

GDST Academy Trust Scheme of Delegation – responsibilities and accountability

	Sponsor (GDST)	ATB	LGB	Principal
Purpose	<p>Makes appointments to the ATB</p> <p>Ensures effective governance</p> <p>Ensures the Academies operate within the current legal framework</p> <p>Sets the ethos and vision for the Academies</p>	<p>Provides advice to the sponsor on the functioning of the academy.</p> <p>Monitor the Academies’ KPIs, in particular pupil progress and pupil attainment, providing challenge where appropriate.</p> <p>Monitor the implementation of the Academies’ strategic plans.</p>	<p>Provides focused support at a local level and act as a critical friend.</p> <p>Reviews on a regular basis the performance and progress of the Academies in areas including ethos and welfare, strategy, direction, vision and values, teaching and learning, pupil progress, staff development, financial compliance with the budget. Reports all such matters to the ATB on a regular basis.</p> <p>Promoting the Academies and fostering links with their local communities.</p>	<p>Leadership and management of the Academy.</p> <p>Advise the ATB on strategic direction, forward planning and quality assurance.</p>
Accountability	Accountable to the DfE for the Academies’ performance.	Accountable to the Sponsor.	Accountable to the ATB.	Accountable to the ATB.
Financial Authority	<p>Broad financial oversight</p> <p>Provides support and guidance to ATB, LGBs and the Academies through shared staff expertise</p> <p>Ensures the effective use of funds as expected by the DfE</p>	The ATB Finance, Audit & Risk Committee works with the Academy Trust Finance Director to set the annual budget for the Academies – which are subsequently approved by the ATB.	<p>Monitors the implementation of the budget assigned by the ATB and report regularly to the ATB on progress against it through the prompt circulation of meeting minutes to the ATB.</p> <p>Support the Principal in identifying opportunities for further income generation and/or cost savings.</p>	<p>Responsible for ensuring regulatory and propriety. And for the economic, efficient and effective use of resources.</p> <p>Responsibility for the administration of the financial affairs of the academy in accordance with their role as an Accounting Officer for the Academy.</p>
Delegated responsibility	<p>Evaluates performance of the ATB</p> <p>Use evaluation to recommend training opportunities</p>	<p>Agree upon strategy, direction, vision and values of each Academy with the Sponsor, LGB and Principals.</p> <p>Make appropriate comments and recommendations to the sponsor on matters relevant to the academy’s operation on a regular basis.</p> <p>Ensure the LGB implements and monitors policies approved by the ATB.</p>	<p>Support the principal in the creation, implementation and monitoring of the Academies’ strategic plans.</p> <p>Ensure the academy implements and monitors policies approved by the ATB.</p>	<p>Implement agreed policies and procedures set out by the LGB and ATB.</p> <p>Report on the performance of the academy and student progress.</p>
Commitment	Annual focus on the performance of the Academies supported by a report on the ATB (see evaluation row below)	<p>One member of ATB (usually the relevant LGB chair) to be present at LGB meetings.</p> <p>Meet four times a year.</p>	<p>Meets at least once each term in every academic year.</p> <p>Minutes to be taken at every meeting and made available to the ATB as soon as reasonably practical.</p>	Provide information in a timely fashion and as requested to the LGB and ATB to support their effective functioning.
Policy Overview	Provides support and guidance to ATB, LGBs and the Academies through shared staff expertise – HR, audit, governance, payroll, legal, ICT, Innovation & Learning and Development.	<p>Maintains oversight of policies via the ATB Policy Matrix which is factored into its annual work programme.</p> <p>Reviews and approves statutory and employment policies.</p>	Approves school operational policies as determined in the ATB Policy Matrix.	Liaises with Academy and GDST staff to ensure school operational policies, and other delegated policies, are reviewed / updated and put forward for approval as necessary.
Evaluation	Reflects annually on the performance of the ATB	<p>Once a year:</p> <p>Produces written report annually for review by the Sponsor.</p> <p>Undertakes self-evaluation to reflect on performance.</p>	<p>Once a year:</p> <p>Produces written report at the end of each year for review by the ATB.</p> <p>Undertakes self-evaluation to reflect on performance.</p>	<p>Once a year:</p> <p>Undertakes annual performance appraisal with the Chief Executive of the GDST, who is also a Trustee of the ATB.</p>