



BPET Scheme of Delegation 2018/19

The scheme of delegation is a key document defining which functions have been retained at Board level or delegated to the following roles:

COLUMN TICKED: Action to be undertaken at this level

COLUMN MARKED 'A': Provide advice and support to those accountable for decision making

COLUMN MARKED 'CC': Compulsory consultation with the LAB before a decision can be made

COLUMN MARKED 'OC': Optional consultation with the LAB before a decision can be made

COLUMN MARKED 'R': LAB has standing invitation to make recommendations to Trustees

Key Function	No	Task	Members	Board	CEO	LAB	Head
Governance: People	1.	Members: Appoint/Remove	✓				
	2.	Trustees: Appoint/Remove	✓				
	3.	Appoint the Chair and Vice Chair of the Board		✓			
	4.	Board Committee Chairs: appoint/remove		✓			
	5.	LAB Chairs appoint/remove		✓	A		
	6.	Company Secretary: appoint and remove		✓			
	7.	Clerk to board: appoint and remove		✓	A		
	8.	Clerk to LAB: appoint and remove					✓
Governance	9.	Articles of Association: agree and review	✓	A	A		
	10.	Approve changes to the BPET Governance structure, Terms of Reference or Funding Agreement		✓	A		
	11.	Approve changes to the Scheme of Delegated Authority		✓	A		
	12.	Terms of reference for trust committees: agree annually		✓	A		
	13.	Terms of reference for LAB/ committees: agree annually		✓	A	CC	
	14.	Trustee Skills audit: complete and recruit to fill gaps		✓	A		A
	15.	LAB Skills audit: complete				✓	✓
	16.	LAB recruitment to fill gaps				Chair	✓
	17.	Annually self-review trust board and committee performance: complete annually		✓			
	18.	Annually self-review of LAB performance: complete annually				✓	
	19.	Annual schedule of business for trust board: agree		✓	A		



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	20.	Annual schedule of business for LAB: agree				✓	A
	21.	Annual register of trustees and LAB Business Interests: establish and publish		✓	A	✓	A
	22.	Approve Trustees and LAB Expenses Policy		✓		CC	
	23.	Appoint a Chief Executive Officer		✓			
	24.	Appoint Internal Auditors		✓			
	25.	Appoint External Auditors		✓			
	26.	Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement: submit		✓	A		
	27.	Determine trust wide policies reflecting the trust's ethos and values including: statutory policies along with admissions and staffing policies: approve		✓	A	OC	
	28.	Determine school level policies which reflect the school's ethos including: curriculum, teaching & learning: approve		✓		R	A
	29.	Central spend/ management charge: agree		✓	A		
	30.	Management of risk; establish register, review and monitor		✓	<A>	OC	A
	31.	Trust's vision and strategy, agreeing KPIs: determine		✓	A	OC	
	32.	School's vision and strategy, agreeing KPIs: determine		✓		R	A
	33.	Trust's staffing structure: agree		✓	A		
	34.	School staffing structure: agree			✓	R	A
	35.	Performance management of the CEO		✓			
	36.	Performance management of the Headteacher			✓	A	
	37.	Manage Freedom of Information request for schools and Trust			✓		
Finance	38.	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓	A		
	39.	Approve trust and schools budget plans for financial year		✓	A		



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	40.	Recommend school budget plan for financial year to Board for approval			✓	OC	A
	41.	Approve an overall deficit budget at school and Trust level		✓	A		
	42.	Approve revised in-year school budget changes			✓		A
	43.	CEO pay award: agree		✓			
	44.	Headteacher pay award: agree		✓	A		
	45.	Staff appraisal procedure and pay progression: monitor and agree			✓		A
	46.	Monitor Trust budget at every Board meeting		✓			
Finance	47.	Monitor Trust and school budget monthly		✓	✓	OC	✓
	48.	Enter into contracts, ordering goods and services up to £10,000			✓		✓
	49.	Enter into contracts, ordering goods and services between £10,001 and £50,000			✓		
	50.	Enter into contracts, ordering goods and services over £50,001		✓			
	51.	Agree school and Trust virements and budget adjustments up to £10,000			✓		✓
	52.	Agree School virements and budget adjustments from £10,001 to £50,000		✓	✓		A
	53.	Agree School and Trust virements and budget adjustments over £50,001		✓			
	54.	Disposal of assets up to £1,000					✓
	55.	Disposal of assets between £1,001 - £5,000			✓		
	56.	Disposal of assets over £5,001					
	57.	Write-off of bad debts up to £1,000			✓		A
	58.	Write-off of bad debts between £1,001 - £45,000(ESFA for above)		✓	A		A
	59.	Invest surplus funds in line with the Investment Policy			✓		
	60.	Approve financial and procurement policies		✓	A		



Key Function	No	Task					
			Members	Board	CEO	LAB	Head
Staffing	61.	School Headteacher appointments		A>	✓	CC	
	62.	Appoint School Deputy Headteacher & senior school appointments			CC	OC	✓
	63.	Replace a member of school staff(within an agreed budget)					✓
	64.	Amend the staffing structure (outside the agreed budget)			✓		
	65.	Approval the school staffing structure: Annually			✓		
	66.	Appointment of BPET 'Central Trust team'			✓		
	67.	Approve 'central trust team' Staff Structure: Annually		✓	A		
	68.	Approve staff, HR, pay, performance and disciplinary policies		✓	A		
	69.	Performance review of Chief Executive		✓			
	70.	Suspend the Chief Executive		✓			
	71.	End the suspension of the Chief Executive		✓			
	72.	Dismiss the Chief Executive		✓			
	73.	Suspend a Headteacher			✓		
	74.	End the suspension of a School Headteacher			✓		
	75.	Dismiss a School Headteacher			✓		
	76.	Suspension BPET 'central team' staff			✓		
	77.	Ending suspension of BPET 'central team' staff			✓		
	78.	Dismissal of BPET 'central team' staff			✓		
	79.	Performance review of all school staff below (but not including) Headteacher					✓
	80.	Suspension all school staff below (but not including) Headteacher					✓
81.	Ending suspension of all school staff below (but not including) Headteacher					✓	
82.	Dismissal of all school staff below (but not including) Headteacher					✓	



Key Function	No	Task	Members	Board	CEO	LAB	Head
	83.	Dismissal payments / early retirement			✓		
Strategic Planning	84.	Approve BPET Strategic Plan		✓	A		
	85.	Review progress against BPET Strategic Plan		✓	A		
	86.	Approve School Development Plan			✓	R	A
	87.	Review progress against School Development Plan				CC	
Discipline / Exclusions	88.	Approve pupil behaviour policies		✓	A	OC	A
	89.	Monitor implementation of pupil behaviour policies			✓	OC	
	90.	Monitor issues associated with each schools implementation of pupil behaviour policies			✓		A
	91.	Exclude a pupil more than 15 days or permanently			✓		A
	92.	Review exclusion on appeal			✓		A
	93.	Direct reinstatement of excluded pupils			✓		A
Admissions	94.	Consult on an Admissions Policy			✓	CC	A
	95.	Agree Admissions Policy		✓	A		A
	96.	Agree & change school PAN		✓	A	CC	A
	97.	Admissions: application decisions		✓	A		A
	98.	Admission Appeals			A		✓
	99.	Approve Admissions Prospectus			✓	CC	A
Premises & Insurance	100.	Provision of appropriate Buildings and other relevant insurance			✓		
	101.	Approve Premises related policies		✓	A		
	102.	Develop and approve School Maintenance Strategy			✓		A
	103.	Develop and approve BPET Premises and Capital Strategy		✓	A		
Health & Safety	104.	Approve a Health & Safety Policy		✓	A		
	105.	Approve a School Risk Management Plan			✓	OC	A
	106.	Monitor implementation of School Risk Management Plans			✓		A
	107.	Approve Trust Risk Management Plan		✓	A		
Sc ol Or	108.	Approve and review Business Continuity Plans		✓	A		



Key Function	No	Task	Members	Board	CEO	LAB	Head
	109.	Approve times of school day and dates of school terms and holidays			✓	CC	A
	110.	Ensure that Schools meets a minimum number of sessions in a school year			✓		
School Meals	111.	Ensure that School lunch nutritional standards are met			✓	OC	A
	112.	Ensure provision of free school meals to those pupils meeting the criteria					✓
	113.	Ensure the provision of Universal Free School Meals offering to Infant age pupils					✓
Extended Schools	114.	Decide to offer additional activities and what form these should take				CC	✓
	115.	Monitoring of Extended Services				OC	✓
	116.	Cease providing extended school provision		✓		CC	
Safeguarding	117.	Complete and maintain Single Central Record					✓
	118.	Annual approval of school safeguarding review			✓		A
	119.	Undertake annual review of school safeguarding			✓		A