CHELMSFORD COUNTY HIGH SCHOOL

ACADEMY TRUST DECISION PLANNER (Approved 28th March 2025)

> **THIS PLANNER SHOWS TO WHICH LEVEL THE ACADEMY TRUST HAS AGREED TO DELEGATE FUNCTIONS**
>
> **KEY**
> Level 1:   Members
> Level 2:   Academy Trust Board (T)
> Level 3:   A sub-committee of the Trust Board
>   C = Curriculum Committee; F = Facilities & Finance Committee;
>   M = Management Committee; S = Staff & Student Matters Committee
>   A = Year 12 Admissions Appeals Committee
>   ( ) = Led by the committee or chair shown in the brackets.
> Level 4:   An individual trustee
> Level 5:   Headteacher.
>
> Column Ticked or Letter Code: Action has been delegated to this level.
> Column Greyed Out: Function cannot be legally carried out at this level.
>
> ***Although decisions may be delegated, the Academy Trust Board as a whole remains responsible for any decision made under delegation***

Key Function	No	Tasks	Decision Level				
			1	2	3	4	5
Governance	1	To ensure the governance of the Trust is effective	✓				
	2	To appoint or remove Members	✓		(M)		
	3	To appoint and remove Trustees	✓		(M)		
	4	To review and agree Articles of Association	✓	(T)			
	5	To undertake an Annual General Meeting	✓	(T)			
Finance	6	To submit to members and publish an annual report on performance of the trust.		✓			
	7	Submit annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money.		✓			
	8	To approve the first formal budget plan each financial year		✓			
	9	Management of risk: establish, review and monitor.		✓			
	10	Appoint a Chief Financial Officer		✓			
	11	To establish and review the School's scheme of financial delegation.		✓	(F)		
	12	To receive external auditors' report.	✓	✓			
	13	To receive and respond to external auditors' report.			F		
	14	To ensure robustness of benchmarking and value for money.			F		

	15	To appoint or remove external auditors	✓	(T)			
	16	To establish appropriate internal controls for the trust.			F		
	17	To undertake a monthly review of the School's financial reports		✓	F		
	18	To receive the School's monthly financial reports (Chair of Trustees)				✓	
	19	To establish a Charging and Remissions Policy			F		
	20	Miscellaneous financial decisions (to limits set in CCHS Financial Regulations)					✓
	21	To enter into contracts (to limits set in CCHS Financial Regulations)			F		✓
	22	To make payments (to limits set in CCHS Financial Regulations)			F		✓
	23	To approve the annual company accounts			M		
	24	To approve the accounting policies			F		
	25	To establish a Charging and Remissions Policy for activities (non-NC based)			F		
	26	To oversee issues relating to GDPR			M		
	27	To approve and monitor all GDPR policies.			M		
Staffing	28	Appoint selection panel for Headteacher		✓			
& HR	29	Appoint selection panel for a Deputy Headteacher		✓			
	30	Appoint other teachers					✓
	31	Appoint non-teaching staff					✓
	32	To agree any new ECC HR policy and review any major policy changes			S		
	33	To ensure all School HR policies are kept in line with current ECC model policies					✓
	34	Agree the annual cost of living pay rise			M		
	35	Agree a Pay Policy			M S		
	36	Pay discretions			S		
	37	Establishing disciplinary/capability procedures			S		
	38	Suspending Head (Chair of Trustees)			(M)	✓	
	39	Ending suspension of Head		✓			
	40	Dismissal of Head		✓			
	41	Suspending staff (except Head)				(S)	✓
	42	Ending suspension of staff (except Head)		✓	S		
	43	Dismissal of other staff				(S)	✓
	44	Determining staff complement			S		
	45	Determining dismissal payments/ early retirement decisions			M		
	46	Determining staff restructuring / redundancy decisions		✓	(M)		

Category		Description					
	47	Produce and maintain a central record of recruitment and vetting checks					✓
Performance Management	48	To formulate a Performance Management Policy					✓
	49	To agree a Performance Management Policy			S		
	50	To implement the Performance Management Policy					✓
	51	To review annually the Performance Management Policy			S		
	52	To appoint a panel to carry out the appraisal of the Headteacher		✓			
	53	To carry out annual appraisal of other teachers					✓
Curriculum	54	To produce and implement a Curriculum Policy					✓
	55	To agree and monitor a Curriculum Policy			C		
	56	Responsible for standards of teaching					✓
	57	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)			C		
	58	Responsibility for individual child's education					✓
	59	To produce a Sex Education Policy					✓
	60	To agree and monitor Sex Education Policy			C		
	61	To monitor political indoctrination and ensure the balanced treatment of political issues					✓
	62	To prohibit political indoctrination and ensure the balanced treatment of political issues		✓			
Safeguarding	63	To establish a Child Protection Policy and relevant procedures.					✓
	64	To approve and review annually a Child Protection Policy and relevant procedures		✓			
Target Setting	65	To monitor targets for pupil achievement			M		
Discipline & Exclusions	66	To draft the content of the School Behaviour Policy and publicise it to staff, students and parents					✓
	67	To approve and monitor the School Behaviour Policy			S		
	68	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to Chair/Vice Chair in cases of urgency)			S		
	69	To direct reinstatement of excluded pupils (Can be delegated to Chair/Vice Chair in cases of urgency)			S		
Admissions	70	To consult annually before setting an Admissions Policy, if required, or at least every 7 years if unchanged.			M		

Category	No.	Description					
	71	Admissions: Sixth Form application decisions					✓
	72	Admissions: Year 12 appeal decisions			A		
	73	To appeal against LA directions to admit pupil(s) into the Sixth Form			A		
Religious Education	74	Responsibility for ensuring provision of RE meets statutory requirements			C		✓
Collective Worship	75	Make arrangements for collective worship in line with statutory requirements					✓
Inclusion & Equality	76	To implement a Special Educational Needs Policy.					✓
	77	To approve and review a Special Educational Needs Policy.			S		
	78	To monitor the progress and needs of Special Needs students.			S		
	79	To receive a termly report on Special Needs students from the SENCO.			S		
	80	To receive an annual report on Special Needs students from the SENCO.		✓			
	81	To designate a 'responsible person' for SEND to ensure the discharge duties in respect of SEND pupils.		✓	(S)		
	82	To designate a 'responsible person' for Safeguarding to ensure the discharge duties in respect of safeguarding.		✓	(S)		
	83	To receive a termly report on Safeguarding from the Deputy Headteacher (Pastoral).			S		
	84	To monitor the School's Safeguarding procedures.			S		
	85	To designate a 'responsible person' for Looked After Children to ensure the discharge duties in respect of Looked After Children.		✓	(S)		
	86	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years.			S		
	87	To determine and approve trust wide policies which reflect the school's ethos and values including: admissions, charging and remissions, complaints, premises management, data protection and FOI, staffing policies including capability, discipline, conduct and grievance, performance management and pay.		✓	S M F		
	88	To determine and approve school level policies which reflect school's ethos and values to include e.g. admissions, SEND, safeguarding and child protection, curriculum, behaviour.		✓	S C		
	89	To establish an Accessibility Plan and review it every three years.					✓

Category	No.	Description					
Premises & Insurance	90	To ensure a sufficient level of cover of buildings insurance, personal liability & trustees indemnity insurance			F		█
	91	Developing school buildings strategy or master plan (It is suggested that the Board as a whole should undertake this decision)		✓	F	█	█
	92	Procuring and maintaining buildings, including developing properly funded maintenance plan			F		
Health & Safety	93	To ensure a Health and Safety Policy and procedures are in place		✓	█	█	█
	94	To approve and review a Health & Safety Policy			F		
	95	To ensure that health and safety regulations are followed					✓
School Organisation	96	To publish proposals to change category of school		✓	█		█
	97	To set the times of school sessions and the dates of school terms and holidays		✓			█
	98	To ensure that the school meets for 380 sessions in a school year		✓			█
	99	To ensure that school lunch nutritional standards are met where provided by the academy trust					✓
	100	To establish a Data Protection Policy					✓
	101	To approve a Data Protection Policy and review it at least every two years.			F		
	102	To appoint a Data Protection Officer		✓	█	█	█
	103	Maintain a register of pupil attendance					✓
Information For Parents	104	To prepare and publish the school prospectus					✓
	105	To ensure provision of free school meals to those pupils meeting the criteria					✓
	106	Adoption and review of home-school agreements			S		█
	107	To establish and publish a complaints procedure					✓
	108	To approve a Complaints Procedure			M		█
	108	To establish and publish a Freedom of Information Scheme and ensure the school complies with it.					✓
	109	To approve a Freedom of Information Scheme.		✓	(M)		█
Board Procedures	110	To ensure that the Articles of Association are current and approved by DfE			M		█
	111	To appoint (and remove) the Chair and Vice Chair of a permanent or a temporary Trust Board		✓	█	█	█
	112	To appoint and dismiss the Clerk to the Trustees		✓	█	█	█
	113	To hold a Board general meeting at least three times in a school year or a meeting of a temporary general meeting as often may require.		✓	█	█	█
	114	To agree an annual schedule of governance business (meeting dates)		✓	(M)	█	█

	115	To establish and review annually the governance structure.		✓			
	116	To review and agree annually the terms of reference for various committees.		✓			
	117	To review and agree annually the scheme of delegation.		✓			
	118	To complete and recruit to fill gaps following skills audit.		✓			
	119	To complete annually self-review of board of trustees and its committees.		✓			
	120	To plan succession of Academy Members	✓				
	121	To plan succession of Trustees		✓			
	122	To set up a Register of Academy Members & Trustees' Business Interests and publish on the School website.		✓			
	123	To approve and set up a Trustees Expenses Scheme (in CCHS Financial Regulations)			F		
	124	To consider whether or not to exercise delegation of functions to individuals or committees		✓			
	125	To regulate the Board procedures (where not set out in law)		✓			

Regulation 18 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 permits the governing body/academy board to delegate any of its functions, subject to the restrictions listed in Regulation 19.