



# LDBS Academies Trust 2



LDBS Academies Trust 2, a Charitable Company Limited by Guarantee  
Company registration No. 10447269, Registered in England & Wales,  
Registered Office: London Diocesan House, 36 Causton Street, London, SW1P 4AU

St Richard's Church of England Primary School  
Forge Lane, Hanworth, London, TW13 6UN

LDBS Academies Trust 2

Scheme of Delegation

Effective from: 01 September 2021

Model Scheme of Delegation

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## 1 Introduction

- 1.1 The LDBS Academies Trust 2 (**‘the Company’**) is a Charitable Company Limited by Guarantee with the company number 10447269 registered in England & Wales, whose registered offices are at the London Diocesan House, 36 Causton Street, London, SW1P 4AU. The Company is governed by a Board of Directors (**‘the Board’**) who are responsible for, and oversee, the management and administration of the Company and the academies run by the Company.
- 1.2 This Scheme of Delegation has been created in accordance with the provisions of the Company’s Articles of Association (**‘the Articles’**) and comes into effect on 01 September 2021 (**‘the Effective Date’**). The Scheme of Delegation should be read in conjunction with the Articles and any terms used in the Articles.
- 1.3 This Scheme of Delegation will apply to St Richard’s Church of England Primary School (**‘the Academy’**). Further details of the Academy can be found in Schedule 2.
- 1.4 The Board is accountable to external government agencies including the Department for Education, the Education and Skills Funding Agency, and the Charity Commission (including any successor bodies) for the quality of the education they provide. The Company is required to have systems in place through which it can assure itself of quality, safety and good practice.
- 1.5 As the Academy is a designated Church of England school, the Board is also accountable to the London Diocesan Board for Schools (**‘the LDBS’**) to ensure that the Academy is conducted as a Church of England school.
- 1.6 The Academy is also accountable to any persons or body who holds the land used by the Academy on trust to ensure that the objects of such trust are upheld and the land is used for purposes which are consistent with the objects of the Company.
- 1.7 The Board is accountable to the parents of children attending the academies run by the Company for ensuring that their children’s experience at school reflects the standards set out in clauses 2.1 to 2.6.
- 1.8 In order to discharge these responsibilities, the Board will seek to appoint, where possible, people who live, work or worship locally to serve on the Academy’s Local Academy Committee (**‘the LAC’**). The LAC is created to ensure good governance of the Academy and will be the Advisory Body for the Academy, as required by the Master Funding Agreement entered into between the Company and the Secretary of State for Education (**‘the Secretary of State’**). The Master Funding Agreement governs the affairs of the Company.

## 1.9 This Scheme of Delegation explains:

- 1.9.1 The roles and the responsibilities of the Board;
- 1.9.2 The manner in which the Board must discharge its responsibilities in relation to the leadership and management of the Academy;
- 1.9.3 The roles and the responsibilities of the LAC; and
- 1.9.4 The commitments of the Board and the LAC to each other to ensure the success of the Academy.

1.10 The Directors also recognise and agree to work in a partnership with the LDBS Headteachers' Council, which is a consultative committee formed of representatives from all the Church of England schools in the Diocese of London. The purpose of the LDBS Headteachers' Council is to share experiences and promote collaboration for the benefit of all.

## 2 Excellence and equity for all children in a Christian context

- 2.1 Education is inevitably a process of change; it is self-evident that no child starting school will be the same when they leave. What is important is that the change is for the good and that the guiding principles of that change are based on sound educational, moral and Christian precepts. The Bible (John 10.10) quotes Jesus saying 'I have come that they may have life and may have it in all its fullness' and that is what the change should achieve; the fullest possible life.
- 2.2 To achieve that state children must be highly literate and numerate so that they can access all that the world has to offer. They must be able to confidently and competently use technology to help them on that journey. Life's fullness also requires each child to know about the world and its history, to be able to appreciate and create art and music in their many forms and to have fit, active minds and bodies.
- 2.3 A person who can truly be described as educated does not just have a vast bank of knowledge; they have the ability to use that knowledge for their own good and for the good of humanity. The development of a strong spiritual and moral framework based on Christian values is an essential part of the education that will be on offer.
- 2.4 The two great commandments given by Jesus will underwrite the life of each school; they are to "love God" and to "love your neighbour as yourself". Both of these

instructions should be evident in the whole life of the school, in the relationships between all members of the school community, pupils, staff and parents and also in the management of behaviour. It is for the same reason that we want the schools to be inclusive and, as well as working with the parish church, also serve their local community by welcoming those of all faiths and none, nourishing and cherishing every child.

- 2.5 There should be explicit evidence of fulfilment in the daily worship of the school but also in high quality Religious Education where children will learn about Christianity and other world religions so that they can understand other people's points of view and learn to live in harmony with those about them.
- 2.6 Every child is unique and precious and must be given the chance to flower in a healthy, safe and secure environment and have their individual skills, talents and spiritual development nourished so that they bloom and prosper, enriched by life-long learning and service to others which will offer each one the opportunity to experience life in all its fullness.
- 2.7 The Board and the LAC recognises their responsibility towards the common good, not just of the academies for whom the Company is responsible and the Diocesan family of schools, but of all the families and communities in the areas served by the Company. In light of the principle of common good, the LAC also acknowledges the desire and obligation of the Board to put in place measures to ensure that any academy, for whom the Company is responsible for, is supported when the need arises. Where this may have a financial impact on the academy, any policy will first be discussed with the LAC and their views taken into account in relation to the setting and implementation of any such policy.
- 2.8 The LACs of two or more academies may wish to collaborate or pool resources to further the objects of the Company more efficiently, whether along Deanery lines or otherwise. The LACs who are collaborating must seek permission from the Board about such collaboration.
- 2.9 The LAC also recognises the responsibilities of the Board of the Company as a sponsor, including any officer appointed with the express purpose of achieving and maintaining school improvement, to support the schools to ensure their long term sustainability. Any school improvement plan will be discussed between the Board and the Academy, and the LAC acknowledges that the financial cost of any support package will be the responsibility of the Academy. Any school improvement plan will take account of the Secretary of State's concerns and will identify measurable objectives and milestones for improvement. The LAC will support and ensure implementation of any plan.

- 2.10 The Board also recognise the role that the Academy plays in its community and LAC is free to decide how such support and patronage is given. The LAC will ensure that any support given by the Academy is not inconsistent with the objects of the Company and the restrictions on the use of its charitable resources and any advice or restriction placed on the Company by the Secretary of State. The LAC will ensure that any formal collaboration or support is appropriately documented and the details notified to the Board.

### 3 The powers and the responsibilities of the Board of the Company

- 3.1 The Board has overall responsibility and ultimate decision-making authority for all the work carried out by the Company, including the establishing and running of schools and in particular the Academy as a Church of England school. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, budget monitoring, appraisals, the setting of standards and the implementation of quality management processes. The Board has the power to direct change where required.
- 3.2 The directors of the Company (**‘the Directors’**) have a duty to fulfil the objects of the Company. The Directors also have a duty to the LDBS and the Bishop of Kensington to uphold the object of the Company; and to have regard to any advice from the LDBS.
- 3.3 The Board will have regard to the interests of the other academies for which the Company is responsible in deciding and implementing any policy or exercising any authority in respect of an individual Academy.
- 3.4 Article 101 of the Articles of Association allows the Board to appoint committees to whom it may delegate certain functions. In further recognition of the Board’s power to delegate under Articles 102 and 105 of the Articles of Association, the responsibility for running the Academy from the Effective Date will be delegated to the committee established by this Scheme of Delegation. This committee will be known as the Local Academy Committee of the St Richard’s Church of England Primary School.
- 3.5 The constitution, membership and proceedings of the LAC are determined by the Board and this Scheme of Delegation expresses such matters, as well as, acknowledging the authority delegated to the LAC in order to enable the LAC to run the Academy and fulfil its mission.

## **4 Constitution of the Local Academy Committee**

### **4.1 Membership of the Local Academy Committee**

4.1.2 The LAC will be formed of:

4.1.2.1 Four (4) governors without specific designation appointed by the Company, subject to clause 4.2;

4.1.2.2 One (1) staff governor, elected by the staff at the Academy and appointed by the Company, subject to clause 4.3;

4.1.2.3 Two (2) parent governors, elected or appointed from parents of those children attending the Academy and appointed by the Company, subject to clause 4.4;

4.1.2.4 The Headteacher of the Academy; and

4.1.2.5 The Local Parish Priest may be appointed by the Company. Where the Academy falls within more than one Parish, the Company may appoint the Parish Priests from both such Parishes.

4.1.3 Additional governors may be appointed to the LAC by the Company at the request of the Secretary of State for Education ('the Secretary of State'), pursuant to Clause 102(c) of the Master Funding Agreement entered into between the Company and the Secretary of State governing the affairs of the Company.

4.1.4 There will be no less than three governors appointed to the LAC at any one time.

4.1.5 The LAC may elect to appoint up to two (2) co-opted governors subject to the provisions of clause 4.5. All appointments are subject to approval by the Board.

4.1.6 All Directors are entitled to serve on the LAC and attend any of the LAC meetings. Any Director attending a LAC meeting will count towards the quorum for the purposes of the meeting and will be entitled to vote on any resolution being considered by the LAC.

4.1.7 All persons appointed to the LAC by the Company will give a written undertaking to the Company Secretary that they would be willing to uphold the object of the Company.

## 4.2 Appointment of Local Academy Committee governors

4.2.1 When appointing governors, the Company will:

- 4.2.1.1 Have regard to any recommendations and views of the Directors in relation to ensuring that the LAC has an appropriate range of skills and experience to best serve the Academy;
- 4.2.1.2 Give due attention to succession planning; and

## 4.3 Appointment of staff governors

- 4.3.1 The LAC will invite nominations from all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the Academy (**excluding the Senior Leadership Team**).
- 4.3.2 The staff governor will be elected through an election by a secret ballot.
- 4.3.3 The arrangements for calling and conducting an election are set out in the Company's Election and Appointment Process (Staff and Parents Governor), a copy of which can be obtained by contacting the Company Secretary.
- 4.3.4 All successful candidates in the election are subject to appointment by the Company.

## 4.4 Appointment of parent governors

- 4.4.1 The LAC will invite nominations from all parents whose children are registered pupils at the Academy at the time when the parent is elected.
- 4.4.2 The parent governors will be elected through an election by secret ballot.
- 4.4.3 The arrangements for calling and conducting an election are set out in the Company's Election and Appointment Process (Staff and Parent Governors), a copy of which can be obtained by contacting the Company Secretary.
- 4.4.4 In the event that the no parents of pupils registered at the Academy are nominated for election, the LAC will be entitled to nominate persons who are a parent of a child of compulsory school age to the Company.
- 4.4.5 All successful candidates in the election are subject to appointment by the Company.

## 4.5 Appointment of Co-opted Governors to the Local Academy Committee

- 4.5.1 The LAC may appoint up to two (2) persons to be Co-opted Governors.
- 4.5.2 A Co-opted Governor is a person who is appointed by the LAC to serve on the LAC without having been appointed or elected to serve on the LAC.
- 4.5.3 The LAC may not co-opt a person who is employed by the Academy.
- 4.5.4 The term of office for co-opted governors will not exceed one (1) year.

## 4.6 Term of office of governors appointed to the Local Academy Committee

- 4.6.1 The term of office for any person serving on the LAC will be 4 years (**‘the standard term of office’**), save that this time limit will not apply to the Headteacher, or the Parish Priest(s) for the duration of time that they hold their qualifying office.
- 4.6.2 In a new school, the initial term of office for Staff and Parent LAC governors will be two years, increasing to the standard term of office once the school is established (this will be at the discretion of the Directors).
- 4.6.3 Subject to eligibility, all LAC governors may be re-appointed by the Company.

## 4.7 Resignation and removal

- 4.7.1 A person serving on the LAC will cease to hold office if they resign their office by notice to the LAC (but only if at least three persons will remain in office when the notice of resignation is to take effect).
- 4.7.2 The Board has the right to remove a person serving on the LAC. While acknowledging that the Board does not need to provide reasons for removing people appointed to the LAC, it undertakes to give due consideration to any representations made by the LAC and will take into account whether the person being removed failed to uphold the values of the Company, the Academy, or acted in a way which is in violation of this Scheme of Delegation.
- 4.7.3 If a person qualifies to serve on the LAC due to their employment at the Academy, they will be deemed to have resigned and will cease to serve on the LAC automatically on the termination of their employment at the Academy.



- 4.7.3.1 For the purposes of clause 4.7.3, the word ‘employment’ is deemed to include those employed under a contract of employment or a contract for services or otherwise engaged to provide services to the Academy.
- 4.7.4 If a person qualifies to serve on the LAC, and is appointed by the Board, due to the virtue of the office that they hold then when that person resigns, or are removed, from the qualifying office; the resignation / removal will also be deemed as resignation from the LAC.
- 4.7.5 Parent governors will cease to serve on the LAC when their child(ren) leave the school or are removed from the school register.
- 4.8 Disqualification of Local Academy Committee governors**
- 4.8.1 No person will be qualified to serve on the LAC unless that person is aged 18 or over at the date of appointment.
- 4.8.2 No current pupil of the Academy will be entitled to serve on the LAC.
- 4.8.3 A person serving on the LAC will cease to hold office if they become incapable of managing or administering their personal affairs by reason of mental disorder, illness or injury.
- 4.8.4 A person serving on the LAC will cease to hold office if they are absent without prior notice given to the Clerk to the LAC from three consecutive LAC meetings.
- 4.8.4.1 The LAC must resolve to remove such persons from the LAC.
- 4.8.4 A person is disqualified from serving on the LAC if they have an unspent conviction for any of the following:
- 4.8.4.1 An offence involving deception or dishonesty;
- 4.8.4.2 A terrorism offence, (a) to which Part 4 of the Counter-Terrorism Act 2008 applies, and / or (b) under section 13 or section 19 of the Terrorism Act 2000;
- 4.8.4.3 A money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002;
- 4.8.4.4 A bribery offence under sections 1, 2, 6 or 7 of the Bribery Act 2010;

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- 4.8.4.5 An offence of contravening a Commission Order or Direction under section 77 of the Charities Act 2011;
- 4.8.4.6 An offence of misconduct in public office, perjury, or preventing the course of justice; and
- 4.8.4.7 In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, abetting, counselling, or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence.
- 4.8.5 A person is disqualified from serving on the LAC if they are on the sex offenders register (i.e. subject to notification requirements of Part 2 of the Sexual Offences Act 2003).
- 4.8.6 A person is disqualified from serving on the LAC if they have an unspent sanction for contempt of court for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth.
- 4.8.7 A person is disqualified from serving on the LAC if they have been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011.
- 4.8.8 A person is disqualified from serving on the LAC if they are a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
- 4.8.9 A person is disqualified from serving on the LAC if they have previously been removed as an officer, agent, or employee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
- 4.8.10 A person is disqualified from serving on the LAC if they have previously been removed as a trustee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
- 4.8.11 A person is disqualified from serving on the LAC if they have been removed from management or control of anybody under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or any earlier application legislation).
- 4.8.12 A person is disqualified from serving on the LAC if they are disqualified from being a company director, or have given a disqualification undertaking, and leave has not been

granted (as described in section 180 of the Charities Act 2011) for you to act as a director of a charity.

- 4.8.13 A person is disqualified from serving on the LAC if they have an individual voluntary agreement to pay off debts with creditors.
- 4.8.14 A person is disqualified from serving on the LAC if they are subject to a moratorium period under a debt relief order, or a debt relief restrictions order, or an interim order.
- 4.8.15 A person is disqualified from serving on the LAC if they are subject to an order made under section 429(2) of the Insolvency Act 1986 – Failure to pay under a County Court Administration Order.
- 4.8.16 If a dispute arises as to whether a person will be disqualified, a referral will be made to the Secretary of State to determine the matter. The determination of the Secretary of State will be final.
- 4.8.17 Where, by virtue of this Scheme of Delegation, a person becomes disqualified from serving on the LAC they must submit a notice of their disqualification to the LAC and the LAC will submit this notice to the Board.

## **5 Powers delegated by the Company to the Local Academy Committee**

### **5.1 General Provisions**

- 5.1.1 Subject to provisions of the Companies Act 2006, the Articles and to any directions given by the members of the Company, the management of the business of the Academy will be delegated by the Board to the LAC who may exercise all the powers of the Company in so far as they relate to the Academy, in accordance with the terms of this Scheme of Delegation.
- 5.1.2 No alteration of the Articles and no such direction will invalidate any prior act of the LAC which would have been valid if that alteration had not been made or that direction had not been given.
- 5.1.3 Except as provided for in this Scheme of Delegation, the powers given by this Scheme of Delegation will not be limited by any special power given to the Board by the Articles, or to the LAC by this Scheme of Delegation, and a meeting of the LAC at which a quorum is present may exercise all the powers so delegated.



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- 5.1.4 In general terms, the responsibility of the Board, in so far as the business of the Academy is concerned, is to determine the policy and procedures of the Academy and to consider and respond to strategic issues.
- 5.1.5 While the Board is free to decide what constitutes a strategic issue, having regard to all the circumstances, unless a matter is identified as a strategic issue and / or is identified as being the responsibility of the Board under this Scheme of Delegation, the responsibility for such matter will be that of the LAC.
- 5.1.6 Except as provided for in this Scheme of Delegation, in addition to all powers hereby expressly conferred upon the LAC, and without detracting from the generality of the powers delegated, the LAC will have the power to enter into contracts on behalf of the Company in so far as they relate to the Academy and are within the scope of the LAC's responsibility as set out in this Scheme of Delegation.
- 5.1.7 In the exercise of its powers and functions, the LAC may consider any advice given by the Headteacher and any other executive officer, but must consider the advice given by the Directors.

## 5.2 Ethos and Values

- 5.2.1 While the LAC will be responsible for ensuring that the Academy is conducted in accordance with the Company's ethos and values, as referred to in clause 2, the determination of the Academy's mission statement will be the responsibility of the Board who will not make any alteration to the religious character of the Academy or the conduct of the Academy as a Church of England school without the consent of the LDBS.
- 5.2.2 At all times, the Board and the LAC will ensure that the Academy is conducted in accordance with the object of the Company, the terms of the trust governing the use of the land which is used for the purposes of the Academy and any agreement entered into with the Secretary of State for the funding of the Academy.

## 5.3 Finance

- 5.3.1 In acknowledgement of the receipt by the Board of funds in relation to the Academy; provided by the Secretary of State, donated to the company and generated from the activities of the Company, the Directors delegate to the LAC the responsibility to manage and expend all monies received on account of the Academy for the purposes of the Academy. The LAC acknowledges the support provided by the Directors and that certain costs will be incurred by it in undertaking its functions and meeting its responsibilities, in particular in relation to:

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- 5.3.1.1 The production of corporate accounts for the Company and the auditing of those accounts;
  - 5.3.1.2 Ensuring appropriate insurances are in place and implementing a suitable risk management strategy; and
  - 5.3.1.3 Carrying out the functions of the Company Secretary and the Responsible Officer (required for the purposes of the Master Funding Agreement).
- 5.3.2 There may be other services provided by the Directors on either an optional or a non-discretionary basis and these will be agreed with the LAC. In light of this, the LAC will be expected to meet a proportion of the costs incurred by the Directors, which will be determined by the Directors on annual basis. The Directors will on request make available to the LAC full details of the expenditure incurred by the Directors.
- 5.3.3 While the LAC will have the power to enter into contracts on behalf of the Company in so far as they relate to the Academy pursuant to clause 5.1.3, the **LAC will first obtain the written consent of the Board to any contracts or expenditure** for any single matter **above £10,000** (or such other amount as will be notified by the Board to the Academy from time to time). This provision does not relate to entering into staff contracts.
- 5.3.4 Any bank account in which any money of the Company, in so far as it relates to the Academy, is deposited will be operated by the LAC in the name of the Company. All **cheques and orders for the payment of money** from such an account **will be signed by at least two signatories authorised by the LAC except where expenditure exceeds £50,000, in which case one of those signatories will be either the Chief Executive Officer** or in their absence the Chair of the Board.
- 5.3.4.1 For any **BACS transfer payment** of money from a bank account operated by the LAC, in the name of the Company, that **exceeds £100,000 written approval** must be sought **from either the Chief Executive Officer** or in their absence the Chair of the Board.
- 5.3.5 No monies of the Company (whether or not authority to expend has been devolved to the LAC) will be paid into any bank account other than a bank account authorised by the Board.
- 5.3.6 The accounts of the Company will be the responsibility of the Board but the LAC will provide such information about the finances of the Academy as often and in such format as the Board will require.

- 5.3.6.1 Without prejudice to the above, the LAC will provide **monthly management accounts** to the Board. The LAC acknowledges the need of the Board to co-ordinate the financial information of each of the Academies in order to achieve efficiencies and minimise the cost and risk of auditing, the LAC commits to supporting the long-term aim of the Board to harmonise the financial management information systems adopted by the Academies.
- 5.3.7 The LAC will ensure that proper procedures are put in place for the safeguarding of funds and that the requirements of the Academies Financial Handbook and the Master Funding Agreement are observed at all times, as well as, any requirements and recommendations of the Board and the Secretary of State. For the avoidance of doubt, the Board and the LAC acknowledge the restrictions on borrowing contained in the Master Funding Agreement.
- 5.3.8 The Academy will submit its annual budget, which must not be a deficit budget, to the Board at the times notified to it by the Board and the Academy will have regard to any views of the Board as to the appropriateness of such budget.
- 5.3.8.1 The LAC will inform the Board of any need for significant unplanned expenditure and will discuss with the Board (and any other persons as the Board will require) options for identifying available funding.
- 5.3.8.2 In the event that the Academy is only able to set a deficit budget, it must submit with the budget a plan agreed by the Finance Manager of the Company to increase efficiencies and reverse the deficit. The plan must also highlight the reasons behind the deficit within the budget.
- 5.3.9 The LAC will develop appropriate risk management strategies and will at all times adopt financial prudence in managing the financial affairs of the Company in so far as these relate to the Academy.
- 5.3.9.1 The LAC will comply with any risk management policy adopted by the Board and will provide such information about any areas of risk notified to the Board as the Directors will require from time to time.
- 5.3.9.2 The LAC will nominate one member of the LAC to fulfil the functions of the Responsible Officer in so far as it affects the Academy and such person will liaise with the Company's Responsible Officer in order to ensure consistent financial risk management procedures are being adopted across all Academies.



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- 5.3.9.3 The School Business Manager may be best placed to advise the LAC's Responsible Officer on financial procedures which affect the individual Academy's budget rather than the entire Company's.
- 5.3.11 The Board acknowledge the LAC's right and intention to use any voluntary (i.e. non-grant) funds (including any restricted funds) raised by the LAC for the purposes for which they have been raised and otherwise solely at the discretion of the LAC provided this is within the objects of the Company.
- 5.3.11.1 Proper accounts will be kept by the LAC showing the receipt and use of such funds and the extent to which such funds are restricted, in the light of the obligation on the Company to note these funds separately in the accounts of the Company.
- 5.3.12 The LAC acknowledges that all financial limits and restrictions included within Clause 5.3 may be altered by the Company as outlined in Schedule 3 based on the performance of the Academy.
- 5.4 Premises**
- 5.4.1 Subject to and without prejudice to clauses 5.3.2 and 5.4.4, the maintenance of the buildings and facilities used in respect of the Academy is the responsibility of the LAC, who will have regard at all times to the safety of the users of the buildings and the facilities and the legal responsibilities of the Board (and / or any other relevant persons) as owners of such buildings and facilities.
- 5.4.2 The LAC will, in conjunction with the Board, develop a 5-year estate management strategy that will identify the suitability of building and facilities in light of long-term curriculum needs and the need for and availability of capital investment to meet the LAC's responsibility to ensure the buildings and facilities are maintained to a good standard.
- 5.4.3 The responsibility for any disposals or acquisitions of land to be used by the Academy will be that of the Board.
- 5.4.4 Insuring the land and buildings used by the Academy will be the responsibility of the Company, who will recover the cost from the budget delegated to the LAC to the extent the same is not otherwise reclaimed directly from the Education & Skills Funding Agency (or any successor body).

5.4.5 The LAC will notify the Company as soon as reasonably practicable following the occurrence of an event in respect of which insurance has been obtained. The responsibility for notifying the insurers is the LAC's. The Company and the LAC will provide each other with all the necessary information and assistance as may be helpful in the management of any insurance claims.

## 5.5 Resources

### 5.5.1 The Headteacher

- 5.5.1.1 The Company will, in consultation with the LAC, appoint the Headteacher and any other post with senior management responsibilities.
- 5.5.1.2 The Company and the LAC may delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of the Academy (including the implementation of all policies approved by the Board and the LAC, and for the direction of the teaching and curriculum at the Academy).
- 5.5.1.3 The Company will ensure that the Headteacher is committed to giving active and practical support to the Christian ethos and Anglican traditions of worship.
- 5.5.1.4 The Company will delegate to the Chief Executive Officer the appraisal of the Headteacher and will put in place procedures for their proper professional and personal development.

### 5.5.2 Other Staff

- 5.5.2.1 The LAC will be responsible for the appointment and management of all other staff to be employed at the Academy, provided that the LAC will:
  - 5.5.2.1.1 Comply with all policies dealing with staff issued by the Company, from time to time;
  - 5.5.2.1.2 Take account of any pay terms set by the Company;
  - 5.5.2.1.3 Adopt any standard contracts or terms and conditions for the employment of staff issued by the Company;
  - 5.5.2.1.4 Adopt appropriate and transparent procedures for the recruitment of staff;

5.5.2.1.5 Manage any claims and disputes with staff members having regard to and implementing where appropriate any advice and recommendations given by the Company.

5.5.2.2 The LAC will carry out, or delegate to either the Headteacher the appraisal of all staff, and will put in place procedures for the proper professional and personal development of staff.

## 5.6 Curriculum and Standards

5.6.1 The LAC will be responsible for setting and reviewing the curriculum, but must have regard to any views of the Company in recognition of the Board's obligation to the Secretary of State to provide a broad and balanced curriculum.

5.6.2 The LAC will be responsible for the standards achieved by the Academy and the pupils attending the Academy, but must follow such advice and requirements from the Board as they might issue from time to time.

5.6.2.1 The Headteacher will make regular written reports to the LAC.

5.6.2.2 All such reports must also be sent to the Chief Executive Officer of the Company who will meet at least termly with the Headteacher and, when necessary, the Chair of the LAC.

5.6.3 The LAC will be responsible for the setting and review from time to time of the Academy's admissions policy provided that no change will be made to the admissions criteria without the written consent of the Board.

5.6.4 Any decision to expand the Academy will be that of the Company but who will have regard to the views of the LAC.

## 5.7 Extended Schools and Business Activities

5.7.1 While the undertaking of any activities which would be described as part of the Academy's "extended schools agenda" or any activities designed to generate business income would be the responsibility of the LAC.

5.7.2 Such undertakings will only be undertaken in a manner consistent with any policy set by the Company and having regard to the (1) viability of such activities, (2) the impact on the Academy's provision of other activities, (3) financial implications such as the threat of taxation in light of the Company's charitable objects and (4) any threat to the funding provided by the Secretary of State.

## **5.8 Regulatory Matters**

- 5.8.1 The responsibility for the satisfaction and observance of all regulatory and legal matters will be the Company's, but the LAC will do all such things as the Company may specify as being necessary to ensure that the Company is meeting its legal obligations.

## **6 Operational matters**

- 6.1 The LAC and the Academy will comply with the obligations set out in Schedules 1 and 3, which deal with the day-to-day operation of the Academy.
- 6.2 The LAC will adopt and will comply with all policies of the Company communicated to the LAC from time to time.
- 6.3 The Board and the LAC have a duty to act independently and not as agents of those who may have appointed them, and will act with integrity, objectivity and honesty in the best interests of the Company and the Academy, and will be open about decisions and be prepared to justify those decisions except in so far as any matter may be considered confidential.
- 6.4 The LAC will review its policies and practices on a regular basis, having regard to requirements and recommendations made by the Company from time to time, in order to ensure that the governance of the Academy is best able to adapt to the changing political and legal environment.
- 6.5 The LAC will provide such data and information regarding the business of the Academy and the pupils attending the Academy as the Board may require from time to time.
- 6.6 The LAC will submit to any inspections by the Company and any inspections pursuant to section 48 of the Education Act 2005.

## **7 Annual Review**

- 7.1 This Scheme of Delegation will operate from the Effective Date in respect of the named Academy. Where applicable, it will be based on the framework Scheme of Delegation that will have been put in place on the incorporation of the Company and will have been attached to Company's first Articles of Association.

- 7.2 The Board will have absolute discretion to review this Scheme of Delegation at least on an annual basis and to alter any provisions of it.
- 7.3 In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Board will have regard to, and give due consideration to, any views of the LAC.

## **8 Intervention and removal of delegated responsibility**

- 8.1 The LAC will work closely with and will promptly implement any advice or recommendations made by the Company in the event that intervention is either formally threatened, or is carried out, by the Secretary of State.
- 8.1.1 The Board expressly reserve the unfettered right to review or remove any power or responsibility conferred on the LAC under this Scheme of Delegation in such circumstances.
- 8.2 Notwithstanding clause 8.1, the Company and the LAC acknowledge the value of maintaining a good working relationship, particularly in light of the levels of delegated responsibility conferred by the Company to the LAC.
- 8.3 The LAC acknowledges the impact such level of delegated responsibility may have on the ability of the Company to react when standards are falling and / or there is evidence of financial imprudence exposing the Academy and, possibly more widely, the Company to a threat of intervention.
- 8.4 The Board and the LAC, in such circumstances, make the following commitments to each other:
- 8.4.1 To discuss openly any situation which may in the opinion of either the LAC or the Board potentially lead to a threat of intervention by the Secretary of State; and
- 8.4.2 To use all reasonable endeavours to agree the measures to be taken to improve standards and the performance of the Academy and to support each other in the implementation of those measures.

## **Schedule 1: Functioning of the Local Academy Committee**

### **9 The Chair and the Vice-Chair of the Local Academy Committee**

- 9.1 The Chair of the LAC will be appointed by the Board.
- 9.2 The governors serving on the LAC will, at the first meeting of each academic year, elect a Vice-Chair from among their number to serve until a successor is appointed or a vacancy occurs, as envisaged in clause 9.4.
- 9.2.1 A person who is employed by the Company (whether or not at the Academy) will not be eligible for election as Vice-Chair of the LAC.
- 9.3 Subject to clause 9.6, the Chair and the Vice-Chair will hold office till their successor has been appointed in accordance with clause 9.
- 9.4 The Chair of the LAC may at any time resign from their office by giving notice in writing to the Board.
- 9.5 The Vice-Chair of the LAC may at any time resign from their office by giving notice in writing to the LAC.
- 9.6 The Vice-Chair will automatically cease to hold office if:
- 9.6.1 They cease to serve on the LAC;
- 9.6.2 They are employed by the Company, whether or not at the Academy;
- 9.6.3 They are removed from office in accordance with this Scheme of Delegation; or
- 9.6.4 In the case of the Vice-Chair, they are appointed in accordance with this Scheme of Delegation to temporarily fill the vacancy for the office of the Chair of the LAC.
- 9.7 Where by reason of any of the matters referred to in clause 9.6, a vacancy arises in the office of the Vice-Chair, the LAC will, at its next meeting, elect one of their number to fill that vacancy.
- 9.8 Where the Chair is absent from any meeting, or there is, at the time, a vacancy in the office of the Chair, the Vice-Chair will act as the chairperson for the purposes of the meeting.

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- 9.9 Where, in the circumstances referred to in clause 9.7, the Vice-Chair is also absent from the meeting, or there is, at the time, a vacancy in the office of Vice-Chair, the LAC will elect one of their number to act as the chairperson for the purposes of that meeting, provided that the person elected will neither be a person who is employed by the Company, whether or not at the Academy, nor a director of the Company.
- 9.10 Any election of the Vice-Chair which is contested will be held by secret ballot.
- 9.11 The Chair may be removed from office by the Board at any time.
- 9.12 Before a resolution is passed by the Board to remove the Chair of the LAC from office, the person or persons proposing the removal will state their reasons for doing so, and the Chair of the LAC will be given an opportunity to make a statement in response.
- 9.13 The Vice-Chair may be removed from office by the Company at any time; or by the LAC in accordance with this Scheme of Delegation.
- 9.14 A resolution to remove the Vice-Chair from office, which is passed at a meeting of the LAC, will not have effect unless:
- 9.14.1 It is confirmed by a second resolution passed at a meeting of the LAC, held not less than fourteen (14) days after the meeting where the initial resolution to remove the Vice-Chair of the LAC was passed; and
- 9.14.2 The matter of the Vice-Chair's removal from office is specified as an item of business on the agenda for each of those meetings.
- 9.15 Before a resolution is passed by the LAC at the relevant meeting as to whether or not to confirm the previous resolution to remove the Vice-Chair from office, the person or persons proposing the removal will, at that meeting, state their reasons for doing so and the Vice-Chair will be given an opportunity to make a statement in response.
- 9.16 The Board must be informed of any resolutions passed to remove the Vice-Chair of the LAC from office.
- 9.17 Notwithstanding any guidance contained in section 9, the CEO will normally act as the chairperson for the LAC meetings of an academy when it joins the Trust and till the Board appoints a chairperson for the first time.

## **10 Conflicts of Interest**

- 10.1 Any LAC governor who has, or can have, any direct, or indirect, duty or personal interest (including, but not limited to, any Personal Financial Interest), which conflicts, or may conflict, with their duties as a LAC governor, will disclose that fact to the LAC as soon as he becomes aware of it.
- 10.2 A person must remove themselves from any discussions of the LAC in which it is possible that a conflict will, or may, arise between their duty to act solely in the interests of the Academy and any duty or personal interest (including, but not limited to, any Personal Financial Interest).
- 10.3 For the purpose of clause 10.1, a person has a Personal Financial Interest if they are in the employment of the Company, or in receipt of remuneration, or the provision of any other benefit directly from the Company, or in some other way linked to the Company or the Academy.
- 10.4 In any conflict between any provision of this Scheme of Delegation and the Articles, the Articles will prevail.
- 10.5 Any disagreement between the LAC and the Headteacher, or any working group of the LAC will be referred to the Board for determination.

## **11 The minutes from the meetings of the Local Academy Committee**

- 11.1 The minutes of the proceedings of a meeting of the LAC will be drawn up and entered into a book kept for the purpose by the person authorised to keep the minutes of the LAC. All minutes will be signed (subject to the approval of the LAC) at the same or subsequent meeting by the person acting as Chair thereof. The minutes will include a record of:
- 11.1.1 Any resolutions or decisions taken by the LAC;
  - 11.1.2 All appointments made by the LAC; and
  - 11.1.3 All proceedings at the LAC meetings, including the names of all persons present at each meeting.
- 11.2 The Chair will ensure that copies of the minutes of all LAC meetings (and such of any working groups) are provided to the Board, as soon as reasonably practicable, after those minutes are approved.

## 12 Working Groups of the Local Academy Committee

- 12.1 Subject to this Scheme of Delegation, the LAC may establish any working group.
- 12.2 The constitution, membership and proceedings of any working group will be determined by the LAC but having regard to any views of the Company.
- 12.3 The establishment, terms of reference, constitution and membership of any working group will be reviewed at least once in every twelve month period.
- 12.4 The membership of any working group may include persons who do not serve on the LAC, provided that a majority of the members of any such working group will be LAC governors or Directors.
- 12.5 The LAC may determine that some or all of the members of a working group who are who do not serve on the LAC, will be entitled to vote in any proceedings of the working group.
- 12.5.1 No vote on any matter will be taken at a meeting of a working group unless the majority of members of the working group present either are Directors or serve on the LAC.

## 13 Meetings of the Local Academy Committee

- 13.1 Subject to this Scheme of Delegation, the LAC may regulate its proceedings as the LAC thinks fit.
- 13.2 The LAC will meet approximately once a month (or hold ten meetings) during the school year.
- 13.3 Meetings of the LAC will be convened by the clerk to the LAC.
- 13.4 In exercising their functions under this Scheme of Delegation, the clerk will comply with any direction:
- 13.4.1 Given by the Company or the LAC; or
- 13.4.2 Given by the Chair of the LAC or, in their absence, or where there is a vacancy in the office of Chair, the Vice-Chair of the LAC, so far as such direction is not inconsistent with any direction given as mentioned in clause 14.3.1 above.

- 13.5 Any three members of the LAC may, by giving notice in writing to the clerk, requisition an extraordinary meeting of the LAC; and it will be the duty of the clerk to convene such a meeting as soon as is reasonably practicable.
- 13.6 Each LAC governor will be given the following at least **seven clear days** before the date of a meeting:
- 13.6.1 Notice of the meeting in writing, signed by the clerk; and
- 13.6.2 A copy of the agenda for the meeting;
- 13.6.3 Provided where the Chair or, in their absence the Vice-Chair; or where there is a vacancy in the office of Chair, the Vice-Chair; so determines on the ground that there are matters demanding urgent consideration, it will be sufficient if the written notice of a meeting, and the copy of the agenda are given within a shorter period as directed by the Vice-Chair.
- 13.7 The convening of a meeting and the proceedings conducted thereat will not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda thereof.
- 13.8 A resolution to rescind or vary a resolution carried at a previous meeting of the LAC will not be proposed at a meeting of the LAC unless the consideration of the rescission or variation of the previous resolution is a specific item of business on the agenda for that meeting.
- 13.9 A meeting of the LAC will be terminated immediately if:
- 13.9.1 The members of the LAC so resolve; or
- 13.9.2 The number of members present ceases to constitute a quorum for a meeting of the LAC in accordance with clause 14.12, subject to clause 14.14.
- 13.10 Where, in accordance with paragraph 14.9, a meeting is not held, or is terminated, before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting will be convened by the clerk as soon as is reasonably practicable, but in any event **within seven days** of the date on which the meeting was originally to be held, or was so terminated.
- 13.11 Where the LAC resolves in accordance with paragraph 14.9 to adjourn a meeting before all the items of business on the agenda have been disposed of, the LAC will,

before doing so, determine the time and date at which a further meeting is to be held for the purposes of completing the consideration of those items, and they will direct the clerk to convene such a meeting accordingly.

- 13.12 Subject to clause 14.14, the quorum for a meeting of the LAC, and any vote on any matter thereat, will be **three members of the LAC**, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the LAC at the date of the meeting. Such calculation must include at least one LAC governor appointed by the Company in accordance with clause 4.2.
- 13.13 In the event that the membership of the LAC falls below quorum, due to vacancies, resignations or terminations, the remaining LAC governors may hold a LAC meeting for the express purpose of filling any staffing vacancies that may be present at the Academy (subject to any restrictions contained within this Scheme of Delegation).
- 13.14 The quorum will be two thirds of (rounded up to a whole number) of the persons who are at the time entitled to vote for the purposes of:
- 13.14.1 Recommending to the Company the appointment of a parent LAC governor;
  - 13.14.2 Recommending to the Company the removal of a LAC governor in accordance with this Scheme of Delegation;
- 13.15 Subject to this Scheme of Delegation, every resolution considered at a LAC meeting will be determined by a vote.
- 13.15.2 Only those persons present and entitled to vote on the resolution will be able to do so.
    - 13.15.1 Every LAC governor will have one vote.
- 13.16 Subject to clauses 14.12 – 14.14, where there is an equal division of votes, the Chair of the meeting will have a casting vote.
- 13.17 The proceedings of the LAC will not be invalidated by:
- 13.17.1 Any vacancy on the board; or
  - 13.17.2 Any defect in the election, appointment or nomination of any person serving on the LAC.



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13.18 All written resolutions will be valid and effective as if they had been passed a meeting of the LAC (or at a working group of the LAC) duly convened and held, as long as it receives the written approval of all LAC members, who are eligible to vote on any such resolution.

13.19 Subject to paragraph 14.20, the LAC will ensure that the following are made available for inspection at the Academy:

13.19.1 The agenda for every meeting of the LAC;

13.19.2 The draft minutes of every such meeting, if they have been approved by the person acting as Chair of that meeting;

13.19.3 The signed minutes of every such meeting; and

13.19.4 Any report, document or other paper considered at any such meeting.

13.20 While executing the obligations contained in clause 14.19, the Academy will endeavour to ensure that it complies with the Articles, this Scheme of Delegation and the Company's Data Protection Policy.

13.21 In exceptional circumstances, the LAC may convene virtual meetings. These meetings must follow the same decision-making protocols as if the meeting were taking place physically.

13.22 Even under normal circumstances, any member of the LAC will be able to participate in meetings of the LAC by virtually provided that:

13.22.1 They have given prior notice of their intention to do so and providing all such details necessary to facilitate virtual attendance at least forty-eight (48) hours prior to the start of the LAC meeting; and

13.22.2 The LAC has access to appropriate equipment to facilitate virtual attendance.

## 14 Notices

14.1 Any notice to be given to or by any person pursuant to this Scheme of Delegation (other than a notice calling a meeting of the LAC) will be in writing and made to the Headteacher of the Academy.



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- 14.2 A notice may be given by the Academy to the LAC governors personally, via post, or electronically. All LAC governors will provide the Academy with contact details that would facilitate the communication of such notices.
- 14.3 All LAC governors in attendance at a LAC meeting will be deemed to have received notice of the meeting and the purposes for which it was called.
- 14.4 Proof that an envelope containing a notice was properly addressed, prepaid and posted will be conclusive evidence that the notice was given. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators will be conclusive evidence that the notice was given. A notice will be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent.

## 15 Indemnity

- 15.1 Subject to the provisions of the Companies Act 2006 every LAC governor, or any other officer or auditor of the Company, acting in relation to the Academy will be indemnified out of the assets of the Company against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in favour, or in which he is acquitted, or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company.

## 16 Complaints

- 17.1 All complaints submitted to the Academy will be done so in accordance with the Company's Complaints Procedure.

## 17 Expectations

- 17.1 All LAC Governors will be have regard to the LAC Governor Job Description issued by the Company, particularly noting the expectations of attendance, Link Governor position(s) and resulting visits, and the undertaking of any such training as necessary.



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## 18 Membership of panels

- 18.1 In the event that a panel needs to be convened, such as under the Complaints Procedure or the Grievance Procedure, the membership of the panel will be open to all eligible LAC governors.
- 18.2 The LAC may use the LAC governors from other academies within the Trust to complete the panel in the event that there are not enough eligible governors / available governors to complete the procedural requirement.

Model Scheme of Delegation

## Schedule 2: Details of the Academy

St Richard's Church of England Primary School

Forge Lane  
Hanworth  
London  
TW13 6UN

In the London Borough of Hounslow.

### Composition of the Local Academy Committee

The Headteacher (appointed by the Company)  
Head of School (appointed by the Company)  
Parish Priest (appointed by the Company)  
4 Company appointed governors  
2 Elected / Nominated parent governors (appointed by the Company)  
1 Elected / Nominated staff governor (appointed by the Company)

### Derogations from the Scheme of Delegation:

Clause	Derogations
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## Schedule 3: Level of Delegation

Key: Level 1: The Company  
 Level 2: The LAC  
 Level 3: An individual LAC governor  
 Level 4: The Headteacher

It should be remembered that although decisions may be delegated, the LAC, together with the Company as a whole, remains responsible for any decision made under delegation.

Function	No	Tasks	Decision Level			
			1	2	3	4
Central Services	1	To determine the scope of mandatory core services to be delivered by the Company to the academies.	✓			
	2	To identify any additional services to be procured on behalf of individual academies.	✓	✓		
	3	To ensure centrally procured services provide value for money.	✓			
	4	To consider requests from other schools to join the Company.	✓			



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Function	No	Tasks	Decision Level			
			1	2	3	4
Budgets	5	To determine to proportion of the overall Academy budget to be delegated to individual academies within the Company.	✓			
	6	To develop and propose the individual Academy budget.		✓	✓	
	7	To approve the first formal budget plan in each financial year.		✓		
	8	To monitor monthly expenditure.		✓	✓	✓
	9	To approve any likely budget headings overspends.		✓		
	10	To establish financial decision levels and limits.	✓	✓		
	11	To establish a Lettings, Charging & Remissions policy.	✓			
	12	To appoint the Responsible Officer.	✓	✓		
	13	Approval of additional financial expenditure outside of the agreed budget.	✓	✓		
	14	To enter into contracts up to the limits of delegation and within an agreed budget (limits determined by the Company).	✓	✓ ≤£10,000		
	15	To make payments within agreed financial limits.	✓	✓ ≤£50,000		✓



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Function	No	Tasks	Decision Level			
			1	2	3	4
Staffing	16	The Headteacher appointments (selection panel).	✓	✓		
	17	Assistant Headteacher appointments (selection panel).	✓	✓		
	18	Appoint other teaching staff members.		✓		✓ <1yr / NQTs
	19	Appoint non-teaching staff members.		✓		✓ <1yr
	20	Agree a Pay Policy.	✓			
	21	Approval of any other pay discretions.	✓			
	22	Establishment of Disciplinary and Capability Procedures.	✓			
	23	Dismissal of the Headteacher.	✓			
	24	Dismissal of any other staff.		✓		✓
	25	Suspension of the Headteacher.	✓			
	26	Suspension of any other staff member.		✓		✓
	27	Ending suspension of the Headteacher.	✓			
	28	Ending suspension of any other staff members.		✓		✓
	29	Determining staff complements within agreed budget.		✓		
	30	Determining dismissal payments and / or early retirement payments.	✓	✓		



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Function	No	Tasks	Decision Level			
			1	2	3	4
Curriculum	31	To develop a Curriculum Policy.		✓		✓
	32	To implement Curriculum Policy.		✓		✓
	33	Responsibility for improving standards of teaching.		✓		✓
	34	Accountability for the current standards of teaching.	✓	✓		✓
	35	Responsibility for the education of each individual child.		✓		✓
	36	Accountability for education of each individual child.	✓	✓		✓
	37	Provision of relationship and sex education - to establish and keep up to date a written policy.	✓	✓		✓
	38	To establish a Charging & Remissions Policy for school activities.	✓	✓		✓
Prevent Duty	39	To prohibit political indoctrination and ensure the balanced treatment of political issues; to fulfil the Prevent Duty regarding extremism and radicalisation.	✓	✓		✓
Performance Management	40	To develop an Appraisal Policy.	✓			
	41	To implement the Appraisal Policy.	✓	✓		✓
	42	To review the Appraisal Policy on an annual basis.	✓	✓	✓	
	43	To perform the appraisal of the Headteacher.	✓			
	44	To perform the appraisals of all staff (except the Headteacher).		✓		✓



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Function	No	Tasks	Decision Level			
			1	2	3	4
Target setting	45	To propose targets for pupil achievement.				✓
	46	To agree targets for pupil achievement.	✓	✓		
	47	Responsibility for pupil outcomes.		✓		✓
	48	Accountability for pupil outcomes.	✓	✓		
Discipline	49	To establish a Discipline Policy.	✓			
	50	To implement the Discipline Policy and create and implement Sanctions and Rewards.		✓		✓
	51	(a) To review the use of exclusion.  (b) To decide whether or not to confirm all permanent exclusions and fixed term exclusions, (i) where the pupil is either excluded for more than 15 school days in total in a term, or (ii) would lose the opportunity to sit a public examination.  (c) To direct reinstatement of excluded pupils.  This task may be delegated to Chair / Vice-Chair of the LAC in cases of urgency.		✓		
Admissions	52	To consult before setting an admissions policy.	✓	✓		
	53	Admissions: application decisions.		✓		
	54	To appeal against Local Authority directions to admit pupil(s).		✓		
Religious Education	55	Responsibility for ensuring provision of Religious Education in line with the Academy's basic curriculum.		✓	✓	
Collective Worship	56	To ensure that all pupils take part in a daily act of collective worship.		✓	✓	



# LDDBS Academies Trust 2



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 Registered Office: London Diocesan House, 36 Causton Street, London, SW1P 4AU

Function	No	Tasks	Decision Level			
			1	2	3	4
Premises & Insurance	57	Buildings insurance and personal liability.	✓			
	58	Developing Academy buildings strategy or master plan.	✓	✓		
	59	Maintaining buildings, including developing properly funded maintenance plan.		✓	✓	
Health & Safety	60	To institute a health and safety policy.	✓			
	61	To ensure that health and safety regulations are followed		✓	✓	✓
School Organisation	62	To publish proposals to change category of the Academy.	✓			
	63	To set the times of the Academy sessions and the dates of the Academy terms and holidays.		✓		✓
	64	To ensure that the Academy opens for 390 sessions in a school year.	✓	✓		✓
Information for Parents	65	To prepare and publish the Academy prospectus.		✓		✓
	66	To ensure provision of Free School Meals to those pupils meeting the criteria.				✓
	67	Adoption and review of Home-School Agreements.		✓		



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Function	No	Tasks	Decision Level			
			1	2	3	4
Local Academy Committee Procedures	68	To draw up governing documents and any amendments thereafter.	✓	✓		
	69	To appoint and remove the Chair of the LAC.	✓			
	70	To appoint and remove the Vice-Chair of the LAC.		✓		
	71	To appoint and dismiss the Clerk to the LAC.		✓		
	72	To hold a full LAC meeting monthly, or 10 times in a school year, or an extra-ordinary meeting LAC, as often may as may be required.		✓		
	73	To appoint and remove LAC governors.	✓			
	74	(a) To set up a register of business interests for the LAC governors.  (b) To ensure all new LAC governors fill, complete, sign and return a declaration of business interests' form.  (c) To ensure that the register of business interests is updated on an annual basis.		✓		
	75	To approve and set up a LAC governors' Expenses Scheme.		✓		
	76	To discharge duties in respect of pupils with special needs by appointing a "Responsible Person".		✓		✓
	77	To consider whether or not to exercise delegation of functions to individuals.		✓		
78	To regulate the LAC procedures (where not set out in law).	✓				
79	To determine the development needs of LAC governors and put in place an appropriate training program.	✓	✓			



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Function	No	Tasks	Decision Level			
			1	2	3	4
Extended School	80	To decide to offer additional activities and what form these should take.		✓		✓
	81	To put into place the additional services provided.		✓		✓
	82	To ensure delivery of services provided.				✓
	83	To cease providing extended school provision.		✓		
General Policies	84	To institute a Safeguarding Policy.	✓	✓		✓
	85	To ensure that the Safeguarding Policy is implemented.		✓	✓	
	86	To determine, on an annual basis, those policies which will be developed by the Company and will be adopted by all academies within the Company.	✓			
	87	To provide to the Company, on an annual basis, copies of all the policies and procedures and a schedule for their review.		✓		