

THE HILL TRUST: SCHEME OF RESERVATION AND DELEGATED AUTHORITY

Subject	Reserved to the Board of Directors of The Hill Trust (THT) and its sub-committees	Delegated to the Chair of the Board of Directors (BoD)	Delegated to the Local Governing Body (LGB) and its sub-committees	Delegated to the Chair of the Local Governing Body	Delegated to the Chief Executive Officer	Delegated to the Headteacher
Governance	<p>Review and approval of governance arrangements including:</p> <ul style="list-style-type: none"> the schedule of BoD meetings and format of agendas; approval of minutes; THT committee structures and Terms of Reference including those of the LGB; levels of delegated authority including limits of financial authority; policy on Directors' induction and appraisal, and BoD review and development; Directors' and Governors' Code of Conduct. <p>Statutory Policies</p> <ul style="list-style-type: none"> Minutes of Directors' meetings <p>Non-statutory Policies</p> <ul style="list-style-type: none"> Directors'/Governors' Code of Conduct Register of Business Interests of Directors, Headteacher & Staff [Delegated to Headteacher/CFO] <p>Appointment of:</p> <ul style="list-style-type: none"> The Chair of the BoD; The Chair of the LGB. <p>(Appointment of the Directors is reserved to the Members)</p>	<p>Approval of BoD agendas and draft minutes for circulation to the BoD.</p> <p>Final decision on interpretation of any aspects of the operation of the BoD.</p> <p>Planning/organisation of BoD meetings, preparation of agendas, papers and minutes in liaison with the CEO.</p> <p>Recommendation to the BoD regarding appointment of the Chair of the LGB.</p>	<p>Review and approval of:</p> <ul style="list-style-type: none"> the cycle of LGB meetings; LGB sub-committees and their terms of reference; review and approval of LGB minutes. <p>Writing the Terms of Reference for the LGB sub-committees.</p> <p>Statutory Policies</p> <ul style="list-style-type: none"> Minutes of Governors' meetings <p>Non-statutory Policies</p> <ul style="list-style-type: none"> New Governor's Induction <p>Appointment of Vice-Chair and Chairs and members of LGB sub-committees.</p> <p>Appointment of governors to the LGB.</p>	<p>Planning/organisation of LGB meetings, preparation of agendas, papers and minutes in liaison with the Headteacher.</p> <p>Ensuring the effective servicing and support of Committees and Sub-Committees in conjunction with the CEO.</p> <p>Make appropriate arrangements for the election of parents and staff to the LGB in collaboration with the Headteacher.</p>	<p>Contribution to the review and development of the LGBs.</p> <p>Contribution to review and development of THT's governance arrangements including liaison with THT's legal advisers.</p> <p>Planning/organisation of BoD meetings, preparation of agendas, papers and minutes in liaison with the Chair of the BoD.</p> <p>Ensuring the effective servicing and support of Committees and Sub-Committees in conjunction with the Chairs of the LGBs.</p> <p>Advising:</p> <ul style="list-style-type: none"> the LGB Chairs in making recommendations regarding its membership the LGB Chairs in making recommendations regarding LGB Sub-Committee Chairs and membership. 	<p>Planning/organisation of LGB meetings, preparation of agendas, papers and minutes in liaison with the Chair of the LGB.</p> <p>Refer to list of policies overseen by BoD for those delegated to Headteacher for approval.</p> <p>Make appropriate arrangements for the election of parents and staff to the LGB in collaboration with the Chair of the LGB.</p>
Strategy and Planning	<p>Approval of THT's:</p> <ul style="list-style-type: none"> vision, mission and values; strategic direction; strategic and annual operating plans and budgets. <p>Approval of the Academies' Improvement Plans and Post Inspection Plans.</p>		<p>Detailed scrutiny of the Academy's Improvement Plan and Post Inspection Plan and advice to the BoD.</p>		<p>Developing/setting the overall strategy, for approval by BoD, including:</p> <ul style="list-style-type: none"> early consultation with the BoD; drafting propositions for the BoD's review; development of strategic and operation plans and budgets for review by Committees/approval by the BoD. <p>Ensuring the Academies' Improvement Plans align with THT's strategy.</p> <p>Supporting THT's growth strategy through presenting</p>	<p>Writing of the Academy Improvement Plan.</p> <p>Ensuring the Academy Improvement Plan aligns with THT's strategy.</p>

					recommendation and completing appropriate bid processes e.t.c.	
Education Policy	<p>Drafting and approval of THT's policies as follows:</p> <p>Statutory Policies</p> <ul style="list-style-type: none"> • Admissions • Equality • Supporting Pupils with Medical Conditions • Children With Health Needs Who Cannot Attend School <p>Non-statutory Policies</p> <ul style="list-style-type: none"> • Educational Visits & Academy Trips <p>Monitoring of above policy implementation and decision making on action required.</p>		<p>Delegated authority in relations to:</p> <ul style="list-style-type: none"> • the conduct of the Academy; • promoting high standards of educational achievement in line with THT's overall strategic direction; • ensuring that the curriculum for the Academy is appropriate, balanced, broadly based and operates within the context of the Academy's values and THT's ethos. <p>Approval of Academy policies as follows:</p> <p>Statutory Policies</p> <ul style="list-style-type: none"> • SEN Policy • Looked After Children • School Information Published on Website [CoG] <p>The following are overseen by LGB but delegated to committees/staff:</p> <p><i>Headteacher</i></p> <ul style="list-style-type: none"> • Behaviour for Learning • Exclusion • Register of Pupils' admissions (Head/CFO) • Register of Pupils' attendance (Head/SLTatt) <p>Non-Statutory Policies</p> <ul style="list-style-type: none"> • Attendance • Governor Link • Pupil Premium <p>The following are overseen by LGB but delegated to committees/staff:</p> <p><i>Headteacher</i></p> <ul style="list-style-type: none"> • Relationships, Sex and Health Education • Provider Access Statement (Careers) <p><i>Curriculum Committee</i></p> <ul style="list-style-type: none"> • Curriculum Policy • Marking & Feedback <p>Other requirements as set out in The Hill Trust's Articles of Association or by regulation/legislation.</p>	Refer to list of policies overseen by LGB for those delegated to Chair of LGB for approval.	<p>Advising on and supporting the development and implementation of THT's:</p> <ul style="list-style-type: none"> • education policy; • communication processes, including systems for ensuring effective stakeholder engagement. <p>Ensuring the effective management of the Academies and other initiatives in line with policy/quality standards (including ensuring provision of information, advice and support on national education policy to the LGBs).</p>	Refer to list of policies overseen by BoD and LGB for those delegated to Headteacher for approval.

Performance Development	<p>Approval of THT's performance development and reporting framework including key performance indicators.</p>		<p>Detailed scrutiny of performance against the Academy's Improvement Plan, Post Inspection Action Plan and Academic Reviews. Decision making regarding action required.</p>		<p>Development and operation of THT's Performance Development and reporting frameworks for approval by the LGBs.</p> <p>Supporting and facilitating the BoD's responsibilities for overseeing:</p> <ul style="list-style-type: none"> • performance development and reporting framework; • business performance against plans and budgets; • making recommendations to the BoD. <p>Delivery of the strategy and operational management of THT and reporting on progress.</p>	<p>Implementation of the Performance Development strategy within the Academy.</p>
Complaints	<p>Approval of THT's Complaints Policy and decision making on appeals in line with policy.</p> <p>Statutory Policies</p> <ul style="list-style-type: none"> • Complaints 		<p>Oversight of complaints in line with the Complaints Policy.</p>	<p>Implementing THT's Complaints Policy at Academy level in conjunction with the CEO and Headteacher.</p> <p>Management and reporting of complaints in line with the policy in conjunction with the CEO and Headteacher.</p>	<p>Implementing THT's Complaints Policy at Academy level in conjunction with the Chair of the LGB and Headteacher.</p> <p>Management and reporting of complaints in line with the policy in conjunction with the Chair of the LGB and Headteacher.</p>	<p>Implementing THT's Complaints Policy at Academy level in conjunction with the Chair of the LGB and CEO.</p> <p>Management and reporting of complaints in line with the policy in conjunction with the Chair of the LGB and CEO.</p>
Finance and Investments	<p>Approval of financial policy.</p> <p>Approval of THT budget.</p> <p>Approval of:</p> <ul style="list-style-type: none"> • opening/closing of bank accounts and cheque signatories; • all loan agreements (including overdraft facilities, mortgages or other collateral or security); • within budget revenue expenditures > £25k; • all unbudgeted revenue expenditures. <p>Monitoring and review of financial performance of THT and decision making on action required.</p> <p>Statutory Policies</p> <ul style="list-style-type: none"> • Charging & Remissions <p><i>[Delegated to Finance Committee]</i></p> <p>Non-statutory Policies</p> <ul style="list-style-type: none"> • Finance • Lettings Policy & Standard Charges 		<p>Propose Academy budget to BoD and CFO (delegated to BoD Finance Committee).</p> <p>Statutory Policies</p> <ul style="list-style-type: none"> • Premises Management documents <i>[Delegated to CFO]</i> • Uniform Grant Policy & Application Form <i>[Delegated to Headteacher]</i> 		<p>Management, oversight and reporting of day-to-day expenditure within Academy budgets, in collaboration with the Headteachers.</p> <p>Development of THT's Finance Policy.</p> <p>Review of THT's finances in accordance with Financial Policy.</p> <p>Recommendation on selection of providers and monitoring and reporting on performance in conjunction with Headteachers.</p> <p>Preparation of management accounts and financial reporting for Academies in conjunction with Headteachers. <i>(Delegated to CFO)</i></p>	<p>Management, oversight and reporting of day-to-day expenditure within the Academy budget, in collaboration with the CEO.</p> <p>Recommendation on selection of providers and monitoring and reporting on performance in conjunction with CEO.</p> <p>Preparation of management accounts and financial reporting for Academy in conjunction with CEO. <i>(Delegated to CFO)</i>.</p>

	<i>[Both delegated to Finance Committee]</i>					
Internal Control and Risk Management	<p>Approval of THT's systems of internal control including policies on:</p> <ul style="list-style-type: none"> • health and safety; • data protection; • fraud prevention and detection; • whistle blowing; • safeguarding. <p>Approval of THT's risk register.</p> <p>Appointment of THT's Accounting Officer.</p> <p>Decision making on any other matter or prospective transaction which might reasonably be expected to expose THT to significant reputational, business, financial, legal or other risk.</p>				<p>Liaising with THT's insurers and legal advisers on any relevant issues and reporting to the BoD.</p> <p>Selection of insurers/level of cover for BoD's approval.</p>	
	<p>Oversight of the safeguarding policies of the individual Academies.</p> <p>Statutory Policies</p> <ul style="list-style-type: none"> • Data Protection • Protection of Biometric Data • Freedom of Information • Health & Safety (inc. School Accessibility Plan) • Safeguarding Children (inc. Child Protection) • Child on Child Abuse <p>Non-Statutory Policies</p> <ul style="list-style-type: none"> • Whistleblowing • Risk Register <p><i>[Delegated to Finance Committee]</i></p> <ul style="list-style-type: none"> • Central Record of Recruitment & Vetting Checks <p><i>[Delegated to CFO/DSL/Safeguarding Gov]</i></p>		<p>The issue and implementation of the safeguarding policy for the Academy.</p> <p>Statutory Policies</p> <ul style="list-style-type: none"> • Safeguarding Children (inc. Child Protection) • Child on Child Abuse <p><i>[Also seen by BoD]</i></p> <ul style="list-style-type: none"> • Online Safety • Mental Health <p>Non-Statutory Policies</p> <ul style="list-style-type: none"> • Fire Policy • Positive Physical Intervention • School Security • Critical Incident Plan 			<p>Escalating to the CEO and BoD any issues and concerns which might reasonably be expected to expose THT to significant reputational, business, financial, legal or other risk.</p> <p>Development and implementation of systems of internal control and risk management, relating to pupil provision, safeguarding, curriculum, teaching and learning, finance and health and safety, ensuring their effective operation and reporting to the LGB/BoD/CEO as appropriate.</p> <p>The issue and implementation of the safeguarding policy for the Academy.</p>
Audit	<p>Appointment of external auditors and approval of changes to auditor's terms of engagement.</p> <p>Review of external auditor's management letter and decisions regarding action on issues arising.</p>				<p>Supporting and cooperating with the work of external auditors as determined by the BoD.</p> <p>Preparation of the Annual Report and Accounts.</p> <p>Responding to and acting on issues raised in the management letter.</p>	

	Approval of the Annual Report and Accounts for submission to the Members of THT.				Management of the process for appointment of external auditors. Planning and liaison with external auditors.	
Information Systems	Approval of information systems strategy and policy. Non-statutory Policies <ul style="list-style-type: none"> • I.T. Policy • I.T. Security Policy <i>[Both delegated to Headteacher]</i>		Detailed scrutiny of educational management information in support of pupil and Academy performance and providing advice and information to the BoD.		Supporting the implementation and operation of THT's Information Systems.	Identification of information systems requirements for the Academy. Refer to list of policies overseen by BoD for those delegated to Headteacher for approval.
Asset Management	Approval of the sale, purchase or disposal of any capital asset >25K value in line with provisions of the Funding Agreement.				Sale, purchase or disposal of capital assets <25K and recommendations regarding purchase of land/property or sale of fixed assets >25K, in line with the provisions of the Funding Agreement.	
Human Resources	Appointment of the CEO of THT. Appointment of Academy Headteachers. Dismissal of the CEO of THT.	Leading in the process of recruiting the CEO and making recommendations to the BoD regarding an appointment.	Involved in the recruitment of the Academy's Headteacher – led by the CEO.	Regular contact with Headteacher.	Leads on the recruitment of the Academies' Headteachers in consultation with the LGB. Reporting to Chair of LGB on regular basis. Dismissal of Headteacher.	Regular contact with Chair of LGB. Decision making regarding Academy SLT structure, within agreed budget. Dismissal of staff up to and including SLT level.
	Approval of HR strategy and policies including reward and remuneration strategy and annual pay award. Statutory Policies <ul style="list-style-type: none"> • Allegations of Abuse against Teachers & other Staff • Working in Academies (inc. Code of Conduct) • Capability of Staff (Teachers) • Early Careers Teacher (ECT) • LGPS Discretions <i>[Delegated to Finance Committee]</i> Non-statutory Policies <ul style="list-style-type: none"> • Leave of Absence & Special Leave • Restructure & Redundancy • Sickness Absence Management • Recruitment & Selection • Teacher Appraisal inc. Performance Development • Pay 				Development of THT HR Strategy and Policies for BoD review and approval.	Recruitment and management of all staff in the Academy in line with agreed HR policy and within approved budgets.

	<ul style="list-style-type: none"> CPD [Delegated to the Headteacher] 					
	<p>Recommending a policy and procedure for the CEO's appraisal.</p> <p>Approving performance pay awards (or otherwise) of CEO following recommendations from the Pay Review Committee.</p> <p>Pay Review Committee:</p> <p>Reviewing levels of remuneration with independent expert advice.</p> <p>Overseeing appraisals of the CEO and making recommendations regarding any performance pay award to the BoD.</p> <p>Recommendations from the CEO/individual Headteachers of any performance pay awards for the Academies' SLTs.</p>	Leads CEO appraisal process.		Provides input to Headteacher appraisal process.	Setting the objectives of the Headteachers, managing their performance and making recommendations regarding their level of remuneration to the Pay Review Committee.	Setting the objectives of the Academies' SLT and staff, managing their performance and making recommendations regarding their level of remuneration to the Pay Review Committee in conjunction with the CEO and planned budgets.
	<p>Final appeals for all staff/governors/directors under the Grievance Resolution Policy.</p> <p>Final appeals for all staff under the and Staff Disciplinary Policy.</p> <p>Statutory Policies</p> <ul style="list-style-type: none"> Grievance Resolution Staff Disciplinary <p>Non-statutory Policies</p> <ul style="list-style-type: none"> Fairness and Dignity Policy 	Management and reporting of grievances directed at the Chair of the LGB in line with the Grievance Resolution Policy.	<p>Oversight of grievances in line with the Grievance Resolution Policy.</p> <p>Oversight of grievances in line with the Staff Disciplinary Policy.</p>	<p>Management and reporting of grievances directed at the Headteacher in line with the Grievance Resolution Policy (in conjunction with the CEO).</p> <p>Management and reporting of staff disciplinary issues in line with the Staff Disciplinary Policy in conjunction with the Headteacher and CEO.</p>	Management and reporting of grievances directed at the Headteacher in line with the Grievance Resolution Policy (in conjunction with the Chair of LGB).	<p>Management and reporting of grievances directed at Academy staff in line with the Grievance Resolution Policy.</p> <p>Management and reporting of staff disciplinary issues in line with the Staff Disciplinary Policy.</p>
Advisers	<p>Appointment of THT's main legal advisers, investment advisers and approving terms of their appointment.</p> <p>Approval of THT's bankers.</p>				Manages process of review and makes recommendations regarding the selection/appointment and ongoing liaison.	