

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 **Kingsham Primary School** to the Local Governing Body in line with the Academy Trust Scheme of Delegation.

EFFECTIVE DATE: SEPTEMBER 2021 – SEPTEMBER 2022

WHAT
<p>Provide assurance on: -</p> <p>Supporting Trust Mission To create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning</p> <p>Delivering Trust aims</p> <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 sustainable learning environments which engage and inspire pupils' learning and development • Value and ensure the continual professional learning and wellbeing 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 family of academies, so that the vision is owned by the whole Trust and academies collaborate to share best practice and support each other.
WHAT
<p>Delegated responsibility- Governance</p> <p>Ensure that the academy is conducted in accordance with the Trust's ethos and values.</p> <p>Check DBS of all Governors and ensure they are recorded on the Single Central Record</p> <p>Ensure governors' profiles are photographs are on the academy website and comply with terms of office.</p> <p>Provide minutes of LGB and committees to Directors.</p> <p>Review sub-committee membership and governor lead responsibilities annually.</p> <p>Ensure all statutory policies are in place and updated or noted as required.</p> <p>Maintain a risk register and use risk management strategies compliant with those for the Trust as a whole.</p> <p>Monitor COVID Risk Assessment and ensure infection control is well managed. Termly reports required</p> <p>Ensure academy has a Business Continuity Plan</p> <p>Ensure compliance with data protection legislation (including GDPR)</p> <p>Appoint local governors in accordance with the Scheme of Delegation</p> <p>Meet requirements of Equality Act 2010.</p> <p>Ensure the academy's website meets legal requirements</p> <p>Submit data as required by the Directors</p> <p>Follow Trust policy for complaints and ensure the Trust is involved in all stage 3 complaint panels</p>

WHAT
Provide assurance on: -
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 staff appointments are conducted in line with Trust policy
Ensure Trust involvement in recruitment and appointment of School Business Managers and senior Leadership Team
Oversee the performance management of all staff excluding Headteacher
Contribute to the effective performance Management of the Headteacher.
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.
Ensure compliance with safer recruitment
Ensure staff appointments are conducted in line with Trust policy
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.