



SCHEME OF DELEGATION

**Tebay Primary School
Local Advisory Board (LAB)**

Effective Date – September 2017

This Scheme of Delegation is made between the Cumbria Education Trust (“Trust Board Directors”) and the Governors of Tebay Primary School (“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 Cumbria Education Trust set out in this Scheme, the Trust Board Directors delegate to the LAB members its responsibility and powers as the Governing Body of the school which shall be discharged by the LAB members in accordance with its constitution, any Cumbria Education 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 school. It should be remembered that although decisions may be delegated, the LAB members, together with the Trust Board Directors, remain responsible for any decision made under delegation.

Composition of Local Advisory Board (LAB) members

Type of member	Number	Term of office	How elected
CEO	1	Indefinite	By appointment as CEO
Headteacher, Tebay Primary School	1	Indefinite	By appointment as Headteacher by CEO/Trust Board
LAB member (including Chair and Vice Chair)	7	4 years	By Cumbria Education Trust Board resolution
Parent Board member	2	2 years	Seconded parent volunteer applications to be considered by Cumbria Education Trust Board Directors
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 school 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 school;
- 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 Directors on the outcomes and progress within a one-week period of each meeting;
- respond to any questions or queries from the Trust Board Directors in a timely manner.
- Act in accordance with the LAB Protocols.

Administration

- The Trust Board will appoint the Chair and the Vice Chair of the LAB.
- The Chair of the LAB (together with the Headteacher) will be invited to two Trust Board meetings per academic year.
- There will be a named Trust Board Director linked to the Academy. This is an advisory role to the LAB. The named Director will attend two LAB meetings per academic year.
- The LAB will be quorate if three members are present.
- Trust Business Leadership Team (BLT) members and the school 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 school.

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

The Trust Board Directors shall ensure that the school has a Staff Designated Safeguarding Lead (Child Protection) and Deputy and that their contact details are published on the school & 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 school. 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 school, 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 school's Business Manager (or equivalent) and the Trust's Chief Operating Officer (COO), 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 School Targets

School 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 school site and buildings.

Any Capital Bids to the ESFA will be managed by the Trust's BLT.

6. BEHAVIOUR

6.1 Exclusions

LAB members shall ensure that the school 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 behaviour for learning and challenge any progress made towards achieving the targets set.

7. ADMISSIONS

LAB members will ensure that the school's Admissions Policy is compliant with DfE guidance and that it is published on the school'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:

- School opening times;

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

Signed by Chair of Local Advisory Board

_____ Date _____

Signed by Chair of Cumbria Education Trust

_____ Date _____

Appendix – Reporting Requirements

1. Reports after each Local Advisory Board;

LAB minutes

2. An Annual Report will be produced by the Directors (Trustees) for presentation to the AGM to Trust Members.

Annual Financial Report (report on previous year)
Annual results against targets