



## **SCHEME OF DELEGATION**

**Workington Academy  
Local Advisory Board (LAB)**

**Effective Date – 18 October 2016**

This Scheme of Delegation is made between the William Howard Trust (“Trust Board Members”) and the Governors of Workington Academy (“LAB Members”) in accordance with the constitution of the Governors, wherein this Scheme of Delegation is referred to as (“the Scheme”) and is effective from the date of approval.

Subject to the requirements of William Howard Trust set out in this Scheme, the Trust Board Members delegate to the LAB Members its responsibility and powers as the Governing Body of the academy which shall be discharged by the LAB Members in accordance with its constitution, any William Howard Trust Policies and advice published from time to time by the Department for Education (DFE) and Ofsted.

Responsibilities and powers delegated to the LAB Members may be further delegated to the Headteacher of the academy. It should be remembered that although decisions may be delegated, the LAB Members, together with the Trust Board Members, remain responsible for any decision made under delegation.

### **Composition of Local Advisory Board (LAB) Members**

<b>Type of member</b>	<b>Number</b>	<b>Term of office</b>	<b>How elected</b>
CEO/Executive Headteacher	1	Indefinite	By appointment as CEO/Executive Headteacher
Headteacher, Workington Academy	1	Indefinite	By appointment as Headteacher by CEO/Trust Board
LAB Member (including Chair)	7	4 years	By William Howard Trust Board resolution
Parent Board Member	2	2 years	Seconded parent volunteer applications to be considered by William Howard Trust Board Members
Staff Board Member	1	2 years	Staff election

All policies referred to in this Scheme of Delegation means the current policy by that title as published on the Trust Board and academies website.

### **Local Advisory Board Members agree to:**

- attend all LAB meetings, as per the calendar shared at the beginning of each academic year. If attendance is not possible, apologies must be submitted to the Clerk and Chair of LAB.
- attend such training as is reasonably required by the Trust in order to update and improve the knowledge and skills available to fulfil its role in respect of the Academy;

- provide the information required by the Trust in the form indicated in the Scheme and its appendix and not to withhold any information which the Trust reasonably requires;
- refer certain decisions to the Trust for approval as set out in the Scheme, and not to act, or to omit any act, in reliance on such a decision prior to obtaining such approval;
- report to the Trust Board Members on the outcomes and progress within a one-week period of each meeting;
- respond to any questions or queries from the Trust Board Members in a timely manner.
- Act in accordance with the LAB Protocols.

### **Administration**

- The Trust Board will appoint the Chair of the LAB.
- The LAB will be quorate if three members are present.
- Trust Central Team members and the Academy Leadership Teams may be invited to attend, but have no voting rights.
- Administrative support will be provided by the Clerk to the LAB.
- Agendas will be agreed in advance by the Chair of the LAB (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.
- Minutes of meetings will be taken and approved in draft by the Chair of the LAB. The draft minutes will be circulated to the LAB within at least 10 working days, following the LAB Meeting.
- The Trust Board and LAB will review this Scheme of Delegation annually. The LAB will self-assess its' performance against this on an annual basis.

### **1. COMPLAINTS**

The Chair of LAB will arrange for a formal complaint to be investigated, by nominating a LAB Member or independent individual to investigate and respond, in accordance with the Trust's Complaints Procedure.

### **2. SAFEGUARDING**

The LAB Members shall ensure that safeguarding is a continued priority and ensure that each element of safeguarding is managed effectively throughout the academy.

The LAB Members shall appoint a member who has specific responsibility for safeguarding.

The Board Members shall ensure that the Academy has a Staff Designated Safeguarding

Lead (Child Protection) and Deputy and that their contact details are published on the academy & Trust websites.

The LAB Member, who has specific responsibility for safeguarding, will take part in a programme of internal audit and report their findings to the LAB.

### **3. HUMAN RESOURCES**

#### **3.1 Recruitment**

The Trust Board/CEO shall appoint the Headteacher and Deputy Headteacher(s) of the academy. Selection panels will be a minimum of two people. LAB Members, inclusive of the Headteacher (when appropriate), shall be invited to sit on a recruitment panel where appropriate.

The LAB Members shall delegate the appointment process of other staff to the academy, in accordance with the Trust's Recruitment & Selection Policy. Confirmation of any appointment must be ratified by the CEO.

#### **3.2 Performance Review and Pay Discretions**

The performance review of the Headteacher will be conducted by the Chair of the LAB and the CEO, in accordance with the Trust's Appraisal Policy and Pay Policy.

The LAB Members will ensure that the performance review of all other staff is conducted in accordance with the Trust's Appraisal Policy & Pay Policy. The quality assurance of performance review will be managed by the CEO. The CEO will have responsibility, on behalf of the Trust Board, for authorising teacher's pay progression following the appraisal process, in accordance with the Trust's Pay Policy.

The LAB Members may, in line with the Trust's Pay Policy, recommend any discretionary pay awards for the Headteacher following the performance review procedure, to the Trust Board who will consider, but not be bound by any such recommendation.

#### **3.3 Disciplinary**

LAB Members, consisting of no less than two, will hear any appeal against a written warning. The panel shall be advised by a person engaged for the purpose (in most cases this will be EPM) by the Local Advisory Board. The panel can confirm the warning, reduce a final warning to a warning or cancel the warning.

#### **3.4 Early Retirement and Flexible Working requests**

LAB Members will delegate any consideration of requests for Early Retirement or Flexible Working to the Headteacher. The Headteacher will work in conjunction with the academy's Business Manager and the Trust's HR Manager, with reference to the Flexible Working Policy.

### **4. CURRICULUM, DATA and TARGET SETTING**

#### **4.1 Curriculum**

LAB Members will annually review the academy's curriculum in conjunction with the Headteacher, making any recommendations for change, to the Trust Board for approval.

#### **4.2 Academy Targets**

Academy targets will be set by the Trust Board. LAB Members will be responsible for monitoring the targets during the academic year, challenging the progress made to achieving the targets and reporting on the progress to the Trust Board.

#### **4.3 Teaching & Learning**

LAB Members will monitor the provision of teaching & learning by reviewing the data and evidence reported to them. They will be responsible for challenging the progress and report on the progress made to the Trust Board.

#### **4.4 School Improvement**

The School Improvement Plan (SIP) will be approved by the Trust Board. LAB Members will be responsible for monitoring the SIP and reporting on the progress to the Trust Board.

### **5. PREMISES**

LAB Members will be aware of the strategy for the maintenance and development of the academy site and buildings.

Any Capital Bids to the EFA will be managed by the Trust's Central Team.

### **6. BEHAVIOUR**

#### **6.1 Exclusions**

LAB Members shall ensure that the academy complies with the law in relation to fixed term and permanent exclusions.

LAB Members will undertake any exclusion appeals in accordance with the current DfE Exclusion guidance.

#### **6.2 Behaviour/Relationship Policy**

LAB Members will monitor data in relation to behavior for learning and challenge any progress made towards achieving the targets set.

### **7. ADMISSIONS**

LAB Members will ensure that the academy's Admissions Policy is compliant with DfE guidance and that it is published on the academy's website. The LAB Members will ensure that this is reviewed in conjunction with date for publication (approx. 18 months in advance of the admission date).

### **8. STRUCTURE**

LAB Members will propose any changes to the following, for Trust Board for approval:

- Academy opening times;
- Decision on academy closure (seek CEO approval unless timescales/safety dictate otherwise);
- Extended academy provision;
- Term dates and Inset Days;
- Changes in age range.

Signed by Chair of Local Advisory Board



18.10.16  
Date \_\_\_\_\_

Signed by Chair of William Howard Trust



18.10.16  
Date \_\_\_\_\_

### **Appendix – Reporting Requirements**

1. Reports after each Local Advisory Board;

LAB minutes

2. An Annual Report will be produced by each LAB for presentation to the Trust Board and then ultimately at the AGM for the William Howard Trust Members.

Annual Financial Report (report on previous year)

Annual results against targets

Headteachers' 'Celebration' Report