

Big Life Schools Trust

Scheme of Delegation

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Our Multi Academy Trust

Big Life Schools (BLS) are part of the Big Life group, which aims to fight inequality and create opportunities for people to change their lives. Big Life Schools Trust was established to meet the needs of the communities who found themselves with a deficit of local school places. We work with local communities to create excellent, welcoming schools for children who may otherwise not have had a local school place.

All of our schools are underpinned by our 6 values:

- Honest
- Thoughtful
- Creative
- Courageous
- Inspiring
- Value difference

Big Life Schools is governed by the Multi Academy Trust Board (MAT) and is accountable to the Department for Education (DfE). Each School has its own Local Governing Committee(LGC). The Chair of Governors for each LGC is appointed by the MAT Board. The LGCs appoints local governors. The MAT currently serves the free schools it has opened, however, it is also intending to welcome schools converting to academy status and existing academies wanting to move sponsors.

The way it works

The MAT Board has overall legal responsibility for the operation of the MAT and the schools within it. However, the MAT Board works in partnership with its schools, valuing their individual contribution. Big Life Schools are also part of the wider Big Life group which brings further expertise to support our schools. The Big Life group delivers Children and Families; Health and Well-being; and Skills and Employability services. The corporate services are provided to the MAT by the Big Life Company under a Service Level Agreement which is approved by the MAT Board. This Scheme of Delegation identifies functions to be carried out by:

- the MAT Board
- the Schools Director, Accountable Officer and staff of the sponsor organisation providing corporate services
- Head teachers
Local Governing Committees

Structure of Big Life Schools MAT

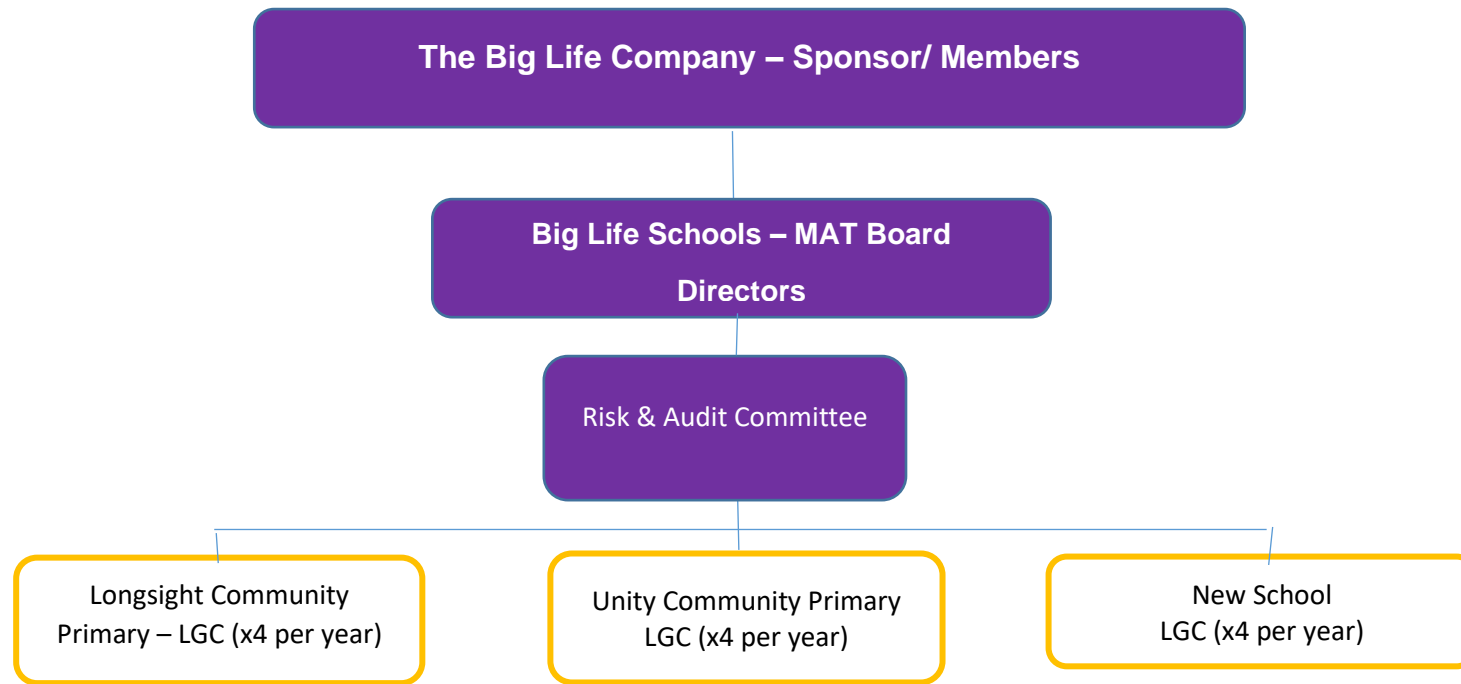
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The Members

The responsibilities of the members are to:

- Appoint all Directors/Trustees to MAT board
- Appraises performance of MAT Trustees
- Hold Trustees to account for governance arrangements of the MAT
- Review Trustee Report and Audited Accounts
- Approves appointment of Auditors

The Members are:

Big Life Schools Members	
Name	Role
The Big Life Company	Corporate Member represented by Edna Robinson
Matt Wallis	Education Expertise (Primary)
Liam McDaid	Education Expertise (Secondary)
Taayba Javed	Community Member

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The MAT Board

The responsibilities of the MAT Board are detailed in the MAT Board terms of reference (BLSMATxxx) and include:

- Setting strategic direction for Big Life Schools
- Creating robust accountability for each school to the MAT
- Ensuring financial probity including monitoring of financial management and financial sustainability of the Trust
- Ensuring high educational standards are achieved
- Ensuring the values of the MAT are embedded in each school

The current Board is as follows:

MAT Trustees	
Name	Role
Karina Carter	MAT Chair
Vacant	CoG UCP and MAT Trustee
Emma Perry	CoG LCP and MAT Trustee
Fay Selvan	CEO – Big Life Group
Phil Trohear	Education Expertise (Primary)
Andrea Heffernan	Chair of Risk and Audit Committee
Lisa Brooks	Education Expert (Secondary)

Attendees	
Name	Role
Victoria Vlckers	Clerk/Company Secretary
Phil Alty	Finance Director – Big Life group
Head teachers	Partial attendance to present progress against targets
Keith Smith	Accounting Officer

Risk and Audit committee

The committee reports to the MAT. Its' remit is to:

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- Recommend to the members the appointment of external auditors.
- Oversee the internal and external audit process, receive the audit report, and consider its content in discussion with the auditors.
- Recommend approval of the statutory accounts and ensure any significant errors in processes and controls, fraud and risk is brought to the attention of the Board, with remedial recommendations
- Review and approve banking facilities, future requirements based on forecasts and budgets
- Recommend approval of the MAT budgets and pay policy
- **Risk and Quality Committee** Receive reports on all issues relating to quality (Training, Safeguarding, Health and Safety, Information Governance).
- Monitor incidents and ensure lessons are learned
- Provide assurance to the MAT and Group board on operational systems and processes for safe operation
- Manage operational risks

Local Governing Committee

Each school has a Local Governing Committee (LGC) that has delegated responsibilities for the day to day running of schools passed to them from the MAT as detailed in this Scheme of Delegation. The Chair of Governors for each school sits on the MAT Board, and in doing so they represent the MAT and not their individual schools. The LGC's meet four times a year. Each meeting has focus related to the SIP priority of the individual school.

Finance Management Meeting

This meeting is held monthly and includes the head teachers, and School Business Managers. The purpose of the meeting is to monitor management accounts and advise on spend in accordance with the delegated powers outlined within the scheme of delegation.

Schools are allocated into a category of a:

- **Supported School:** This is a school that based upon the Ofsted grading and due diligence outcome may need a greater level of support from the Trust. This will affect the level of responsibility the school is initially afforded. This is reviewed periodically and as improvement is maintained and continuous, a school may move into being classed as 'supporting'
- **Supporting School:** This is a school which is thriving and continually improving and may have capacity to give more support to other schools within the Trust.

This does not mean that we believe supported schools do not have an equal amount to offer and through the structures we have in place for sharing practice and school improvement we will ensure that we evaluate and utilise the strengths of all our schools.

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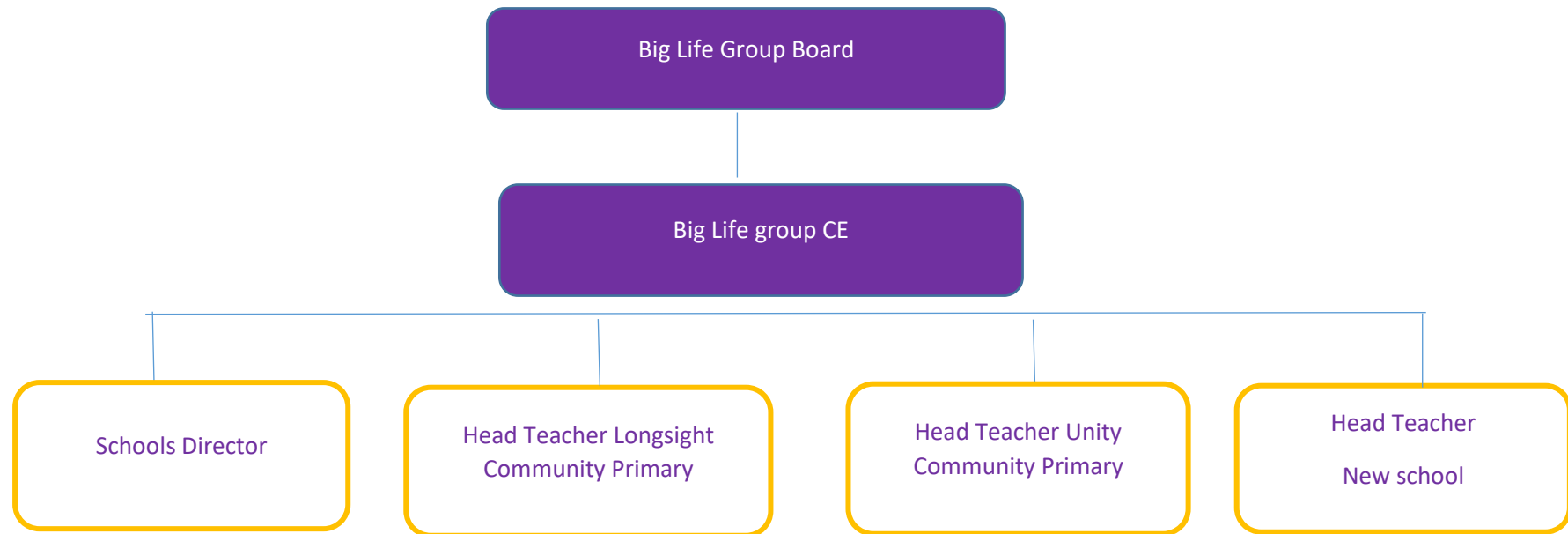
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Working together

All Schools within the MAT will be expected to contribute to one or more of the following:

- Development and maintenance of school policies
- School improvement strategies and sharing of best practice
- Mentoring and coaching of staff
- Embedding and delivering the Big Life Schools Vision and Values

Link to school sponsor



Role of Big Life Company Group Services

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Big Life Group Services supplies the schools with core functions including Leadership and Management, HR, Communication and marketing, Governance, Health & Safety, Finance, Capital development and facilities management, Safeguarding advice, guidance and training, Business development and fundraising, ICT (where appropriate). This is specified in a Service Level Agreement which identifies the range of services provided to each school, the cost, and is approved by the MAT Board. The value of the Group Service charge is assessed for Value for Money (VFM) on an annual basis as part of the SLA approval process; it complies with the 'at cost' requirements included in the Academies Financial Handbook and is procured in line with Big Life Procurement Policy (BLG255). Approval of the SLA is required by the ESFA.

In addition to the charge for the core services, schools contribute to a 'Development' Fund. The fund is used to develop shared resources and expertise, with the focus on improvement and enable schools to pool resources to purchase services such as Speech and Language Therapy; Educational Psychology as well as creating bespoke posts that help meet the vision for Big Life Schools, for example, Early Help workers. The proposals approved by the MAT Board to ensure that they are in keeping with the priorities for improvement and the vision.

Role of Senior Executive Leader and Accountable officer

Big Life Schools are part of the Big Life group and, as such, the role of Senior Executive Leader is fulfilled by the CEO of the Big Life Group, who is also a Trustee of the MAT.. Our vision is about integrating the full range of children and family services that we deliver to give a fuller offer to families. The Schools Director acts as Accounting Officer . The Schools Director chairs the Senior Leadership Team for Head teachers and Children and Families. The Schools Director works alongside the Head Teachers to deliver the Big Life Schools strategy. In the scheme of delegation below, responsibilities are assigned to the Director.

Senior Leadership Team for Head Teachers

We feel passionately about harnessing the collective but diverse expertise of our leaders to constantly improve and share best practice. The Schools Director chairs a monthly SLT with all Head teachers to ensure that they are part of developing the Trust and have an influence in steering the direction. The SLT supports sharing of resources and best practice across the schools, embedding the values and delivering the Big Life Schools Vision.

Big Life group Leadership Team

Head teachers also have access to and are part of the wider Leadership Team in the Big Life group. This Team includes experts in health and well-being and skills and employability as well as having access to a Safeguarding Lead and an Adults at Risk Lead.

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Place based and divisional working

Big Life group services operate in three divisions: Health and Well-being; Skills and Employment; and Children and Families. The schools sit in the Children and Families division and this gives them access to expertise across a wide range of fields including Early Years, Early Help and family support, parental engagement and participation, volunteering and employability. There is a systematic approach to integrated working and sharing of practice including cross moderation.

The Big Life group is committed to working in, *and with*, the communities in which it works. Big Life schools will therefore work with their local cluster schools, and be part of a wider network and partnerships to create opportunities for people to change their lives.

What is covered in this Scheme of Delegation

The Scheme covers five areas:

- Finance
- Education
- HR
- Asset Management
- Strategy

The MAT has direct legal responsibility to the DfE. The Scheme of Delegation reflects our responsibility as a MAT to ensure all children accessing our schools have a first class education, whilst being supported to thrive as individuals. It balances the need to value the expertise within our schools whilst challenging and supporting.

More responsibility is passed to schools dependent upon their level of performance. The scope set out below is based on a 'supported school'.

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Finance					
Responsibility	Head teacher	LGC	Finance Meeting	Director	MAT
Submission of consolidated Budget Forecast by 31 July for the following financial year including capital projects	Will have primary responsibility for preparing the draft Budget business as necessary during May in accordance with a pre-arranged timetable	The LGC will make the recommendation for approval to the MAT with any amendments it feels are appropriate	The Head teacher will discuss the draft budget at the finance meeting prior to submission to the LGB	Will support Head teacher with drafting of forecast Will draft the consolidated budget and advise on the Innovation and Improvement fund to inform individual school budgets	The full MAT Board will approve the consolidated Budget Forecast for the MAT including the individual school budgets prior to submission to the EFA by 31 July The initial Budget Forecast for a newly converting school will be based on the Pre-Academy Report and must be approved by the full MAT Board before the school converts to academy status and joins the MAT
Revisions to budget during the year as appropriate	The Head teacher may make requests for changes to the budget during the year as appropriate through consultation with	Recommendations for approval for revisions to the budget must be made by the LGC	Advise on and informed of changes to budget	Approval of all in year revisions to budget	Informed of budget changes via MAT Board meetings

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	relevant members of the LGC and the Director				
Purchase Order/Invoice Approval within agreed budget	Up to £5,000			£5,001 up to £49,999	£50,000 and over
Approval to accept a quotation from a minimum of 3 or from a formal contract tendering process	Up to £10,000			Director after consideration will authorise the procurement within agreed budget parameters; £5,001 up to £49,999	£50,000 and over
Authority to accept a quote/tender other than the lowest contract price	Request authorisation from the Director to deviate from the lowest quote / tender			Director after consideration will authorise the procurement within agreed budget parameters	
Legal Agreements (leases) under £20,000 pa				Agreed by Director	
Legal agreements (leases) over £20k pa					Agreed by the MAT
Big Life Group service level agreement					Agreed by the MAT
Authority to write off bad debts	Up to a value of £249.99			£250 up to £44,999 (over £45,000 requires secretary of state approval)	MAT will approve any value £45,000+, pending secretary of state approval.
Approval for Capital Expenditure not					Capital Sub-committee will make recommendations to

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included in the original budget					the MAT board, to formally approve capital proposal.
Approval for Virements between nominal codes and budget heads.	The Head teacher may request approval for virements between nominal codes and budget heads on the approved financial plan			The Director will consider and authorise such transfers ensuring the overall expenditure is kept within agreed budget	
Reporting and Internal Audit (Scrutiny) Requirements	The Head teacher is responsible for providing such information and assistance in relation to reporting and internal auditing as the MAT Board may from time to time require.	The Local governing committee is to provide such information and assistance in relation to statutory audit procedures as the MAT Board may from time to time require.	The Finance Meeting will monitor the management accounts and report any concerns to the MAT Board.		The MAT Board will review the performance of the academy against its Budget as part of its review of the level of autonomy it should be granted at the first meeting in each financial year.
Statutory Audit Procedures	The Head teacher is to provide such information and assistance in relation to statutory audit procedures as the MAT Board may from time to time require.	The Local governing committee is to provide such information and assistance in relation to statutory audit procedures as the MAT Board may from time to time require.			The statutory accounts are signed off by the members at the AGM

Human Resources				
Responsibility	Head teacher	LGC	CEO/Director	MAT

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Head teacher recruitment		The Chair of Governors will sit on the appointment panel.	Director will oversee the process and be a panel member as will group CEO	MAT Board representation will sit on Appointment Panel and will formally appoint the Head Teacher.
Senior Leadership Team recruitment	The Head teacher will lead the recruitment and appointment process following the Big Life groups approved procedures. Once a decision has been made a recommendation will be referred to the LGC for ratification.	The Chair of the Local Governing Committee will nominate a representative from amongst its ranks to participate in the recruitment process	The Director, or his/her representative (e.g. HR Manager) will advise the Head teacher throughout the process	N/A
Teacher recruitment	The Head teacher will lead the process for filling teacher vacancies in conjunction with the Senior Leadership Team and a representative of the Local Governing Committee following the MAT approved procedures. The EDCF will advise on values based recruitment processes	The Chair of the Local Governing Committee will nominate a representative from amongst its ranks to participate in the teacher appointment process.	Will Advise on ensuring appointments reflect the Trust's values	
Support Staff Recruitment	The Head teacher will lead the process for filling any vacancy for a member of support staff in conjunction with the Senior Leadership Team and the	The Chair of the Local Governing Committeewill nominate a representative from amongst its ranks to participate in the recruitment process if appropriate.	The Director will advise on posts that require LGC representation	

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	representative of a Local governing committee (if appropriate) following the MAT approved procedures.			
Appointment of External Consultants	The Head teacher is to notify the Director promptly of any decision to appoint an external consultant. Any such appointment will be made in the name of the MAT.	Any decision concerning the appointment of an external consultant is to be taken jointly by the Head teacher and the Local governing committee.	The Director will advise if appointment needs to be school based or MAT based with a view to VFM and sharing resources. Where appropriate this will be discussed within SLT for Head teachers will appoint external consultants on behalf of the MAT using Big Life group contract	
Approval of pay policy		Considered by Local Governing Committee	Develop by Director in consultation with SLT	Approval of Pay Policy
Head teacher Performance Appraisal and Salary Review in accordance with approved Appraisal and Pay policy		The Chair of Governors will review the appraisal assessment undertaken by the CEO/Director and the Independent Quality Assurance Partner. The LGC Chair will report on the outcome of the appraisal to the LGC	The CEO/Director will be responsible for the arrangement of the Head teacher's performance appraisal. This will include a report from the independent Quality Assurance Partner	
Teacher Appraisal and Salary Review in accordance with approved Appraisal and Pay policy	The Head teacher is responsible for leading the appraisal and salary review process for teaching staff within parameters of		The Director, or his/her representative (e.g. HR Manager) will advise the Head teacher throughout the process as required and	The MAT board will approve the budget and pay policy

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	approved budget and pay policy		ensure salary review decisions represent overall vision for Big Life School's.	
Support staff appraisal and salary review in accordance with approved Appraisal and Pay policy	The Head teacher is responsible for leading the appraisal and salary review process for teaching staff within parameters of approved budget and pay policy		The Director, or his/her representative (e.g. HR Manager) will advise the Head teacher throughout the process as required and ensure salary review decisions represent overall vision for Big Life School's	
Terms of Employment	The Head teacher may make decisions with regard to the terms of employment for an individual member of staff e.g flexible working request in accordance with the groups policies.		The Director is to review and comment on any proposals that may involve a change to the terms of employment.	
Reductions in Staffing and Revisions to Staffing Structures	The Head teacher will work with the Director to revise structures accordingly.	The Local Governing Committee will be responsible for recommending the revised staffing structure for approval to the MAT Board and recommending approval for any proposed reductions in staffing to the MAT Board	The Director will identify if staffing structures need to be revised and will work with the Head teacher to revise staffing structures and implement. The Director will support the Head teacher throughout the restructuring process and will attend consultation meetings where appropriate The Director will refer recommendations for revised staffing structures to the MAT Board for approval.	The MAT Board will consider any representations made by the Director, the Head teacher and/or the Local Governing Committee.

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<p>Allegations of Gross Misconduct</p>	<p>The Head teacher is to notify the Director as soon as possible after becoming aware of any circumstances that may need to be dealt with under the Disciplinary Procedure which may be deemed to be Gross Misconduct.</p> <p>The Head teacher will ensure that an investigation is conducted into any allegations of gross misconduct in accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the Head teacher will refer the matter to a Disciplinary Hearing in accordance with the procedure</p>	<p>If an allegation of gross misconduct has been made against the Head teacher then the Local Governing Committee will be responsible for informing the Director and the Director will then be responsible for organising an investigation into the allegation under the Disciplinary Procedure.</p>	<p>The Director or an appropriate representative (e.g HR manager) will be responsible for arranging the constitution of panels for disciplinary and grievance hearings.</p> <p>For allegations against a head teacher the Director and CEO will lead the panel. Appeals will be heard by the MAT Chair.</p>	<p>Decisions concerning the dismissal of SLT staff lie with the MAT Board. Directors will be asked to sit on panels for Appeal Hearings</p>
<p>Disciplinary Allegations that fall short of Gross Misconduct</p>	<p>The Head teacher is to notify the Director as soon as possible after becoming aware of an allegation.</p> <p>The Head teacher will ensure that an investigation is conducted into any disciplinary allegations in</p>	<p>THE LGC Chair will be notified of any allegation of a less serious nature has been made against the Head teacher</p>	<p>The CEO will appoint an independent person to conduct the investigation into the allegation under the Disciplinary Procedure.</p>	<p>Decisions concerning the imposition of a disciplinary sanction in respect of the Head teacher will lie with the MAT Board. Directors will form the panels of Disciplinary and Appeal Hearings in the case of</p>

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	<p>accordance with the Disciplinary Procedure. If the outcome of the investigation is that there is sufficient evidence to substantiate the allegation the Head teacher will refer the matter to a Disciplinary Hearing in accordance with the procedure.</p> <p>The Head teacher is responsible for keeping the Director informed at all stages of the procedure</p>			allegations against Head teachers.
Capability Proceedings	<p>Where a capability issue is identified the Head teacher is responsible for leading and managing the process set out in the appraisal and capability procedures.</p> <p>The Head teacher is responsible for keeping the Director and Chair of the Local Governing Committee informed regarding the progress of the proceedings for any member of teaching or support staff.</p>		<p>Decisions concerning the dismissal of any employees lie with the Group CEO</p> <p>Appeals following capability proceedings for staff other than Head Teachers will be heard by the CEO/Director, or a suitable person they appoint.</p> <p>The Director is responsible for keeping the MAT Board informed regarding proceedings</p>	Directors will be asked to sit on panels for Appeal Hearings for head teachers

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	If there has been insufficient improvement in performance after having followed the capability procedures the final hearing will be referred to the Director.			
Safeguarding	<p>The Head teacher is to ensure that:</p> <ul style="list-style-type: none"> • a Senior Designating Safeguarding member of staff, has been appointed • they have sufficient resources to enable them to undertake the role • They carry out the DSL role in the absence of a DSL • all staff have access to and have read the Safeguarding policy and Keeping Children Safe guidance as a minimum • The LGC, Director and LADO are notified immediately of any allegation made 	<p>The LGC is responsible for:</p> <ul style="list-style-type: none"> • Appointing one of its members as the named Governor to liaise with the Head teacher regarding safeguarding matters • Ensuring members are safeguarding trained • Taking collective responsibility for safeguarding in the school and monitoring safeguarding procedures within the school • 	<p>The Director is to inform the MAT Board of any safeguarding allegation raised in respect of the Head teacher, any member of the Senior Leadership Team or any other key employee of the school.</p>	<p>The MAT Board carries overall responsibility for ensuring that safeguarding policies are implemented and is collectively responsible with the Local Governing Committee for ensuring that safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices.</p>

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	<p>against a member of staff.</p> <ul style="list-style-type: none"> • They implement the Early Help approach within schools • They report periodically to LGC and CSGB on Safeguarding • They complete the annual Section 175 audit with the designated governor 			
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Education				
Responsibility	Head teacher	LGC	Director	MAT
SEF	<p>The Head teacher is responsible for working in partnership with key stakeholders to develop the annual SEF</p> <p>The Head teacher, with engagement of key stakeholders will periodically update the SEF to reflect on progress or areas of challenge</p>	<p>The LGC will sign off the annual SEF having inputted into its' completion and refer to MAT for final approval.</p> <p>The LGC will ensure that the appropriate sections are reviewed periodically through its meetings.</p>	<p>The Director will input into the SEFs for all Big Life Schools, ensuring they reflect the vision and values of Big Life schools.</p>	<p>MAT Board approves final SEF</p>
School Improvement Plan	<p>The Head teacher is to draw up a draft School Improvement Plan and share it with the MAT Quality Assurance Advisor</p>	<p>The Local Governing Committee is responsible for approving the SIP and for monitoring the implementation.</p>		<p>The MAT Board will receive a presentation on the SIP following LGC approval including updates on progress.</p>

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	<p>and LGC prior to submitting it to the MAT Board.</p> <p>The draft School Improvement Plan should be costed with the support of the Director and the expenditure built into the Budget Forecast</p>			
School hours		LGC is responsible for setting the opening and closing times for schools taking into consideration the views of the head teacher		Unless the MAT Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the LGC
Term times		LGC is responsible for setting the term times for schools taking into consideration the views of the head teacher		Unless the MAT Board, acting in good faith, has any legitimate reason to do otherwise, it will ratify the recommendation made by the LGB
Polices Requiring Consistency Across the MAT eg Safeguarding, HR and Finance	The Head teacher will be responsible for ensuring that MAT policies and procedures are applied across the school	The Local Governing Committee will note the policies requiring consistency across all the schools as approved by the MAT Board and monitor their implementation.	Policies requiring consistency across all the schools in the MAT will be drafted by the Director or appropriate representative in conjunction with Head teachers via the SLT where appropriate.	The MAT Board will identify policies that require MAT Board approval. The MAT Board will approve all such policies and any amendments to them.
Other school Policies	The Head teacher will have responsibility, with the involvement of the LGC, for developing School specific policies and as statutorily required.	The Local Governing Committee will have responsibility for approving any such	Director will monitor quality and consistency across all schools within the Trust	

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		School specific policy and monitoring its implementation.		
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Assets				
Responsibility	Head teacher	LGC	Director	MAT
<p>Negotiation and renegotiation of contracts, HP, Leasing, Services and other Agreements</p> <p>Processes and procedures must be in accordance with the Financial Regulations Manual</p>	<p>Head teacher can enter up to £5000 in compliance with the agreed budget and where the purchase level requires 3 quotations up to £10000. Leases require Director</p>	-	<p>The CEO/Director may enter into purchases up to £50,000 in line with agreed budget and contracts over £10000 where 3 quotations were required Leases under £20000</p>	<p>Orders for contracts over £50,000 and Leases over £20,000 must be authorised by the MAT Board.</p>
Disposal of Assets	<p>The Head teacher may authorise the disposal of assets up to and including a market value of £5,000 (either as one item or in total) having first consulted the Director for advice. Records must be kept of all disposals and logged</p>		<p>The Director (or appropriate representative e.g. Finance Director) will advise the Head teacher regarding disposals, ensure these are accounted for correctly and keep the MAT Board informed as appropriate.</p>	<p>Mat approves items over £5,000. DFE approval only needed for acquisition and disposal of freehold land or buildings MAT must adhere to the principles of Regularity Propriety and Value for Money Otherwise it can purchase or dispose of assets</p> <p>Leases - the MAT needs prior approval in order to take on a finance lease on any class of asset from another party, take up a</p>

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				leasehold or tenancy for seven years or more, grant a leasehold interest
Premises Maintenance Programme	A 25 year Maintenance programme will be produced once new buildings are complete. Each year the Head teacher will work with the Director, and Finance Director to cost maintenance programme	The LGC will supply a copy of the Programme to the MAT Board as part of the School Improvement Plan	Each year the Director (or appropriate representative will ensure that a Premises Maintenance Programme is drawn up and costed based on most recent condition survey/ cyclical maintenance report. This will be added to the SIP. The director in conjunction with the Finance Director and Head teacher will take the costings from the programme and build in the expenditure into the budget forecast and a proportion of reserves from schools will be retained to cover the maintenance programme as per reserves policy.	The work recommended by the Cyclical maintenance plan will be budgeted and the budget approved annually. The MAT Board will take into consideration applications from schools for use of reserves for premises outside of the cyclical maintenance. Any major capital works will be overseen by the Capital Sub Committee
Health and Safety	The Head teacher is responsible for: <ul style="list-style-type: none"> • developing a health and safety culture throughout the school • ensuring that staff are aware of their responsibilities • Implementing the H&S policy and ensuring local procedures are developed where 	The LGC will appoint a Governor responsible for overseeing and supporting Health and Safety in the school.	The Director (or appropriate representative) will provide model procedures to assist the Head teacher with putting school specific health and safety procedures in place. The Director will ensure that an annual H&S audit is carried out on site and the actions of this tracked via the reporting procedures across the year. The Director will	The MAT Board carries overall responsibility for ensuring that health and safety policies are implemented and adhered to.

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	<p>needed. Identifying and supporting Health and Safety Reps, Fire Marshalls and First Aiders.</p> <ul style="list-style-type: none"> Submitting compliance reports to CSGB 		present termly reports to the R&QC	
Legal Claims	<p>The Head teacher is to notify the Director and Chair of Governors of any actual or potential claims or proceedings affecting the School as soon as becoming aware of them.</p> <p>The Head teacher will act on any instructions received from the Director and/or the MAT Board.</p>	The Local Governing Committee will act on any instructions received from the Director/and/or MAT Board.	The Director (or appropriate representative) will take appropriate advice (legal/insurance etc) and direct the LGC and/or Head teacher as appropriate in line with this guidance, keeping the MAT Board informed	The MAT Board may instruct the Director and/or the Head teacher and/or the Local Governing Committee to take such action as it may reasonably require in relation to the defence or prosecution of any claim or proceedings.

Strategy				
Responsibility	Head teacher	LGC	Director	MAT
Growth of Trust	The Head teacher will be responsible for identify growth needs for their own school and will also input into the growth strategy for the Trust via the SLT meetings. Head teachers may also be instrumental in promoting the Trust to other potential schools and to act as an ambassador for the Trust	The LGC will oversee the viability and growth of the individual school ensuring it is in line with growth plans for the wider Trust	The Director will have responsibility for overseeing the growth strategy and business plan and will present progress on this to the MAT Board.	The MAT Board will have overall responsibility for the development of the Trust ensuring it is in keeping with the values of the Trust

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<p>Expansion of existing facilities</p> <p>Processes and procedures must be in accordance with the Financial Regulations Manual, the DfE Academies Trust Handbook and all statutory requirements</p>		<p>The Local Governing Committee will advise on developing the School's strategy on the use of existing facilities and any plans for expansion.</p>	<p>The Director will identify with head teachers any requirement for expansion of facilities or services and will draw up a business case prior to submission to the MAT Board.</p>	<p>The MAT Board will review any Business Case and have decision making authority</p>
<p>Other major strategic Decisions</p>	<p>The Head teacher will contribute to the strategic development of the school and provide information and assistance as the Director may need in order to make a recommendation concerning the proposal.</p>	<p>The Local Governing Committee is to take the lead generally in developing the school's strategy within the BLS overall Mission and Vision so it:</p> <ul style="list-style-type: none"> • becomes and remains a sustainable, vibrant and high-quality provider of education; • plays an effective part in the wider MAT family; and contributes to the renewal and sustainability of the community it serves. 	<p>The Director will identify with head teachers any strategic changes or priorities as part of the SIP process prior to submission to the MAT Board.</p>	<p>The MAT Board will be responsible for approving any major strategic proposal.</p>

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