

## ST JOHN BOSCO CATHOLIC ACADEMY GOVERNANCE SCHEME OF DELEGATION



### LOVE IS REPAID BY LOVE – ST JOHN BOSCO

Key: ✓ = Responsible For, A = Advise decision makers, C = Consult with, F = Facilitate, S = Support decision making.

TOPIC	DECISION / ACTION	CES / BDES	Members	Board of Directors (BOD)	Finance and Risk Committee (FAR)	Education Pay and HR Committee (EPH)	Local Governing Board / School Sub Committee	CSEL / CET	Principals / HOS
P E O P L E	Appointment or Removal of Members	✓							
	Appointment or Removal of Foundation Directors	✓		C				C	
	Appointment or Removal of Co-Opted Directors			✓				C	
	Appointment or Removal of Chair of the Board of Directors			✓				C	
	Appointment or Removal of Chair of Local Governing Board						✓	C	
	Appointment or Removal of Local Foundation Governors	✓					C	S	
	Local Parent Governors: Election						✓	S	F

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A N D  S T R U C	Appointment or Removal of Local Co-opted Governors						✓	S	
	Recruitment of all category local governors						✓	S	
	Recruitment of all category Directors			✓				F	
	Appointment of Clerk to Board of Directors			✓				F	
	Appointment of Clerk to Local Governing Board			✓			C	S	
	Appointment and dismissal of CSEL	C / S		✓					
	Appointment and dismissal of Company Secretary			✓				A	
	Appointment and dismissal of COO			✓				A	
	Appointment and dismissal of academy Principal	C		✓			C / S	A	
	Appointment of central services staff / central executive team			✓				A	
	Appointment of non-senior Academy staff						✓	C	A
	Agree MAC staffing structure			✓		A		A	
	Agree academy staffing structure						✓	C	A
	Agree and review articles of association	✓	✓		C				

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		T U R E S	Agree and review committee structure for the BOD			✓			
Agree and review committee terms of reference for BOD	C			✓				A	
Agree and review terms of reference for LGB and committees	C			✓			C	A	
Complete skills audit annually				✓			✓	S	
Annual self-review of BOD and committee performance.				✓				S	
Annual self-review of Local board performance							✓	S	
Annual Chair's performance review				✓			✓	S	
Agree annual schedule of business for Board of Directors				✓				C	
Agree annual schedule of business for Local Governors				✓			C	A	
Agree arrangements for link Director monitoring visits				✓				F	
Agree arrangements for link Governor monitoring visits							✓		F

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		S T R A T E G I C	Develop and Agree MAC Strategic Plan			✓			
Develop and Agree School Improvement Plans							✓	A	A
Agree MAC KPIs.				✓	✓	✓		A	
Agree Academy KPIs				✓				C	A
Develop and Agree Curriculum Strategy				✓			✓	A	C
MAC Growth Decisions	C			✓				A	
Approve MAC wide policies which reflect MAC's ethos and values	S			✓	✓	✓		A	C
Approve local academy policies which reflect the school's ethos and values	S						✓	C	A
Approve and publish Admissions arrangements / consider applications for admission	A						✓	A / F	A / F
Establish Risk Management Policy				✓	A			A	C
Approve MAC Health and Safety strategy					✓			A	C
Develop and agree a 5 year Estates Management Plan for each academy					✓		C	A	A

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A N D	Approve Business Continuity strategies				I			✓	A
	Agree central spend / top slice			✓	✓			A	C
	Agree central Budget plan to support delivery of MAC key priorities and estates management plan			✓	A			A	
	Agree balanced academy budgets to support delivery of academy improvement plan				✓			A	A
	Approve expenditure in line with specified limits in the Financial Scheme of Delegation			✓	✓			✓	✓
	Agree Investments in the name of the MAC	✓			A			A	
	Consent to building works	✓		A	A		A	A	A
	Significant Staff Restructure and Redundancy decisions				C	✓		A	A
	Agree auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment)			✓	✓			A	
	Establish and review MAC scheme of financial delegation				✓			A	
Establish and review academy scheme of financial delegation				✓			A	A	

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		P L A N N I N G	Develop MAC wide procurement strategies and efficiency savings programme				✓		
Establish delegated levels of authority for contracts					✓			A	C
Approve contracts which constitute a related party transaction					✓			A	A
Approve contracts with a value of over £25,000				✓				A	A
Ensure land and buildings are insured	S				✓			A	
Ensure that conditions of insurance policies are complied with								S ✓	F
Approve staff appraisal procedure						✓		A	
Approve Pay Policies				✓				A	
Approve Flexible Working Requests – Academy Staff							C	S	✓
Approve Flexible Working Requests – CET						C		✓	
Approve Flexible Working request – CSEL				✓					
Set the dates of terms and holidays for all academies within the MAC			✓			C	C	C	

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M O N I T O R I N G	Monitor progress toward MAC strategic plan			✓	✓	✓		A	
	Monitor Progress towards School Improvement Plans					✓	✓	A	A
	Monitor delivery of Curriculum Strategy					✓	✓	A	A
	Termly Monitoring of MAC overall Budget				✓			A	
	Termly Monitoring of Academy Budgets				I			✓	A
	Monitoring of the impact of Pupil Premium / Sports Premium Funding					I	✓		A
	Agree significant changes to approve budgets				✓			A	A
	Monitor Performance Management of CET and agree increments					✓		C	
	Monitor Performance of Principals and agree increments					✓	C	A	
	Monitor Performance of Academy Staff and agree increments							✓	A
Monitoring of MAC Safeguarding procedures and SCR				✓	✓	✓		A	

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	Monitoring of Academy Safeguarding procedures and SCR			✓			✓	✓	A
	Monitoring of Academy Health and safety plans.				✓			✓	A
	Monitoring of Health and Safety Incident recording				✓			✓	A
	Hold the CSEL to account for progress towards MAC KPIs.			✓	✓	✓			
	Monitor Progress toward Ofsted Action Plans					✓	✓	✓	A
	Support and Challenge Principals to deliver Academy KPIS						✓	✓	
C O M P L	Ensure MAC governance details on MAC and academies' websites			✓				✓	F
	Ensure Academy governance details on academy websites			✓				✓	F
	Publish Register of all interests, business, pecuniary, loyalty for members/directors/committee members			✓				F	F
	Ensure academy website is up to date and compliant with statutory reports			✓				✓	F
	Ensure MAC website is up to date and compliant with statutory reports			✓				✓	
	Ensure compliance with the Academies Trust Handbook			✓	✓		✓	✓	✓



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		I A N C E	Publish Annual Trustees Report			✓			
Submit Annual audit report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit				✓				A/F	
Receive Termly Reports from Central Executive Team				✓	✓	✓			
Receive Termly Reports from Principals							✓		
Receive External auditors' report			✓	✓	✓			F	
Receive Internal Auditors' report				✓	✓			F	
BDES MAC Monitoring Review	F			✓				✓	
Receive CSI Reports				✓			✓	✓	✓
Receive Monthly Management Accounts 6 times per year				✓					
Inform the DES of any claim for damage to property by an insured risk of over £50,000.				✓				F	
Receive Ofsted Reports			✓			✓	✓	✓	



REVIEWED: JUNE 2023