



GAIS Scheme of Delegation 2021/22

The scheme of delegation is a key document defining which functions have been retained at Board level or delegated to the following roles:

COLUMN TICKED: Action to be undertaken at this level

COLUMN MARKED 'A': Provide advice to those accountable for making decision (<A> advice both ways)

Key Function	No	Task	Members	Board	LAB	Head
Governance	1.	Members: Appoint/Remove	✓			
	2.	Trustees: Appoint/Remove	✓			
	3.	Appoint the Chair and Vice Chair of the Board		✓		
	4.	Board Committee Chairs: appoint/remove		✓		
	5.	LAB Chairs appoint/remove		✓		A
	6.	Company Secretary: appoint and remove		✓		A
	7.	Clerk to board: appoint and remove		✓		A
	8.	Clerk to LAB: appoint and remove				✓
	9.	Articles of Association: agree and review	✓	A		A
	10.	Approve changes to the GAIS Governance structure, Terms of Reference or Funding Agreement		✓		A
	11.	Approve changes to the Scheme of Delegated Authority		✓		A
	12.	Terms of reference for GAIS Board committees: agree annually		✓		A
	13.	Terms of reference for LAB/committees: agree annually		✓	A	A
	14.	Trustee Skills audit: complete and recruit to fill gaps		✓		A
	15.	LAB Skills audit: complete			✓	✓
	16.	LAB recruitment to fill gaps			Chair	✓
	17.	Annually self-review GAIS board and committee performance: complete annually		✓		
	18.	Annually self-review of LAB performance: complete annually			✓	
	19.	Annual schedule of business for GAIS Board: agree		✓		A



Key Function	No	Task	Members	Board	LAB	Head
Governance	20.	Annual schedule of business for LAB: agree			✓	A
	21.	Annual register of trustees and LAB Business Interests: establish and publish		✓	✓	A
	22.	Approve Trustees and LAB Expenses Policy		✓	A	A
	23.	Appoint Internal Auditors		✓		A
	24.	Appoint External Auditors		✓		A
	25.	Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement: approve		✓		A
	26.	Determine GAIS wide policies reflecting GAIS's ethos and values including: statutory policies along with admissions and staffing policies: approve		✓	A	A
	27.	Determine school level policies which reflect the school's ethos including: curriculum, teaching & learning: approve			✓	A
	28.	Management of risk; establish register, review and monitor		✓	A	A
	29.	GAIS's vision and strategy, agreeing KPIs: determine		✓	A	A
	30.	School staffing structure: agree		✓	A	A
	31.	Performance management of the Headteacher		✓	A	
	32.	Manage Freedom of Information requests				
Finance	33.	Chief Financial Officer for delivery of trusts detailed accounting processes: appoint		✓		A
	34.	Approve budgets for financial year		✓		A
	35.	Approve an overall deficit budget		✓		A
	36.	Approve revised in-year school budget changes		✓		A
	37.	Headteacher pay award: agree		✓		
	38.	Staff appraisal procedure and pay progression: monitor and agree		✓		A
	39.	Monitor GAIS budget at every Board meeting		✓		
	40.	Monitor schools budget monthly		✓	A	✓



Key Function	No	Task	Members	Board	LAB	Head
	41.	Enter into contracts, ordering goods and services up to £10,000		✓		✓
	42.	Enter into contracts, ordering goods and services over £10,001		✓		A
	43.	Agree virements and budget adjustments up to £10,000				✓
	44.	Agree School virements and budget adjustments over £10,001		✓		A
	45.	Disposal of assets up to £1,000				✓
	46.	Disposal of assets over £1,001		✓		
	47.	Write-off of bad debts up to £1,000				A
	48.	Write-off of bad debts between £1,001 - £45,000 (ESFA for above)		✓		A
	49.	Invest surplus funds in line with the Investment Policy				
	50.	Approve financial and procurement policies		✓		
	51.	Appoint School Deputy Headteacher & senior school appointments			A	✓
	52.	Replace a member of school staff (within an agreed budget)				✓
	53.	Amend the staffing structure (outside the agreed budget)		✓		
	54.	Approval the school staffing structure: Annually		✓		
	55.	Approve staff, HR, pay, performance and disciplinary policies		✓		A
	56.	Suspend the Chief Executive		✓		
	57.	Performance review of all school staff below (but not including) Headteacher				✓
	58.	Suspension all school staff below (but not including) Headteacher				✓
	59.	Ending suspension of all school staff below (but not including) Headteacher				✓
	60.	Dismissal of all school staff below (but not including) Headteacher				✓
	61.	Dismissal payments / early retirement		✓		A



Key Function	No	Task	Members	Board	LAB	Head
Strategic Planning	62.	Approve GAIS Strategic Plan		✓		A
	63.	Review progress against GAIS Strategic Plan		✓		A
	64.	Approve School Development Plan		✓	A	A
	65.	Review progress against School Development Plan			A	
Discipline / Exclusions	66.	Approve pupil behaviour policies		✓	A	A
	67.	Monitor implementation of pupil behaviour policies		✓	A	✓
	68.	Monitor issues associated with each schools implementation of pupil behaviour policies		✓		A
	69.	Exclude a pupil more than 15 days or permanently		✓		A
	70.	Review exclusion on appeal		✓		A
	71.	Direct reinstatement of excluded pupils		✓		A
Admissions	72.	Consult on an Admissions Policy		✓	A	A
	73.	Agree Admissions Policy		✓		A
	74.	Agree & change school PAN		✓	A	A
	75.	Admissions: application decisions		✓		A
	76.	Admission Appeals		✓		✓
	77.	Approve Admissions Prospectus		✓	A	A
Premises & Insurance	78.	Provision of appropriate Buildings and other relevant insurance				✓
	79.	Approve premises related policies		✓		
	80.	Develop and approve School Maintenance Strategy				✓
	81.	Develop and approve GAIS Premises and Capital Strategy				✓
Health & Safety	82.	Approve a Health & Safety Policy		✓		
	83.	Approve a School Risk Management Plan		✓	A	A
	84.	Monitor implementation of School Risk Management Plans		✓		A
	85.	Approve Trust Risk Management Plan		✓		
	86.	Approve residential trips in UK				✓
	87.	Approve residential trip abroad		✓		



Key Function	No	Task	Members	Board	LAB	Head
School Organisation	88.	Approve and review Business Continuity Plans		✓		
	89.	Approve times of school day and dates of school terms and holidays		✓	A	A
	90.	Ensure that Schools delivers an appropriate number of days in a school year		✓		A
School Meals	91.	Ensure that School lunch nutritional standards are met		✓	A	A
	92.	Ensure provision of free school meals to those pupils meeting the criteria				✓
	93.	Ensure the provision of Universal Free School Meals offering to Infant age pupils				✓
Extended Schools	94.	Decide to offer additional activities and what form these should take			A	✓
	95.	Monitoring of Extended Services			A	✓
	96.	Cease providing extended school provision		✓	A	A
Safeguarding	97.	Complete and maintain Single Central Record				✓
	98.	Annual approval of school safeguarding review		✓		A
	99.	Undertake annual review of school safeguarding				A