

London Academy of Excellence Scheme of Delegation

Key:

Level 1 – Members

Level 2 – Trustees (i.e. Full Governing Board)

Level 3 – A committee of the Board of Trustees

Level 4 – Accounting Officer (Headteacher)

Column blank: Action can be undertaken at the level

Column shaded: Function cannot be carried out at this level

Area	Task	L e v e l 1	Level 2	L e v e l 3	L e v e l 4
Finance, Audit & Risk	1. Approve the budget plan for the financial year		X		
	2. Monitor monthly expenditure			X	
	3. Establish a charging and remissions policy				X
	4. Enter into financial contracts (refer to financial scheme of delegation for limits)		X	X	X
	5. Ensure academy annual accounts are prepared within the appointed time frame			X	
	6. Approve and submit the annual accounts		X		
	7. Receive the annual report and accounts	X			
	8. Review annually and recommend the appointment of the auditors		X (recommendation from FRC)		
	9. Appoint auditors	X			
	10. Responsibility for risk management and oversight of the risk register		X		

	11. Review the risk register and provide advice to the full governing board on risk management			X	
	12. Keep the risk register up to date				X
	13. Direct the programme of internal scrutiny			X	
	14. Approve the School Resource Management Self-Assessment Tool Submission to the DfE			X	
	15. Approve donations up to the amount set in the Policy on the Acceptance of Donations			X	X
	16. Approve the Policy on the Acceptance of Donations (JPH)		X		
	17. Approve the 16-19 Bursary Policy				X
Staffing	18. Appoint a headteacher		X		
	19. Agree a staffing plan for the following academic year			X	
	20. Appoint teaching staff				X
	21. Appoint non-teaching staff				X
	22. Agree a pay policy			X	
	23. Establish and review procedure for addressing staff disciplinary, conduct and grievance			X	
	24. Approve a policy on Early Career Teachers (ECTs)			X	X
	25. Dismissal of the Headteacher		X		
	26. Dismissal of other staff				X
	27. Suspension of the Headteacher		X		
	28. Suspension of other staff				X
	29. Dismissal payments/early retirement			X	

Curriculum	30. Establish and implement curriculum policy				X
	31. Approve curriculum policy (PTE)			X	
	32. Monitor standards of teaching				X
	33. Decide which subjects will be taught, including co-curricular activities				X
	34. Responsibility for individual child's education				X
	35. Provision of sex education – includes establishing and maintaining an up to date policy				X
	36. To prohibit political indoctrination and ensure a balanced treatment of political issues				X
Performance Management	37. Establish and implement a performance management policy				X
	38. Approve a performance management policy				X
Target setting	39. Set targets for student attainment			X	
Conduct	40. Establish and implement a policy for student conduct				X
	41. Approve a student conduct policy (MDU)			X	
	42. Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is excluded for 15 days or more or would lose the opportunity to sit a public examination			X	
	43. Direct reinstatement of excluded students				X
Admissions	44. Review and approve the admissions policy annually		X		

	45. Implement the admissions policy				X
Premises and insurance	46. Approve the buildings insurance, personal liability and trustees' indemnity insurance			X	
	47. Oversee the development of a school building strategy			X	
	48. Ensure maintenance of buildings				X
	49. Approve a health and safety policy			X	
	50. Ensure that health and safety regulations are followed				X
School Organisation	51. Set times of academy day and dates of academic terms				X
Information for parents	52. Prepare and publish the academy prospectus				X
	53. Ensure the provision of free school meals to those students meeting the criteria				X
	54. Adopt and review home school agreements				X
Governance	55. Appoint (and remove) the chair and vice-chair		X		
	56. Appoint (and dismiss) the clerk to the trustees		X		
	57. Hold a full governing board meeting at least three times in an academic year		X		
	58. Appoint (and remove) trustees	X			
	59. Set up a register of trustee business interests		X		
	60. Set up and approve a trustee expenses policy (RHI)		X		
	61. Consider whether or not to delegate functions to individuals or committees		X		

	62. Regulate governing board procedures		X		
Multi-Academy trusts	63. To consider forming a MAT or joining an existing MAT	X			
Inclusion and equality	64. To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years (RHI)		X		
	65. To establish and review a special educational needs (SEN) and disability policy (THA)			X	
	66. To establish and review a Supporting Students with Medical Conditions Policy (THA)			X	
	67. To designate a responsible person for safeguarding		X (safeguarding link trustee)		
	68. To designate a responsible person for looked after children		X (safeguarding link trustee)		
	69. To establish and review an accessibility plan (THA)			X	
	70. To establish and review annually a child protection policy and procedures (THA)		X		

Agreed as a true record of the decisions of the Governing Body

Signed:- RHI..... (Chair of the Governing Body)

Dated:- 18/09/2026.....