

## Olive Academies scheme of delegation – summary September 2019

This summary outlines the roles and responsibilities within OA in respect of the twelve core areas of delivery between the trust board, executive team (SLG), headteacher (HT) and Academy Advisory Boards (AABs). Members have an overarching oversight role for the trust, including delegations. **Note: The trust board approve policies for all delivery areas unless delegated to the CEO.**



Olive Academies

Operational Area	Trust Board	CEO (with SLG)	Headteacher	AAB
<b>Our strategy, framework and partnerships</b>				
1. Vision, ethos & trust growth	<ul style="list-style-type: none"> <li>Determine vision and ethos of trust &amp; academies</li> <li>Agree expansion academies and growth strategy</li> </ul>	<ul style="list-style-type: none"> <li>Develop trust vision &amp; ethos</li> <li>Manage growth strategy</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to vision &amp; values</li> </ul>	<ul style="list-style-type: none"> <li>Monitor implementation of vision &amp; values at academy level</li> </ul>
2. Strategy, monitoring & benchmarks	<ul style="list-style-type: none"> <li>Approve trust business plan &amp; monitor delivery</li> <li>Receive information on academy improvement plan (AIP) &amp; performance</li> </ul>	<ul style="list-style-type: none"> <li>Develop &amp; communicate trust business plan</li> <li>Support development implementation of AIP</li> </ul>	<ul style="list-style-type: none"> <li>Develop (with support from DA), deliver &amp; report on AIP</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Monitor implementation of AIP &amp; performance of academy SLT</li> </ul>
3. Communications & community	<ul style="list-style-type: none"> <li>Act as ambassadors for OA</li> <li>Represent trust governance in event of central inspection</li> <li>Represent the trust in the case of high-profile crisis</li> </ul>	<ul style="list-style-type: none"> <li>Develop overall goal for strategic partnerships</li> <li>Provide leadership on crisis comm'ns</li> <li>Represent executive in event of central inspection</li> </ul>	<ul style="list-style-type: none"> <li>Embed and sustain local relationships</li> <li>Represent academy team in event of inspection</li> <li>Oversee parent/carers engagement strategy</li> </ul>	<ul style="list-style-type: none"> <li>Develop local relationships</li> <li>Represent academy governance in event of inspection</li> </ul>
<b>Our educational delivery &amp; performance</b>				
4. Educational performance and standards (led by <b>Education Performance &amp; Standards (EPS) committee</b> )	<ul style="list-style-type: none"> <li>Approve and monitor trust business plan, academic targets, pupil destinations &amp; benchmarks</li> </ul>	<ul style="list-style-type: none"> <li>Set trust business plan &amp; guide academy target-setting</li> <li>Deliver academy improvement support</li> </ul>	<ul style="list-style-type: none"> <li>Develop &amp; report on academy targets</li> <li>Deliver academy improvement strategies</li> </ul>	<ul style="list-style-type: none"> <li>Monitor pupil progress against targets</li> </ul>

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5. Curriculum, enrichment and pupil wellbeing (EPS)	<ul style="list-style-type: none"> <li>• Approve trust curriculum model</li> <li>• Monitor pupil destinations and reintegration</li> <li>• Accountable for wellbeing/pastoral requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Set trust curriculum model &amp; guide HTs in local implementation</li> <li>• Develop trust approach to pupil wellbeing and guide on local implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Implement curriculum &amp; enrichment activities</li> <li>• Set pupil destination &amp; reintegration targets</li> <li>• Implement pupil wellbeing approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor destinations and reintegration data</li> </ul>
6. Data Management (EPS)	<ul style="list-style-type: none"> <li>• Ensure trust fulfils data management and processing requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Set trust data protection policies &amp; processes</li> <li>• Support academy data &amp; IT delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Follow trust data protection policies &amp; processes</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor that trust data protection policies and processes are being followed</li> </ul>
<b>Our staff and students</b>				
7. Recruitment, HR & employee relations (Finance and Audit Committee (FAC))	<ul style="list-style-type: none"> <li>• Approve recruitment strategy, policy &amp; staffing structures</li> <li>• Appoint &amp; manage CEO &amp; SLG members</li> <li>• Approve all HR policies, pay terms, employment contracts</li> <li>• Ensure trust fulfils SCR requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Set recruitment strategy and procedures</li> <li>• Determine strategic &amp; academy-level staffing structures</li> <li>• Appoint and manage HTs &amp; central staff</li> <li>• Set all HR policies, pay terms &amp; employment contracts</li> <li>• Ensure trust fulfils SCR requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit, appoint &amp; manage academy staff</li> <li>• Follow all OA recruitment &amp; HR policies and procedures inc. SCR requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Support development &amp; review academy staffing structure</li> <li>• Input into performance management of senior staff</li> </ul>
8. Safeguarding (EPS)	<ul style="list-style-type: none"> <li>• Approve safeguarding policy</li> <li>• Appoint safeguarding lead trustee</li> <li>• Ensure trust fulfils safeguarding requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Set safeguarding policy &amp; practices</li> <li>• Organise annual safeguarding audit programme in each academy</li> </ul>	<ul style="list-style-type: none"> <li>• Follow safeguarding policy &amp; practices</li> <li>• Make referrals to agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Advise on statutory compliance</li> <li>• Appoint link member for safeguarding</li> </ul>
9. Admissions & exclusions (EPS)	<ul style="list-style-type: none"> <li>• Accountable for legal requirements</li> <li>• Approve admissions framework</li> <li>• Establish and authorise independent appeals panels</li> </ul>	<ul style="list-style-type: none"> <li>• Set admissions framework</li> <li>• Set guiding principles for fair access/ in year placement protocols; in line with entry criteria</li> <li>• Set exclusion policy</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for implementation of admissions</li> <li>• Participate and negotiate with LA over local fair access/in year placement protocols – and then implement</li> </ul>	<ul style="list-style-type: none"> <li>• Consider decisions by HT to exclude pupils</li> <li>• Sit on exclusion appeals panels</li> </ul>
<b>Finance, internal controls and premises management</b>				

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10. Governance, risk & audit (further detail in MAT board & AAB handbooks)	<ul style="list-style-type: none"> <li>• Set trust governance practices, policy framework &amp; approach to risk</li> <li>• Appoint internal &amp; external auditors (to be approved by Members)</li> <li>• Approve and monitor risk management strategy, controls, internal &amp; external audit strategy</li> <li>• Appoint/remove AAB members, alter powers &amp; establish committees</li> </ul>	<ul style="list-style-type: none"> <li>• Develop trust governance practices, complaints procedures, policy framework &amp; approach to risk</li> <li>• Design internal controls, procedures, risk management strategies &amp; reporting requirements for academies</li> <li>• Supervise auditing of accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Follow governance &amp; complaints procedures</li> <li>• Meet internal reporting and audit inspection requirements</li> <li>• Maintain an effective risk management process within the academy</li> </ul>	<ul style="list-style-type: none"> <li>• Advise on risks in operation of academy esp. events that may escalate into public domain</li> </ul>
11. Financial management, contingencies & reserves (FAC)	<ul style="list-style-type: none"> <li>• Approve &amp; monitor trust business plan, budget, reserves &amp; contingency plans</li> <li>• Oversee income generation activities and use of funds</li> </ul>	<ul style="list-style-type: none"> <li>• Propose trust business plan, budget, reserves &amp; contingency plans</li> <li>• Produce trust &amp; academy accounts</li> <li>• Enter into contracts in line with agreed limits</li> </ul>	<ul style="list-style-type: none"> <li>• Propose AIP, budget, reserves &amp; contingency plans</li> <li>• Expend funds in line with budget and financial regulations approved by trust board</li> <li>• Deliver regular management accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Advise on use of academy finances, particularly use of resources vs. education plans</li> <li>• Advise on pupil premium expenditure and its impact</li> </ul>
12. Premises, health & safety (EPS)	<ul style="list-style-type: none"> <li>• Ensure trust fulfils H&amp;S requirements</li> <li>• Ensure trust fulfils procurement regulations</li> <li>• Ensure trust maintains buildings and facilities in line with legal obligations</li> <li>• Responsible for lettings and use of academy buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Strategically manage trust estate</li> <li>• Deliver H&amp;S/Premises support to academies</li> <li>• Lead on capital bids &amp; allocations</li> <li>• Deliver buildings and facilities management arrangements</li> <li>• Develop proposals for disposals/acquisition of land</li> </ul>	<ul style="list-style-type: none"> <li>• Manage lettings and use of academy buildings</li> <li>• Responsible for implementation of H&amp;S policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Advise on locally led procurement</li> </ul>