

Scheme of Delegation for the Aspire Learning Trust Local Governing Body 2018/19

Strategy and Leadership

1. To follow the requirements of the Scheme of Delegation prepared and issued by the Trust Board
2. To comply with all obligations included in the Academies Financial Handbook
3. To complete the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions
4. To ensure processes are in place for appointment of Governors, ensuring that they have the skills to run the College/School
5. To appoint the clerk to the LGB and review and report on performance.
6. To report any material non-compliance of the Trust policies by a member academy to the CEO and the Trust Board
7. To create and review a Risk Register for the College/School
8. To review the performance and effectiveness of the LGB through an annual report to the Trust Board.
9. To review the support and effectiveness of the services provided by the Trust.

Education and curriculum

1. To recommend to the Trust Board the College/School Improvement Plan prepared by the head teacher/Principal with the CEO.
2. To review the College/School Improvement plan and report to the Trust Board.
3. To recommend targets/KPIs for performance of the College/School to the Trust Board.
4. To monitor the College/School Self Evaluation process and report to the Trust Board.
5. To review the performance of the College/School and report to the Trust Board.
6. To hold the Senior Leadership Team to account for delivery against targets/KPIs.
7. To ensure appropriate levels of support, challenge and intervention are given to support delivery of education outcomes.
8. To set the curriculum for the College/School and review its effectiveness.
9. To review and challenge the value for money of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap.
10. To make admissions decisions.
11. To monitor student issues against KPIs. (Including attendance, exclusions, punctuality and disciplinary matters for each Academy).

12. To review the provision of school lunches to ensure they provide to appropriate nutritional standards and to review the provision of free school meals to those meeting the criteria.

Financial and Operations

1. To review the compliance with the overall financial plan for the College/School.
2. To agree the College/School budget prepared by the CEO, the Head Teacher and the Finance Team for approval by the Board.
3. To report to the CEO and the Trust Board any issues with expenditure or compliance with the Annual Budgets by the College/School
4. To review the compliance with financial policies and report any issues or non-compliance to the CEO and the Trust Board.
5. To keep proper records in respect of the College/School and provide such information to assist the Trust in preparation of the Annual Accounts
6. To assist in the preparation of College/School Risk Register, reviewing it regularly and monitoring performance against identified risks and reporting findings to the CEO and the Trust Board.
7. To adhere to the scheme of delegation of financial authority.

HR

1. To appoint the Principal/head teacher at each College/School, in conjunction with the Trust Board and CEO.
2. To appoint the academy staff in consultation with the HT/Principal.
3. To review and monitor the performance management of the College/School staff reporting findings to the CEO and the Trust Board.
4. To set up a Salary Review Committee and Salary Appeal Committee

Membership: Governors are formally appointed by the Trust Board, following recommendations from the LGB. The LGB nominates the Chair of the LGB to the Trust Board for approval, annually after a secret ballot

Term of Office: Governors: for a maximum of 4 years. The Principal/head teacher holds office, ex-officio, as long as he/she is in post. Governors can be re-elected or re-appointed.

Organisation: Terms of reference, constitution, and membership- to be reviewed annually.

Quorum: more than 50% of governors eligible to vote. One vote per governor. The Chair has a casting vote. The Chief Executive Officer and any Trustee has the right to attend all meetings of a Local Governing Body.

Responsibilities Delegated to the Headteacher/Principal: The Executive Headteacher/ Principal has delegated powers and duties in respect of the overall leadership, management, and achievement of the school/college and responsibility for ensuring the implementation of agreed policy.