

UNIVERSITY OF CHICHESTER (MULTI) ACADEMY TRUST (THE TRUST)

Annual Delegation Profile

The Trustees delegate the responsibility for ensuring that the following accountabilities are delivered in **School Name** to the Local Governing Body in line with the Academy Trust Scheme of Delegation.

EFFECTIVE DATE: SEPTEMBER 2019 – SEPTEMBER 2020

WHAT
Provide assurance on: -
Supporting Trust Mission To create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning
Delivering Trust aims
<ul style="list-style-type: none"> • Promote high aspirations and success for all. • Ensure progressive and sustained improvement in standards of education and pupils' rates of progress. • Create a creative, dynamic, engaging and relevant curriculum delivered by high quality staff, in order to deliver excellent outcomes for all children. • Develop learning environments which engage and inspire pupils' learning and development • Value and ensure the continual professional learning of all staff. • Support and build leadership and management capacity within and across schools' academies. • Develop a local learning community where parents and carers are valued and encouraged to engage. • Embrace opportunities presented by the new educational landscape in a way that is coherent with our strategic direction. • Generate levels of surplus, sufficient to secure sustainability and create funds to support investment in our academies and the delivery of our vision. • Achieve a shared sense of mission and belonging across our community of academies so that the vision is owned by the whole Trust and understood by our partners. • Work collaboratively with other academies within the Trust and with other schools/academies within the wider community, sharing resources, knowledge and best practice and supporting each other.
Delegated responsibility: Governance
Ensure that the academy is conducted in accordance with the Trust's ethos and values.
Check DBS of all Governors and ensure they are recorded on the Single Central Record.
Ensure governors' profiles and photographs are on the academy website and comply with terms of office.
Provide minutes of LGB and committees to Directors.
Review governor lead responsibilities annually (and sub committee membership).
Ensure all statutory policies are in place and updated or noted as required.
Maintain a risk register and use risk management strategies compliant with those for the Trust as a whole and alert CEO to high level risks.
Ensure academy has a Business Continuity Plan.
Ensure compliance with data protection legislation (including GDPR).
Appoint local governors in accordance with the Scheme of Delegation.
Meet requirements of Equality Act 2010.
Ensure the academy's website meets legal requirements.
Submit data as required by the Directors.

WHAT

Provide assurance on: -

Follow Trust policy for complaints and ensure the Trust is involved in all stage 3 complaint panels.

Delegated responsibility - Curriculum and Standards

Ensure the Headteacher has undertaken an annual review of the curriculum to ensure it is in line with both the Trust's curriculum statement and local and national requirements.

Approve and review the SEF and Journey to Excellence plan as expected using dates set out in the governors' planner.

Hold the Headteacher to account for the standards achieved by the academy.

Ensure pupil progress and standards achieved are reviewed and data is submitted as expected in Trust calendar.

Ensure that the Trust policy on exclusions is followed and that the CEO is informed at the earliest opportunity of all exclusions longer than 5 days and/or which would result in a pupil missing a public examination or national test.

Ensure that all educational visits have an appropriate educational purpose and that SLAs are in place to ensure they are properly and safely conducted.

Evaluate the quality of provision and submit to the Trust as expected by dates set out in the governors' planner.

Undertake an annual Safeguarding audit and report outcomes to the Trust.

Delegated responsibility - Human Resources

Ensure Trust involvement in recruitment and appointment of School Business Managers and senior Leadership Team.

Ensure staff appointments are conducted in line with Trust policy (excluding Headteacher).

Oversee the performance management of all staff excluding Headteacher.

Contribute to the effective performance Management of the Headteacher.

Ensure compliance with Trust HR policies and procedures.

Ensure compliance with pay and reward policy terms set by Trust including annual award.

Adopt standard contracts and 'terms and conditions' set by the Trust.

Manage claims and disputes with staff in compliance with Trust policy.

Seek CEO's approval for any unqualified teacher appointments.

Seek CEO's approval for any significant changes to the organisational structure of the school.

Seek CEO's approval for all staff appointments due to budget deficit.

Ensure compliance with safer recruitment.

Delegated responsibility - Finance and Resources

Ensure that the requirements of the Academies Financial Handbook and Trust Financial Policies and Procedures are observed at all times.

Provide Management Accounts and other financial information as required to Trust timescale.

Submit a balanced budget for a 3-5-year period to a given timescale.

Manage the funds of the academy and enter into contracts on behalf of the academy for up to 10k.

Get written consent for expenditure and contracts over £10K.

Ensure procedures for the safeguarding of funds are in place and meet the requirements of the internal audit.

Notify Directors of need for significant unplanned expenditure.

Maintain buildings and facilities having regard to the safety of users and the legal responsibilities of the Directors.

Ensure a 5-year Estate Management strategy is in place and is reviewed annually.

Undertake annual health and safety checks and act swiftly on any areas of non-compliance.

Approve community use and lettings of school buildings and facilities.

Request permission from the CEO for any proposed disposals of fixed assets.

Inform CEO of Trust if in breach of any regulation within one working day of breach being identified.

Paula A Jeffs
Chair of Governors 28/2/20.
August 2019 version CC Headteacher
Company Secretary