

AUTISM SCHOOLS TRUST: SCHEME OF RESERVATION AND DELEGATED AUTHORITY

Subject	Reserved to the AST Board	Delegated to Chair and/or Vice Chair	Delegated to Committees	Delegated to Headteacher	Delegated to Operations Director
Governance	<p>Review & approval of governance arrangements including:</p> <ul style="list-style-type: none"> • The schedule of AST Board meetings, & format of agendas; • Approval of minutes; • AST Committee structures and terms of reference including those of the Local Governing Body (LGB); • Levels of delegated authority including limits of financial authority; • Policy on Trustee induction & appraisal, & AST Board review & development; • Trustee Code of Conduct & Conflict of Interest Policy. 	<p>Approval of AST Board agendas & draft minutes for circulation to the AST Board.</p> <p>Final decision on interpretation of any aspects of the operation of the AST Board or its Committees.</p>		<p>Contribution to review & development of the LGB.</p> <p>Planning/organisation of LGB meetings, preparation of agendas, papers & minutes in liaison with the Chair of the LGB.</p>	<p>Contribution to review & development of the Trust's governance arrangements including liaison with the Trust's legal advisers.</p> <p>Planning/organisation of AST Board meetings, preparation of agendas, papers & minutes in liaison with the Chair.</p> <p>Ensuring the effective servicing and support of Committees.</p> <p>Developing a management scheme of reservation and delegation and ensuring its effective implementation.</p>
	<p>Appointment of:</p> <ul style="list-style-type: none"> • Trustees; • the Chair of Trustees; • Committee Chairs & Members <p>AST Board reserves the right to determine the composition of</p>	<p>Recommendation to the AST Board re: Committee Chairs & Members (incl. Chair & Vice Chair of the LGB).</p>	<p>Governance Committee:</p> <p>Review of AST Board skills requirements and recruitment of new Trustees, with recommendations to the AST Board.</p>	<p>Advising:</p> <ul style="list-style-type: none"> • The LGB Chair in making recommendations re its membership • The LGB Chair in making recommendations re 	<p>Reviewing and making recommendations re supporting:</p> <ul style="list-style-type: none"> • Governance Committee in making recommendations re AST Board membership its Committee Chairs &

	the LGB but will normally ordinarily exercise the right to appoint 2 trustees as Chair and Vice Chair of the LGB			LGB Committee Chairs and membership	members (incl. Chair & Vice Chair to the LGB).
Strategy & Planning	<p>Approval of the Trust's:</p> <ul style="list-style-type: none"> • Vision, mission & values; • Strategic direction; • Strategic and annual operating plans & budgets. <p>Approval of the School Development Plan, Post Inspection Action Plan &/or School Improvement Plan.</p>		Finance & Resources Committee: Detailed scrutiny & challenge of the business aspects of the Trust's strategic & annual plans & budgets with advice to the AST Board.	Supporting the AST Board in developing/setting the Trust's overall strategy including:	
				<ul style="list-style-type: none"> • Early consultation with the AST Board; • Drafting propositions for Committee/AST Board review; • Development of strategic & operating plans & budgets for review by Committees/approval by the AST Board. 	<p>Ensuring the School Development Plan aligns with the Trust's strategy</p> <p>Supporting the Trust's growth strategy through presenting recommendation and competing appropriate bid processes etc.</p>
Education Policy (Relating to Education, Communication, and other initiatives)	<p>Approval of the Trust's:</p> <ul style="list-style-type: none"> • Education policy; • Communications & systems for ensuring effective stakeholder engagement; • Quality Assurance 		Teaching and Learning Committee Monitoring, Supporting and Challenging in relation to the following: <ul style="list-style-type: none"> • the conduct of the School; • promoting high 	<p>Advising on and supporting the development and implementation of the Trust's:</p> <ul style="list-style-type: none"> • Education policy; • Communication 	<p>Advising on and supporting the development and implementation of a Quality Assurance framework for AST Board approval.</p>

	<p>framework.</p> <p>Monitoring of policy implementation & decision making on action required.</p>		<p>standards of educational achievement in line with the overall strategic direction of the Trust;</p> <ul style="list-style-type: none"> ensuring that the curriculum for the School is appropriate, balanced, broadly based and operates within the context of the school's statement of values and ethos as agreed by the Trust; <p>Recommending for approval by Trust Board policies relating to:</p> <ul style="list-style-type: none"> Curriculum; Sex Education; Religious education & collective worship; Public examinations; Admissions; The admission arrangements to the School <p>Pupil Wellbeing and Engagement Committee</p> <p>Monitoring, Supporting and Challenging in relation to the following:</p> <ul style="list-style-type: none"> Ensuring the school 	<p>processes, including systems for ensuring effective stakeholder engagement;</p> <p>Ensuring the effective management of the school and other initiatives in line with policy/quality standards (including ensuring provision of information, advice and support on national education policy to the Local Governing Body).</p>	
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			<p>provides a supportive environment for all learners through care, guidance and support and which supports healthy lifestyles.</p> <ul style="list-style-type: none"> • Ensuring the school is fulfilling its responsibilities regarding Child Protection and current requirements on safeguarding • Ensure the school complies with health and safety regulations, including health and safety checks • Safeguarding & promotion of pupils' health & welfare; • Behaviour & Discipline; • Health & Safety; • Pupil records & reports; • School term dates/holidays; • Other relevant requirements as set out in the School Articles or by regulation/legislation. 		
Performance	Approval of the Trust's		Finance & Resources	Development and	Supporting and facilitating

<p>Management</p>	<p>performance management & reporting framework including key performance indicators.</p> <p>Monitoring of performance in implementing the strategy and managing the Trust, & decision-making on action required.</p> <p>Approval of the Trust's Complaints Policy & decision making on appeals in line with the policy.</p>		<p>Committee: Detailed scrutiny of the Trust's:</p> <ul style="list-style-type: none"> • performance management & reporting framework ; • business performance against plans & budgets; • advice to the AST Board. <p>Monitoring of complaints & advice to the AST Board in line with the Complaints Policy.</p> <p>Teaching and Learning Committee Detailed scrutiny of performance against the School Development Plan, Post Inspection Action Plan &/or School Improvement Plan, & decision making re action required.</p> <p>Oversight of complaints about the school in line with the Complaints Policy.</p>	<p>operation of the school's performance management & reporting framework for approval by the LGB.</p> <p>Implementing the Trust's complaints policy at school level.</p>	<p>the FRC's responsibilities for overseeing:</p> <ul style="list-style-type: none"> • performance management & reporting framework ; • business performance against plans & budgets; <p>Formulating and making recommendations to the FRC.</p> <p>Development of the Trust's complaints policy for approval.</p> <p>Management & reporting of complaints in line with the policy.</p> <p>Delivery of the strategy and operational management of the Trust & reporting on progress.</p>
<p>Finance and Investments</p>	<p>Approval of Financial Regulations/Standing Orders.</p> <p>Approval of:</p> <ul style="list-style-type: none"> • Opening/closing of 	<p>Authorisation of payment/signature of cheques in line with Financial Regulations/Standing Orders</p>	<p>Finance & Resources Committee: Detailed scrutiny & advice to the AST Board re:</p> <ul style="list-style-type: none"> • Financial 	<p>Management, oversight and reporting of day to day expenditure within school's budget.</p>	<p>Development of the Trust's Financial Regulations/ Standing Orders for review/approval.</p> <p>Management of the</p>

	<p>bank accounts & cheque signatories;</p> <ul style="list-style-type: none"> • All loan agreements (including overdraft facilities, mortgages or other collateral or security); • Within budget revenue expenditures > £50K. • All unbudgeted revenue expenditures >£25K; • Covenants on prospective restricted donations¹ 		<p>Regulations/Standing Orders;</p> <ul style="list-style-type: none"> • All financial decisions reserved to the AST Board. 		<p>Trust's finances in accordance with Financial Regulations/Standing Orders.</p>
	<p>Approval of the Trust's Reserves Policy.</p>		<p>Finance & Resources Committee: Review of the Trust's Reserves Policy and advice to the AST Board.</p>		<p>Development of the Trust's Reserves Policy.</p>

¹ To be reviewed in revised Financial Standing Orders

	<p>Approval of Investment Strategy & Policy.</p> <p>Monitoring of investment performance and decision making on action required.²</p>		<p>Finance & Resources Committee: Detailed scrutiny and advice to the AST Board re of Investment Strategy & Policy.</p> <p>Approval of investment providers & products.</p> <p>Detailed scrutiny of investment performance & advice to the AST Board.</p>		<p>Recommendation on selection of providers and monitoring and reporting on performance.</p> <p>Development & implementation of the Trust's Investment Strategy & Policy</p>
	<p>Monitoring & review of financial performance & forecasts and decision making on action required.</p>		<p>Finance & Resources Committee: Approval of format of management accounts.</p> <p>Detailed scrutiny of financial performance & advice to the AST Board.</p>		<p>Preparation of management accounts & financial reporting.</p> <p>Development of the Trust's financial reporting framework for approval.</p>
<p>Internal Control and Risk Management</p>	<p>Approval of the Trust's systems of internal control including policies on:</p> <ul style="list-style-type: none"> • Health & Safety; • Data Protection; • Fraud prevention & Detection; • Whistle Blowing • Safeguarding <p>Approval of the Trust's</p>		<p>Finance and Resources Committee: Detailed scrutiny & advice to the AST Board re the Trust's systems of internal control and risk management (incl. quarterly review of the full risk register).</p> <p>Approval of insurance providers & level of cover, & oversight &</p>	<p>Escalating to the AST Board any issues or concerns which might reasonably be expected to expose the Trust to significant reputational, business, financial, legal or other risk.</p> <p>Development of systems of internal control & risk management, relating to</p>	<p>Liaising with the Trust's insurers & legal advisers on any relevant issues & reporting to FRC/the AST Board.</p> <p>Escalating to the AST Board any issues or concerns which might reasonably be expected to expose the Trust to significant reputational, business, financial, legal</p>

² Simply states ' All investments and the appointment of Investment Advisers' in Reserved Powers of AST Board

	<p>risk management strategy and twice yearly review of:</p> <ul style="list-style-type: none"> • Major risks; • Health & Safety reports; • Safeguarding & decision on action required. <p>Appointment of Trust's Responsible Officer and Accounting Officer;</p> <p>Decision making on any other matter or prospective transaction which might reasonably be expected to expose the Trust to significant reputational, business, financial, legal or other risk.</p>		<p>advice to the AST Board on legal/insurance issues.</p> <p>Monitoring & investigation of any matters of concern within its TOR including seeking relevant professional advice with reporting/advice to the AST Board.</p> <p>Escalating to the AST Board any issues or concerns which might reasonably be expected to expose the Trust to significant reputational, business, financial, legal or other risk.</p> <p>Pupil Wellbeing and Engagement Committee Review of school Health & Safety reports & decision on action required. Escalating to the Trust Board any issues that may have a reputational or financial impact on the Trust</p>	<p>pupil provision, safeguarding, curriculum, teaching and learning and Health and Safety, ensuring their effective operation, & reporting to LGB/the AST Board as appropriate.</p>	<p>or other risk.</p> <p>Development of systems of internal control & risk management not within the remit of the Headteacher, ensuring their effective operation, & reporting to FRC/the AST Board.</p> <p>Selection of insurers/level of cover for FRC approval.</p>
Audit	<p>Appointment of external auditors & approval of changes to auditors' terms of engagement.</p>		<p>Finance & Resources Committee:</p> <ul style="list-style-type: none"> • Recommendation to the AST Board re 	<p>Supporting and cooperating with the work of external auditors as determined by the</p>	<p>Preparation of Annual Report & Accounts.</p> <p>Responding to & acting on issues raised in the</p>

	<p>Review of external auditors management letter & decisions re action on issues arising³.</p> <p>Approval of the Annual Report & Accounts.</p>		<p>appointment of external auditor & setting the scale of fees annually;</p> <ul style="list-style-type: none"> • Approval of the scope of work; • Consideration of management letter & advice to the AST Board re actions arising & adoption of the Annual Report & Accounts. 	FRC/AST Board	<p>management letter.</p> <p>Management of the process for appointment of external auditors.</p> <p>Planning & liaison with external auditors.</p>
Fundraising	Approval of the Trust's Fundraising Strategy & Policy.		<p>Finance & Resources Committee: Detailed scrutiny of Fundraising Strategy, Policy and performance & advice to the AST Board.</p>	Advising on and identifying requirements for fundraising initiatives inline with strategy and policy	Development of Fundraising Strategy and Policy for AST Board approval and ensuring its effective implementation.
Information Systems	Approval of Information Systems Strategy & Policy.		<p>Finance & Resources Committee: Detailed scrutiny of the Trust's Information Systems Strategy, Policy, & performance, & advice to the AST Board.</p> <p>Teaching and Learning Committee Detailed scrutiny of educational management information</p>	Supporting the implementation and operation of the school's Information Systems.	Development of an Information Systems Strategy & Policy for approval, and ensuring its effective implementation and reporting to the LGB/FRC as appropriate.

³ External auditors to attend Board meeting to present audit findings/recommendations if required.

			in support of pupil and school performance and providing advice and information to the AST Board.		
Asset Management	Approval of the sale, purchase or disposal of any capital asset > £50K value in line with provisions of the Funding Agreement.		Finance & Resources Committee: Detailed scrutiny of the Trust's asset management strategy and performance and advice to the AST Board.		Sale, purchase or disposal of capital assets <£50K & recommendations re purchase of land/property or sale of fixed assets >£50K, in line with the provisions of the Funding Agreement. Development of a strategy for the management of fixed assets and its implementation.
Human Resources	Appointment of the Headteacher and Operations Director. Approval of the structure of the Trust's Executive Leadership Team (beyond the school) and school's SLT and staffing complement. Nomination of Trustees to support the Operations Director/Headteacher in	Leading in the process of recruiting the Operations Director and Headteacher & making recommendations to the AST Board re an appointment. Undertaking		Leads on the recruitment of the school's SLT in consultation with nominated Trustees. Reporting to Chair of LGB on regular basis	Leads on the recruitment of the Trust's Executive Team (beyond the school) in consultation with nominated Trustees & makes recommendations re appointments for AST Board approval. Development of the Executive Leadership Team structure. Reporting to a nominated Trustee on a

	the recruitment of Executive Team members/Schools SLT and approval of these appointments.				regular basis
	Approval of HR Strategy and Policies including Reward & Remuneration Strategy & annual pay award.		<p>Finance and Resources Committee: Review & recommendation to the AST Board re HR Strategy and Policies including Reward & Remuneration Strategy & terms & conditions of employment.</p> <p>Review/recommendation to the AST Board re staff annual pay award.</p>	Development of HR Strategy & Policies for AST Board review & approval.	
				Appointment and management of all staff below SLT level in the school in line with agreed HR policy.	Management of all staff in Executive Team beyond the school in line with agreed HR policy
	<p>Approving a policy for the Executive team's appraisal including that of the Operations Director and Headteacher.</p> <p>Approving performance pay awards (or otherwise) of Headteacher and Operations Director following recommendations from the Remuneration Committee.</p>	<p>Chairing the Performance Management appraisal of the Head Teacher</p> <p>Recommending a policy & procedure for the Operation Director's appraisal.</p> <p>Either directly, or through nominating a relevant Trustee, setting and reviewing the Operation</p>	<p>Remuneration Committee: Reviewing levels of remuneration with independent expert advice.</p> <p>Overseeing the appraisals of the Headteacher (led by the Chair of the LGB) and Operations Director (led by the relevant nominated Trustee) and making recommendations regarding any</p>	Setting the objectives of the school's SLT and staff, managing their performance & making recommendations regarding their level of remuneration.	Setting the objectives of the Executive Team (beyond the school) managing their performance & making recommendations regarding their level of remuneration

		Director's objectives, carrying out a performance appraisal on behalf of the AST Board and reporting on this to the AST Board.	<p>performance pay awards to the AST Board.</p> <p>Approval of any performance pay awards for the School's SLT and Executive Leadership Team (beyond the school) on the basis of recommendations from:</p> <ul style="list-style-type: none"> • the relevant, nominated Trustee for the Operations Director; • the Chair of the LGB for the Headteacher. 		
	Final appeals for all staff under Disciplinary and Grievance Policy.			Managing staff performance as per HR policy.	
Advisers:	Appointment of the Trust's main legal advisers, investment advisers, & approving the terms of their appointment.		<p>Finance and Resources Committee</p> <p>Approval of the Trust's bankers.</p> <p>Review recommendations re the Trust's main legal advisers, investment advisers & the terms of their appointment.</p>		Manages process of review & makes recommendations re selection/appointment & on-going liaison.