

Tonbridge Grammar School Academy Trust
Scheme of Delegation 2024-25

Area	Decision	Members	Trust Board	Committee	Individual Trustee	Senior Executive Leader
People	Members: Appoint/Remove	✔				
	Trustees: Appoint/Remove	✔	✔			
	Role descriptions for Members	✔				
	Role descriptions for Trustees/Chair/Specific Roles/Committee Members: agree		✔	↶ A		
	Parent Trustee elected		✔			
	Chair of Trustees appoint and remove		✔			
	Committee Chair appoint and remove		✔		↶ A	
	Clerk to Board appoint and remove		✔			
Systems & Structures	Articles of Association – agree and review	✔	↶ A	↶ A		
	Governance Structure (committees) for the Trust establish and review annually		✔	↶ A		
	Governance Structure designated responsible Trustees – establish and review annually.		✔			
	Consider delegation of functions to individuals or committees including Terms of Reference		✔	↶ A		
	Trust Board Skills Audit complete and recruit to gap fill		✔			

Key
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✔ Action to be undertaken at this level
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	Annual self review of Trust Board and committee performance annually		✓			
	Chair's performance appraisal		✓			
	Trustee contribution review annually		✓			
	Succession plan		✓	↖ A		
	Annual schedule of business for trust board agree		✓	↖ A		↖ A
Reporting	Trust governance details on Trust website - ensure		✓	↖ A	↖ A	↖ A
	Register of all interests business, pecuniary, loyalty for Members/Trustees: establish and publish		✓	↖ A		
	Annual report on performance of the Trust – submit to Members and publish		✓	↖ A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money - submit		✓	↖ A		↖ A
	To receive the annual report and accounts for the Academy Trust	✓				
	To determine whether to publish a home school agreement – not statutory					✓
	Overall responsibility for ensuring that statutory requirements for information		✓	↖ A	↖ A	↖ A

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	published on the school website including required details of governance arrangements, performance, financial and equality data are met					
	To publish and update at least annually a SEN information report meeting SEND regulatory requirements		✓	✓		✓
Being Strategic	Determine Trust policies which reflect the Trust's ethos and values including: equalities, admissions, expenses, data protection and FOI; SEN, safeguarding and child protection and curriculum: approve		✓	↩ A		↩ A
	Determine Trust staffing policies which reflect the Trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		✓	↩ A		↩ A
	Determine Trust policy for complaints, health and safety, accessibility plan, premises management: approve		✓	✓		↩ A
	Establish trust policy for sex education, careers guidance					✓
	Determine a behaviour policy and discipline policy that promotes good behaviour among pupils and defines the		✓	↩ A		↩ A

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	sanctions to be adopted where pupils misbehave					
	To prohibit political indoctrination and ensure balanced treatment of political issues.					✔
	To draft content of school behaviour policy and publicise to staff students and parents					✔
	To annually determine admissions arrangements and to carry out consultation where changes are proposed, or where the Trust Board has not consulted on their arrangements within the statutory time frame		✔	↩ A		
	Admissions to the Academy Trust are in line with policy - oversee			✔		↩ A
	Ensure a broad and balanced curriculum is in place		✔	↩ A		↩ A
	To set the time of school sessions and the dates of school terms and holidays		✔			↩ A
	Agree enrichment/extra curricular offer including any additional services required			✔		↩ A
	Embed agreed curriculum and enrichment offer with in the day to day operation of the Academy Trust					✔
	To establish and agree a Pay Policy		✔	✔		

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	Management of risk: establish register review and monitor		✓	↩ A	✓	↩ A
	Engagement with stakeholders	✓	✓	✓	✓	✓
	Trust vision and strategy, agreeing key priorities and key performance indicators against which progress towards achieving the vision can be measured: determine		✓	↩ A		↩ A
	Head Teacher: appoint and dismiss		✓			
	To appoint Deputy Head Teachers		✓			
	To decide whether to join or form a multi-Academy Trust		✓			
	Budget plan to support delivery of Trust key priorities		✓	↩ A		
	Academy staffing structure: Agree		✓	↩ A		↩ A
	Appoint teaching staff		↩ A			✓
	Appoint support staff					✓
	Holding to Account	Auditing and reporting arrangements for matters of compliance (safeguarding Health and Safety Employment): Agree		✓	↩ A	↩ A
To produce and maintain a central record of recruitment and vetting checks						✓
To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices			✓	↩ A	↩ A	↩ A

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	outlined in the Prevent duty into the child protection policy					
	Reporting arrangements for progress on key priorities		✓	✓		↶ A
	To be responsible for standards of teaching					✓
	Performance Appraisal of Head Teacher: undertake		✓			
	Performance Appraisal of staff: Undertake					✓
	Suspension of Head Teacher		✓			
	Suspension of staff other than Head Teacher			↷ A		✓
	Dismissal of Head Teacher		✓			
	Dismissal of staff other than Head Teacher			↷ A		✓
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	✓		
	Trustee monitoring: Agree arrangements		✓	↶		
	Review all permanent exclusions and fixed term exclusions of over 15 days or those that lose the opportunity to sit a public examination			✓		
	To ensure the health and safety regulations are followed					✓

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	Ensure that school nutritional standards are met					✓
	Maintain a register of student attendance					✓
	To ensure provision of free meals to those meeting the criteria					✓
Ensure Financial Probity	CFO for delivery of Trusts detailed accounting processes: Appoint		✓	↩ A		
	Trust's Scheme of financial delegation: Establish and review		✓	↩ A	↩ A	↩ A
	External Auditors Report: Receive and Respond	✓	✓	↩ A		↩ A
	External Auditors: appoint	✓	↩			
	Head Teacher Pay Award: Agree		✓			
	To appoint internal auditor and review and agree internal audit arrangements annually.		✓	↩ A		
	Staff appraisal procedure and pay progression: monitor and agree		✓	↩ A		↩ A
	Benchmarking and Academy Trust value for money: Ensure Robustness		✓	↩ A		
	Develop Trust procurement strategy and efficiency savings programme			✓		
	To approve the first formal budget for each financial year		✓	↩ A		

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	Monitor monthly expenditure		✓	✓		
	To agree annual action plans and monitor how school premiums are spent (Pupil Premium)		✓	✓		
	To establish and agree charging and remissions policy		✓	✓		
	Buildings insurance and personal liability: Ensure		✓			
	Dismissal payments / early retirement			✓		✓

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