

**SCHEME OF DELEGATED AUTHORITY (RACI)**

**Overview of Responsibilities/Accountabilities**

<b>R</b>	<b>Responsible</b>	Responsible for carrying out the process or task and/or makes a recommendation
<b>A</b>	<b>Accountable</b>	Makes the final decision
<b>C</b>	<b>Consulted</b>	Consulted before a decision or action is taken
<b>I</b>	<b>Informed</b>	Informed that a decision or action is taken

	Members	Trust Board	Audit Committee	Education Committee	Resources Committee	CEO & Executive	GLAC	Head
<b>Governance</b>								
Articles of Association	A	R					I	I
Scheme of Delegation		A	C	C	C	R	C&I	I
Appointment & removal of members	A&R	C&I				I	I	I
Appointment & removal of trustees	A&R (5)	A&R (rest)				I	I	I
Election of Chair of Trustees	I	A & R					I	I
Constitution of GLAC		A				I	R	I
Appointment of Chair		A				C	R	I
Appointment of GLAC governors and Vice-Chair						I	A&R	I
Removal of Chair or Governors of GLAC		A&R				C	I	I
Appointment of Clerk to the GLAC						A	R	I
Managing conflicts of interests **			I			C	A&R	A&R
<b>Strategic leadership</b>								
Strategic vision, values and objectives of the Trust		A&R				C	C	C
Strategic vision, values and objectives of the Academy		C&I	I	I	I	A	R	R
<b>Education</b>								
Agree performance targets		I		A		R	R	R
Performance against targets		I		I		A	R	R
Change of age range or PAN		A	I			C&I	R	R
Change to admissions arrangements		A	I			C&I	R	R
Change to curriculum		I	I	C&I	I	A	R	R
Change to school day		I	I			A	R	R
Term dates and INSET dates		I				A	R	R
Website, prospectus, uniform, marketing & PR (central and academy-based)						A	R	R
<b>Finance</b>								
Appoint external auditors	A	I	R					
Internal audit		I	A			R	I	I
Trust annual accounts	I	A	C&I	I	I	R	I	I
Trust strategic budget plan		A	I	I	C&I	R		
Academy strategic budget plan		A	I	I	C&I	C	R	R
<b>Staffing (see note*)</b>								
Appoint CEO	I	A&R					I	I
PM - CEO		A (Trust) (Chair) R						
Appoint members of the GEP Central team		C&I				A&R	I	I
Appointment & PM - Headteachers		I	I	I	I	A&R	C&I	
Appointment & PM - DHT/AHT		I		I		A	R	R
Appointment & PM - Business Leaders			I		I	A	R	R
Appointment & PM - other Academy based staff						C&I	A&R	A&R
Dismissal, suspension or redundancy of CEO	I	A&R					I	I
Dismissal, suspension or redundancy of Headteachers		A (Chair)	I	I	I	R (CEO)	C&I	
Dismissal, suspension or redundancy of any staff (other than CEO and Headteachers)					C&I	A	R	R
Restructuring of staff		C&I	I		I	A	R	R
Staff well-being		I			A	R	R	R
<b>Children &amp; students</b>								
Exclusions - temporary							I	A&R
Exclusions - permanent				I		C	I	A&R
Exclusions - appeals						I	A&R	I
<b>Infrastructure</b>								
Long term lease or disposal of assets		A				C&I	R	R
One off and annual lettings						I	A&R	A&R
Regular lettings (longer than 1 year)					I	A	R	R
Structural changes to buildings/land		I			C&I	A	R	R
School condition allocations		I	I	I	A	R	I	I
ICT support					I	A	R	R
ICT infrastructure					I	A	R	R
<b>Compliance</b>								
Risk Register - Academy		I	A	I	I	C&I	R	R
Risk Register - Trust		C&I	A	C&I	C&I	R		
Ensure compliance with all statutory and regulatory requirements (inc. Health & Safety)		A			C&I	I	R	R
Safeguarding		A		C&I		I	R	R
Central policies - as per GEP policy register ***		I	A	A	A	R	I	I

\* where central GEP staff are concerned the responsibilities assigned to the Head would sit with the CEO

\*\* escalated to Audit and Risk depending on severity and GEP policies

\*\*\* GEP policies register available on GEP shared document system