Iris Academy Board of Trustees Scheme of Delegation

Key:
Level 1: Academy Trust (Members)
Level 2: Trustees (Directors) - FTB
Level 3: A sub-committee of the Board of Trustees (Directors)
Level 4: The Accounting Officer (Headteacher)

Column blank: Action can be undertaken at the level
Column shaded: Function cannot legally be carried out at this level

Key function	No	Task	Decision level			
			1	2	3	4
Budgets & Accounts	1	Approve budget plan for financial year		√		
	2	Monitor monthly expenditure		√		√
	3	Establish charges & remissions policy			√	
	4	To enter into contracts (refer to Financial Scheme of Delegation)		√	√	√
	5	Ensure academy annual accounts are prepared within the appointed time frame			√	
	6	To approve and submit the annual accounts		√		
	7	To receive the Annual Report and Accounts	√			
	8	Review annually and appoint the External Auditors	√	√		
	9	Review annually and appoint the Responsible Officer		√	√	
	10	Review annually and appoint the Internal Auditors		√	√	
Staffing	11	Headteacher appointments		√		
	12	Deputy Headteacher appointments		√		
	13	Teaching staff appointments				√
	14	Non-teaching staff appointments				√
	15	Pay policy		√		
	16	Establish and review procedure for addressing staff disciplinary, conduct and grievance			√	
	17	Dismissal of the Headteacher		√		
	18	Dismissal of other staff			√	√
	19	Suspension of the Headteacher		√		
	20	Suspension of other staff				√
	21	Ending suspension of the Headteacher		√		
	22	Ending the suspension of all other staff			√	√
	23	Determining staffing requirements			√	√
	24	Dismissal payments/early retirement			√	√
Curriculum	25	Establish and implement Curriculum Policy				√
	26	Approval of Curriculum Policy			√	
	27	Responsibility for standards of teaching				√
	28	Decide which subject options will be taught including activities outside the school day			√	√

	29	Responsibility for individual child's education				√
	30	Provision of sex education – includes establishing and maintaining an up to date policy				√
	31	To prohibit political indoctrination and ensuring a balanced treatment of political issues				√
Performance Management	32	Establish performance management policy and review annually		√	√	
	33	Implement the performance management policy				√
Target setting	34	Set and publish targets for student achievement				√
Discipline/Exclusions	35	Establish a discipline policy			√	√
	36	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (can be delegated to chair/vice chair in case of emergency)			√	
	37	Direct reinstatement of excluded students				√
Admissions	38	Consult annually before setting an Admissions Policy		√		
	39	Admissions: applications decisions - KST & in-year consultations				√
Collective worship	40	Arrangements for collective worship				√
Premises & Insurance	41	Buildings insurance, personal liability & Governors' Indemnity Insurance			√	
	42	Develop academy building strategy			√	
	43	Procure & maintain buildings, including properly funded maintenance programme			√	√
Health & Safety	44	Institute a Health & Safety policy		√		
	45	Ensure Health & Safety regulations are followed			√	√
School organisation	44	Set times of academy day and dates of academy terms and holidays		√		√
	45	Ensure academy meets 380 sessions in a school year				√
	46	Ensure academy lunch nutritional standards are met				√
Information for parents	47	Prepare and publish information for parents				√

	48	Ensure provision for free school meals to those students meeting the criteria				√
	49	Adopt and review home school agreements				√
Governance Board procedures	50	Appoint (and remove) the chair and vice chair		√		
	51	Appoint (and dismiss) the clerk to the governors/trustees		√		
	52	Hold a full FTB meeting at least 3 times in the academy year		√		
	53	Appoint (and remove) governors/trustees	√	√		
	54	Set up register of Trustees business interests		√		
	55	Approve and set up governor expenses scheme		√		
	56	Discharge duties in respect of students with special needs by appointing a 'responsible person'		√		
	57	Consider whether or not to delegate functions to individuals or committees		√		
	58	To delegate 'Chair's Action' to the Chair of Trustees*		√		
	59	Regulate the FTB & sub-committee procedures		√		
	60	To establish policy & procedures schedule with delegated authorship & verification sign off		√		
Multi-academy Trusts	61	To consider developing / growth of MAT or joining an existing MAT	√	√		
	62	To consider requests from other schools to join the MAT	√	√		
	63	To leave a MAT	√	√		
Extended schools	64	Decide to offer additional activities & what form these should take				√
	65	Put in place and ensure delivery of services to be provided				√
	66	Cease providing extended school Provision				√
Inclusion and equality	67	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years		√	√	
	68	To establish and review a special educational needs (SEN) and disability policy		√		
	69	To designate a 'responsible person' for Safeguarding		√		√
	70	To designate a 'responsible person' for looked after children				√

	71	To establish an accessibility plan and review it every three years			√	√
	72	To establish and review annually a child protection policy and relevant Procedure		√		√

* Chair's action

The Chair of Trustees (or in the absence of the Chair, the Vice-Chair), has power to carry out functions of the Trust Board in circumstances where:

(a) The function needs to be carried out before there is sufficient time to hold a meeting of the Trust Board (whether in person or by other approved means); and

(b) The delay occasioned by not doing so would be reasonably likely have a serious detrimental effect on the Trust, a school, a pupil, parent or member of staff; and

(c) The Chair (or the Vice Chair as the case may be) is satisfied that in the particular circumstances it is reasonable for him or her to carry out the relevant function without the prior approval of the Trust Board; and

(d) He or she has consulted with such other Trustees and/or members of staff as he/she deems reasonable within the time available.

In all cases, the Chair of Trustees (or the Vice Chair as the case may be) should report to the Board as soon as is reasonably practicable the action that has been taken along with the reasons why the function had to be carried out by way of Chair's action.

Approved by Full Trustee Board 16 October 2025

Signed: (Chair of Trustees)

Review Date: October 2026