

## Local Board Decision Table – Weston St Mary CE Primary School

### Key for the decision tables

Stakeholders are:

LAAT = Lincoln Anglican Academies Trust

LB = Local Board

H = Headteacher

Responsibilities are:

D = Decision to be taken by the appropriate stakeholder

A = Action / Advice required from the appropriate stakeholder to help inform decisions\*

R = Ratification required from the appropriate stakeholder

M = Monitoring to be undertaken by the appropriate stakeholder

**All academies must ensure that their financial and other arrangements comply with the current financial regulations, standing orders and schemes of delegation. If any doubt exists, speak to a LAAT Officer before any action or decision**

ACTIONS			Delegation Removed		
Key Function	No.	Tasks	LAAT	LB	H
<b>Academy</b>	1	To set the budget plan each financial year and submit to LAAT for final approval	MDA	DA	A
	2	To develop an academy improvement plan which looks in detail at the next 12 months, has actions looking 3 years ahead and has strategies for 5 years	D	A	A
<b>Budgets</b> (All actions assume that financial procedures are followed in items 3-9)	3	To cost the academy improvement plan for the next 12 months in the detail of the academy budget and to ensure the 3 and 5-year plans are affordable.	D	A	A
	4	To monitor monthly and termly expenditure	M	M	M

ACTIONS			Delegation Removed		
Key Function	No.	Tasks	LAAT	LB	H
	5	To respond appropriately to finance reports to ensure expenditure stays within budget	D	A	A
	6	To investigate financial irregularities (Headteacher suspected)	DA	DA	DA
	7	To investigate irregularities (others suspected)	DA	DA	DA
	8	To enter into contracts in line with Schedule of Delegated Authorities	DA	A	A
	9	To provide all required categories of insurance	D		
<b>Staffing</b>	10	Headteacher appointments (selection panel)	DA	A	
	11	Deputy appointments (selection panel) in line with the Financial Management Policy and Schedule of Delegated Authorities	DA	A	A
	12	Appoint other teachers in line with Financial Management Policy and the Schedule of Delegated Authorities	D	A	A
	13	Appoint non-teaching staff in line with Financial Management Policy and the Schedule of Delegated Authorities	D	A	A
Performance Management Panel is Chair of LB, LAAT rep and if appropriate external adviser	14	Performance Management of Headteacher (Set targets, review and make pay recommendation)	DA	A	A
	15	Other Pay discretions within pay policy and budget e.g. retention	D	A	A
	16	Dismissal (Headteacher) <i>acting through Dismissal Committee</i>	DA	A	
	17	Dismissal (other staff) <i>acting through Dismissal Committee</i>	DA	A	A
	18	Establishing staff disciplinary/capability procedures / policy	DMA		
	19	Establishing complaints and whistle-blowing procedures	DMA		

ACTIONS			Delegation Removed		
Key Function	No.	Tasks	LAAT	LB	H
*LB as a whole will not be informed of reasons for suspension to remain impartial	20	Suspending and ending a suspension of Headteacher	DA	A*	
*HT will make only decision if it is a safeguarding issue	21	Suspending and ending a suspension of staff (except Headteacher)	D	A	A
	22	Determining dismissal payments/early retirement	D		
	23	Determining staffing structure within agreed budget	DA	A	A
<b>Curriculum</b>	24	To ensure a broad and balanced curriculum taught to all pupils and to consider any disapplication for pupil(s)	DM	MA	MA
	25	To approve and review curriculum policy	D	A	A
	26	To implement curriculum policy	M	M	A
	27	Monitoring standards of teaching making decisions to improve practice	RM	MA	A
	28	To provide reports to LAAT at intervals to be decided by LAAT in consultation with the Diocese's Professional Officers		A	A
	29	To decide which subject options should be taught with regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	R	DA	A
	30	Responsibility for monitoring the progress of individual children and taking decisive actions	RM	MA	MA
	31	Provision of sex education - make and keep up to date a written policy	R	DA	A
	32	To prohibit political indoctrination and ensure the balanced treatment of political issues (Inc. PREVENT policy)	M	M	A
	33	Maintain current Single Central Record and Safeguarding Policies	M	MA	MA
	34	To approve and review a charging and remissions policy for curriculum activities*	DA	A	A

ACTIONS			Delegation Removed		
Key Function	No.	Tasks	LAAT	LB	H
Target Setting	35	To approve and publish targets for pupil achievement	R	DA	A
Exclusions	36	To approve and review a behaviour policy	R	DA	A
	37	To exclude a pupil for a fixed term (less than 45 days in total per year) or permanently			D
	38	To consider certain exclusions and any representations (must consider any pupil excluded permanently or for more than 15 days in one term, or 45 days in total) <i>NB: Local Board must act through the pupil discipline committee</i>	R	D	
	39	To implement an appeals process for excluded pupils	D	A	
Admissions	40	To approve and review an admissions policy	D	A	A
	41	Admissions: application and appeals decisions	M	DA	
	42	To appeal against LA directions to admit pupil(s)	RM	DA	
Religious Education	43	Ensure RE is provided according to trust deed and the Christian ethos	M	M	A
Collective Worship	44	To ensure collective worship in accordance with Trust Deed and statutory requirements	M	M	A
Premises	45	Buildings Insurance – advice from LAAT, diocese or trustees where appropriate	D		
	46	Day to day repairs and premises maintenance	R	D	A
	47	Planned maintenance and Estate Strategy	D	A	A
	48	To ensure health and safety issues are met	M	MA	MA
Information for Parents	49	To set the times of school sessions and the dates of school terms and holidays	R	DA	A
	50	Pupil Annual reports – to approve format and distribution processes	M	DA	A
	51	To ensure all statutory information is published by Local Boards (for example Pupil Premium, Phonics scheme used etc.)	M	MA	A

ACTIONS			Delegation Removed		
Key Function	No.	Tasks	LAAT	LB	H
	52	To ensure provision of free school meals to those pupils meeting criteria	M	M	A
<b>Local Board Procedures</b>	53	Adoption and review of home-school agreements	M	DA	A
	54	To appoint the chair of a Local Board	D		
	55	To appoint the vice chair of a Local Board	D		
	56	To remove a member of the Local Board	D		
	57	To appoint and dismiss the clerk to the Local Board governors	D		
	58	To hold a Local Board meeting once a term or more often as required by LAAT	RM	DA	A
	59	To consider whether or not to exercise delegation of functions to individuals or committees	RM	DA	
	60	To regulate the Local Board's procedures	DM	A	
	61	To keep under review the establishment, terms of reference and membership of committees, including selection panels	RM	DA	
	62	To set up a Register of Local Board Members' business interests	MA	MA	
	63	To audit Local Board Members' skills	RM	A	
	64	To approve and set up a Local Board Members' expenses scheme	D	A	
	65	To discharge duties in respect of pupils with special needs by appointing a 'responsible person'	RM	DA	A