



ORMISTON  
SIX VILLAGES  
ACADEMY



# OAT Scheme of Delegation

Approved by Principal: April 2016

## OAT Scheme of Delegation

### Responsibilities of Trustees

Ormiston Academies Trust (OAT) is a charitable company limited by guarantee. It has entered into Master Funding Agreements and various Supplemental Funding Agreements with the Department for Education (DfE) covering the funding of the academies within the Trust (together the “Funding Agreements”).

The trustees are the charity trustees (within the terms of section 177(1) of the Charities Act 2011) and responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Memorandum and Articles of Association.

The trustees establish a Local Governing Body (LGB) in each academy and delegate responsibilities to them, however the Local Governing Bodies are not legally responsible or accountable for statutory functions.

The trustees retain authority and responsibility for the following:

- Compliance with the provisions of the Funding Agreements
- Agreement of the academy’s annual funding in consultation with the Local Governing Body
- Compliance with the Academies Financial Handbook including, but without limitation, determination of procurement policies for the Trust
- As the legal employer of all staff, responsibility for human resource policies and procedures and terms and conditions of service
- Appointment of the Responsible Officer for each academy
- Appointment, job description, remuneration, approval and dismissal of the principal
- Maintenance of the fixed asset register
- Compliance with all statutory regulations and Acts of Parliament governing the operation of the academy
- Determination of the admissions policy and arrangements for the academy in accordance with admissions law and DfE codes of practice
- Determination of the educational vision of the academy in consultation with the Local Governing Body, including, but without limitation, determination of the local Academy Development Plan

### Composition of the Local Governing Body

The local governing bodies of Ormiston academies come in all shapes and sizes. In line with the government policy and vision of governing bodies we have taken the approach of getting the right people rather than having an overly structured approach to the governing body composition. Our skills based approach aims to increase the effectiveness of the governing body ensuring that it sets the vision and direction for the future and holds the academy to account for its standards and conduct.

An OAT governor represents Ormiston on the governing body and will have been nominated by the Trust because of the added value they bring through their skills, professional expertise, local connections or wider links. Ormiston nominees are appointed by the trust to the governing body. The OAT Executive Team manages this appointment.

The total membership of any Local Governing Body shall be not less than 3 and not more than 15. The Local Governing Body may appoint optional Associates to provide specific skills, knowledge and/or experience to the Local Governing Body.

**OAT trustees delegate the running of the academy to the Local Governing Body and specifically the following duties:**

- Implementation of actions required to comply with statutory regulations and the Funding Agreements
- Implementation of the policies agreed by the Trustees with regard to admissions and to the educational vision of the academy, including, but without limitation, the academy’s Academy Development Plan
- Oversight of the academy’s activities

- Consideration of the academy's required funding and support to the Trustees in connection with the agreement with the DFE of the academy's budget
- Monitoring and reviewing expenditure on a regular basis and ensure compliance with the overall financial plan for the academy
- Maintenance of proper accounting records and the preparation of income and expenditure and balance sheets as required by the Finance Director
- Assisting the Trustees in complying with the provisions of the Funding Agreements where requested from time to time (to include, by way of example, information required for the purposes of clause 45 of the Master Funding Agreement)
- Maintenance of the academy estate in accordance with the guidelines established by the Trust
- Implementation of the Trust's procurement policies insofar as they impact on the academy
- Managing the academy's cash flow and monitoring expenditure by the academy in accordance with policies determined by the Trustees
- Notifying the Trust of any changes to fixed assets used by the academy
- The appointment, job description, appraisal and dismissal of all members of staff of the academy excluding the Principal but the remuneration of every member of staff and their terms of service shall be within the parameters from time to time established by the Trustees

**OAT may stand down a Local Governing Body and appoint an Interim Executive Board (IEB) in one or more of the following circumstances:**

- Identification of weak governance
- In response to the outcome of an annual review of governance or Ofsted inspection
- In response to the outcome of an Ofsted inspection where there is a rating decline or an academy moves into a category of serious weakness or requiring improvement
- A sudden or unexpected dip in the academies mid-term performance
- Any identified safeguarding concern within the academy