

**BRIGHT FUTURES EDUCATIONAL TRUST**  
**SCHEME OF DELEGATED AUTHORITY POLICY**

**1. Responsibilities of the Trust and the Local Governing Body**

- 1.1** The Bright Futures Educational Trust has entered into a Master Funding Agreement together with a Supplemental Funding Agreement for each Academy within the Trust.
- 1.2** The Directors are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Memorandum and Articles of Association of the Trust.
- 1.3** The Local Governing Body of each Academy will be established pursuant to articles 51 – 54 of the Memorandum of Association of the Trust.
- 1.4** The Directors of the Trust retain authority and responsibility for the following:
  - 1.4.1** Compliance with the provisions of the Funding Agreement.
  - 1.4.2** Preparation and approval of the Terms of Reference under which each Academy is governed and any subsequent amendments.
  - 1.4.3** Agreement of the Academy's annual funding in consultation with the Local Governing Body.
  - 1.4.4** Compliance with each Academy's Financial Handbook, including, but without limitation, determination of procurement policies for the Trust.
  - 1.4.5** Oversight with regard to the finances of the Trust and each Academy, including, but without limitation, responsibility for compliance with the financial and accounting requirements detailed within the Funding Agreement.
  - 1.4.6** Final approval of the planning and strategy documents produced by each Academy in consultation with their Local Governing Body.
  - 1.4.7** The determination, after consultation with the Local Governing Bodies, of the extent of the services provided to each Academy by the Trust and how the costs should be allocated.
  - 1.4.8** Determining the cash flow policy for the Trust and each Academy and monitoring income and expenditure for the Trust and each Academy.

- 1.4.9** Setting targets each financial year.
- 1.4.10** Determining any additional financial and reporting targets for each Academy.
- 1.4.11** Responsibility for human resource policies and procedures and terms and conditions of service, as the legal employer of all staff.
- 1.4.12** Approving the appointment of a Responsible Officer for each Academy.
- 1.4.13** Maintaining a fixed asset register.
- 1.4.14** Compliance with all statutory regulations and Acts of Parliament governing the operation of each Academy.
- 1.4.15** Determining the Admissions Policy and arrangements for each Academy, in accordance with admissions law and Department for Education codes of practice.
- 1.4.16** Determining the educational vision of each Academy in consultation with the Local Governing Body, including, but without limitation, determining each Academy's School Development Plan.

## **2. Delegation**

Subject to the limitations set out above, the Directors of the Trust delegate the running of each Academy to its Local Governing Body and specifically the following duties:

- 2.1** Implementation of actions required to comply with statutory regulations and the Funding Agreement.
- 2.2** Implementation of the policies agreed by the Directors with regard to admissions and to the educational vision of the Academy, including, but without limitation, the Academy's School Development Plan.
- 2.3** Oversight of the Academy's activities.
- 2.4** Consideration of the Academy's required funding and support to the Directors in connection with the agreement of the Department for Education of the Academy's budget.
- 2.5** Monitoring and reviewing of expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy.

- 2.6** Maintenance of proper accounting records and the preparation of income and expenditure statements and balance sheets, as required by the Finance Director.
- 2.7** Assisting the Directors in complying with the provisions of the Funding Agreements, where requested from time to time.
- 2.8** Maintenance of the Academy estate in accordance with the guidelines established by the Trust.
- 2.9** Implementation of the Trust's procurement policies insofar as they impact on the Academy.
- 2.10** Managing the Academy's cash flow and monitoring of expenditure by the Academy in accordance with policies determined by the Trustees.
- 2.11** Notifying the Trust of any changes to fixed assets used by the Academy.
- 2.12** The appointment, job description, appraisal and dismissal of all members of staff of the Academy, excluding the Principal and Senior Management Team. The remuneration of every member of staff and their terms of service shall be within the parameters from time to time established by the Directors.
- 2.13** To establish the appropriate committee structure for the Academy and the delegated responsibilities to be assigned for each committee.
- 2.14** Any committee to which delegated responsibilities have been assigned must report to the full Local Governing Body in respect of any action taken or decisions made.

### **3. Delegation of Responsibilities to Committees of the Local Governing Body**

- 3.1** The Local Governing Body is to establish such committees in accordance with the Trust's constitution. The powers of any such committees, their Terms of Reference and membership shall be determined by the Local Governing Body in accordance with any guidance or policies of the Trust.
- 3.2** Membership of any committee should include the Principal of the Academy.
- 3.3** Except where it is otherwise constrained within its terms of reference, each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Academy staff who are not governors.
- 3.4** Copies of the minutes of committee meetings are to be circulated to all governors and those attending the committee meetings.

- 3.5** The membership of each committee will be agreed on an annual basis at the first meeting of the whole governing body in the autumn term.
- 3.6** The Chair of each committee is elected by the other committee members on an annual basis at the first meeting in the autumn term.
- 3.7** No governor employed at the Academy will act as Chair in any committee.
- 3.8** In the absence of the Chair for any committee meeting, the committee will elect a temporary replacement from among the governors present at the meeting.
- 3.9** The Clerk to the Governors will attend each committee meeting to record the Minutes.
- 3.10** The quorum for each committee is fixed at a minimum of three governors or 50%, whichever is greater.
- 3.11** Each committee will meet as often as is necessary to fulfil its responsibilities.
- 3.12** The Clerk to the Governors will circulate an agenda for each meeting and papers at least a week before the committee meeting.
- 3.13** Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forward by the Clerk to the committee and governing body in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements to provide information to the whole governing body and so seek ratification of decisions and recommendations.
- 3.14** The Chair of each committee will be responsible for giving an oral summary of the committee's deliberations at meetings of the whole governing body.
- 3.15** All governors are required to sit on at least one committee.
- 3.16** Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second, or casting, vote.
- 3.17** In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of Governors, in consultation with the Principal and Chair of the committee, will take appropriate action on behalf of the committee. The decisions taken, and the reasons for urgency, will be explained fully at the next meeting of the whole governing body.

#### **4. Delegation of Responsibilities to the Principal**

The Principal shall be responsible to the Local Governing Body for:

- 4.1** Implementing the agreed policies and procedures laid down by the Local Governing Body and the Trust, this includes the implementation of all statutory regulations.
- 4.2** Advising the Local Governing Body on strategic direction, forward planning and quality assurance.
- 4.3** The leadership and management of the Academy.
- 4.4** The admission of students.
- 4.5** Managing the delegated budget and resources agreed by the Local Governing Body.
- 4.6** The appointment of all staff, with the exception of the Senior Management Team.
- 4.7** The salary grading, allocation of duties, appraisal and discipline of all staff.
- 4.8** The maintenance of good order and discipline by the students, including their suspension and/or exclusion within the framework laid down by the Local Governing Body.
- 4.9** All such additional functions as may be assigned under the job description or contract of employment.