termly		✓	
	27.	Monitor LGB Budget at least termly			✓
	28.	Monitor monthly expenditure			✓
	29.	Propose and agree LGB budget adjustments from £0 to £50,000, reporting to the MAT			✓
	30.	Agree LGB budget adjustments over £50,000		✓	
	31.	Propose financial, accounting and procurement policies		✓	
	32.	Adopt financial and procurement policies		✓	
	33.	Enter into contracts between £0 and £100,000			✓
	34.	Enter into contracts (above £100,000)		✓	
	35.	Tender and appoint auditors, subject to relevant member approval		✓	
	36.	Approve banking arrangements		✓	
	37.	Produce and review year end school accounts			✓
	38.	Produce and review year end MAT accounts		✓	
Staffing	39.	Approve school Headteacher appointments		✓	
	40.	Recommend appointment of school Headteacher			✓
	41.	Ratify School Deputy Headteacher appointment		✓	
	42.	Advise and recommend the Deputy Headteacher appointment			✓
	43.	Appointment of company staff (secretariat)		✓	
	44.	Participate in the appointment of company staff		✓	✓
	45.	Teaching staff appointments			✓
	46.	Propose staff, HR, pay, performance and disciplinary policies			✓
	47.	Approve staff, HR, pay, performance and disciplinary policies		✓	
	48.	Approve changes to school staffing structure (within agreed budget)			✓
	49.	Approve changes to company staffing structure including recruitment		✓	
	50.	Performance review of Chief Executive Officer/Executive Headteacher		✓	
	51.	Suspend/end the suspension of the Chief Executive Officer/Executive Headteacher		✓	
	52.	Dismiss the Chief Executive Officer/Executive Headteacher		✓	
	53.	Approve targets and objectives set for school Headteachers		✓	
	54.	Set targets/objectives for school Headteachers			✓
	55.	Undertake performance review of school Headteachers and report outcome to MAT			✓

	56.	Participate in Headteacher performance review			✓
	57.	Suspend/end suspension of a school Headteacher		✓	
	58.	Dismiss a school Headteacher or company staff		✓	
	59.	Suspension of other staff			✓
	60.	Ending suspension of other staff			✓
	61.	Dismissal of other staff			✓
	62.	Dismissal payments/early retirement		✓	✓
	63.	Performance review of other staff			✓
Performance and Curriculum	64.	Establish and implement curriculum policy			✓
	65.	Approve company development plan		✓	
	66.	Review progress against company development plan		✓	
	67.	Approve school development plan			✓
	68.	Review progress against school development plan			✓
	69.	Review progress across company against all Academy Development Plans		✓	
	70.	Approval of curriculum policy			✓
	71.	Propose performance and curriculum policies			✓
	72.	Responsibility for standards of teaching			✓
	73.	Provision of sex education			✓
	74.	Arrangements for collective worship			✓
	75.	Propose targets for pupil achievement			✓
	76.	Approve targets for pupil achievement			✓
	77.	Monitor targets for pupil achievement		✓	
	78.	Recommend, Report and Monitor targets for pupil achievement			✓
Discipline/ exclusions	79.	Approve pupil behaviour policies			✓
	80.	Monitor implementation of pupil behaviour policies			✓
	81.	Monitor issues associated with each schools implementation of pupil behaviour policies		✓	
	82.	Exclude a pupil more than 15 days or permanently			✓
	83.	Review exclusion on appeal		✓	
	84.	Direct reinstatement of excluded pupils after appeal		✓	
Admissions	85.	Consult on an admissions policy			✓
	86.	Propose admissions policy			✓
	87.	Approve admissions policy		✓	
	88.	Approve PAN annually, consulting with LGBs		✓	
	89.	Admissions: application decisions			✓

	90.	Approve admissions prospectus			✓
Insurance and Premises	91.	Provision of appropriate buildings and other relevant insurance (including Governors)		✓	✓
	92.	Approve premises related policies		✓	
	93.	Develop and recommend to MAT school maintenance strategy			✓
	94.	Develop and recommend to MAT capital strategy		✓	
Health and Safety and Risk	95.	Propose and approve a health and safety policy			✓
	96.	Monitor implementation of health and safety policy			✓
	97.	Approve a school risk management plan			✓
	98.	Monitor school risk management plan			✓
	99.	Monitor implementation of school risk management plans			✓
	100.	Approve company risk management plan		✓	
	101.	Monitor company risk management plan		✓	
School Organisation	102.	Approve business continuity plans		✓	
	103.	Monitor implementation of school business continuity plans			✓
	104.	Review company-wide implementation of school continuity plans		✓	
	105.	Recommend dates of school terms and holidays			✓
	106.	Approve dates of school terms and holidays		✓	
	107.	Ensure that school meets a minimum number of sessions in a school year			✓
School Meals	108.	Ensure that school lunch nutritional standards are met			✓
	109.	Ensure provision of free school meals to those pupils meeting the criteria, reporting back to the MAT			✓
	110.	Ensure the provision of universal free school meals offering to infant age pupils			✓
Extended	111.	Decide to offer additional activities and what form these should take, reporting back to the MAT			✓
	112.	Put in place and ensure delivery of services to be provided, reporting back to the MAT			✓
	113.	Monitoring of Extended Services		✓	
	114.	Cease providing extended school provision		✓	
Safeguarding	115.	Complete and maintain Single Central Record			✓
	116.	Appoint safeguarding governor			✓
	117.	Annual approval of school safeguarding review		✓	
	118.	Undertake annual review of school safeguarding			✓