

**Actions Delegated to Academy Principals**

**(in line with the governance structure, overall scheme of delegation, trust-wide and framework policies and procedures , and, where applicable, in consultation with the Management Team Director and other trust wide staff )**

Ref	Action
<u>1 Principal Duties and Responsibilities</u>	<ul style="list-style-type: none"> <li>• Day-to-day leadership, internal organisation, management and control of the academy.</li> <li>• Achievement of all educational and other targets and KPIs within the remit of the LGB.</li> <li>• Main professional adviser to the LGB.</li> </ul>
<u>2 Financial</u>	<ul style="list-style-type: none"> <li>• To ensure that all matters relating to financial management and controls are implemented in line with the financial scheme of delegation and authorities including:               <ul style="list-style-type: none"> <li>○ budget setting, monitoring and reporting;</li> <li>○ approving virements management of income and control of expenditure;</li> <li>○ accounting controls and practices;</li> <li>○ banking practices;</li> <li>○ insurances;</li> <li>○ purchasing of goods and services;</li> <li>○ contracts;</li> <li>○ keeping full, accurate and up-to-date records;</li> <li>○ making available all financial records and documents for audit and inspection purposes.</li> </ul> </li> <li>• To advise the LGB and Management Team Director on an appropriate staffing establishment and level of posts for the academy, once approved by the LGB implement.</li> <li>• To ensure the trust's standard policies, procedures, and plans relating to financial matters- including a charging and remissions policy, directors and governors expenses policy, register of interests, and a gifts and hospitality policy are implemented, kept under review and their impact is monitored, and evaluated.</li> </ul>

<p><u>3 Standards, Attainment, Curriculum and Welfare</u></p>	<ul style="list-style-type: none"> <li>• To ensure standards of attainment and pupil/ student progress; to be responsible for each pupil's/student's progress and attainment.</li> <li>• To evaluate standards of teaching and learning in the academy and ensure proper standards of professional performance are established and maintained.</li> <li>• To draw up a curriculum policy and plan for approval by the LGB. To determine, organise and implement an appropriate curriculum for the academy.</li> <li>• To draw up a policy/plan for collective worship and RE: once approved by the LGB ensure its implementation.</li> <li>• To draw up an improvement plan for the academy: once approved by the LGB ensure its implementation.</li> <li>• To advise the LGB and Management Team Director on target setting by 31st December each year: once set monitor and report on progress.</li> <li>• To draw up and, once approved by the LGB, establish a sex education policy- make it available to parents.</li> <li>• To identify academy improvement needs, support and services and providers: to ensure academy improvement advice and good practice guidance are followed- monitor and report to the LGB on their impact on pupil/ student progress, attainment and achievement.</li> <li>• To oversee all operational matters relating to the organisation and management of the academy day and terms and classroom management.</li> <li>• To establish and maintain pupil/ student behaviour policy and procedures: monitoring and reporting on its impact to the LGB. To ensure compliance with, and report on, exclusions policy and procedures and practice in line with statutory requirements..</li> <li>• To effectively managing the resources to deliver the curriculum and extracurricular activities: to monitor impact on pupils/ students progress, attainment, behaviour and welfare.</li> <li>• To establish high expectations of pupil/student achievement, behaviour, and attendance on staff, pupils/students, and parents: to ensure compliance with statutory requirements relating to the curriculum, pupils/students with SEND, LACs, pupil premium entitlement etc.</li> <li>• To ensure that the learning environment is fit for purpose: to implementing an agreed programme of improvement.</li> <li>• To ensure the academy develops effective partnership working and sharing of best practice with other academies in the trust, other local schools, the local authority, and other agencies.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To regularly monitor and evaluate the effectiveness of all educational policies and procedures</li> <li>• To advise the LGB on, and once approved implement, strategies for marketing and communications, parental and community engagements, and ways to consider the views of parents and pupils about the ethos and quality of provision in the academy. To advise the LGB on the publication of academy information and ensure compliance with the statutory requirement. To ensure the implementation of the trust’s complaints policy. To report to the LGB on and take action to address issues raised and proposals for improvements.</li> <li>• To monitor and report to the LGB and MTD on admission numbers and academy rolls- and the impact of, and any issues with, the academy’s admission number, admissions policy and oversubscription criteria.</li> </ul>
<p><u>4 Human Resources</u></p>	<ul style="list-style-type: none"> <li>• To ensure all safeguarding procedures are followed in staff recruitment and employment practice. To ensure compliance with all child protection policies and procedures.</li> <li>• To make payroll and pensions arrangements for all academy staff in line with the trust’s arrangements.</li> <li>• To recommend for approval to the LGB an effective staffing structure for the academy. Once approved to conduct and/or approve new staff appointments within the authorised establishment.</li> <li>• To advise the LGB on the appointment of teachers and support staff.</li> <li>• To effectively manage and deploy all staff:</li> <li>• To ensure that all staff are aware of and understand the trust’s expectations of staff in carrying out their duties and in their relationships with parents, pupils and others.</li> <li>• To effectively implement the trust’s staff performance policy and procedure: set the timing of the performance management cycle for staff.</li> <li>• To establish a culture of high expectations of staff conduct and performance</li> </ul>

	<ul style="list-style-type: none"> <li>• To suspend staff and end suspensions in appropriate circumstances in line with the trust's HR policies and procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>• To advise the LGB on the general operation and impact of all human resources related policies and procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>• To ensure all trust-wide standard policies, procedures, and plans relating to the recruitment, remuneration, employment, development, and conduct of staff are implemented and make them known to all staff, keep under review and monitor and evaluate their impact - to include recruitment and appointment procedures, a central record of recruitment and vetting checks, freedom of information policy, complaints, equality information and objectives, staff discipline, conduct and grievance procedures, and procedures for dealing with allegations of abuse against staff. To adhere to the scheme of delegated responsibilities relating to employment and staffing matters.</li> </ul>
5 Buildings and Site,	<ul style="list-style-type: none"> <li>• To ensure proper security and compliance with insurance requirements is maintained at all times for all buildings and the site, furniture, equipment, vehicles, stores, cash, and information systems etc.</li> <li>• To be responsible for day to day management of the academy and day to day charge of who can enter the premises.</li> <li>• To ensure adherence to the delegated responsibilities relating to the management, use, maintenance, and security of buildings and sites.</li> <li>• To ensure a full inventory is established and maintained of all furniture, removable fixtures and fittings, vehicles and plant: maintain standards of control for the use of properly licensed software and for the security of and provision of data in line with the Data Protection Act.</li> <li>• To ensure all trust-wide standard and framework policies, procedures, and plans relating to buildings and sites to include- accessibility plans, building related health and safety policies and procedures, premise management and asset management procedures are implemented, kept under review and their impact is monitored, and evaluated.</li> <li>• To ensure all key staff are trained in these health and safety practices, first aid, fire prevention,</li> </ul>

	<p>and fire and other emergency evacuation procedures, and arrangements for off site visits.</p> <ul style="list-style-type: none"> <li>• To ensure all health and safety issues are addressed.</li> <li>• To oversee the operation of school meals.</li> </ul>
<u>6 Procurement of Goods and Services</u>	<ul style="list-style-type: none"> <li>• To ensure the trust's standard policy and procedures and scheme of delegation for the procurement of goods, works, and services, and for any fees and expenses for the provision of services, where applicable, are implemented.</li> <li>• To monitor, evaluate, and reporting on the quality of goods and services.</li> </ul>
<u>7 Health and Safety, and ICT/Data Protection and Security</u>	<ul style="list-style-type: none"> <li>• To ensure all trust-wide policies, procedures, and plans relating to all non building related aspects of health and safety, and data protection, and freedom of information are implemented, kept under review and their impact is monitored, and evaluated.</li> </ul>
<u>8 Audit and Risk</u>	<ul style="list-style-type: none"> <li>• To advise the LGB and Management Team Director on the assessment of risks, and the likelihood and materiality of each risk, for the academy. To maintain a register of these risks showing how they are being managed or mitigated: to review risks regularly, and reporting on risks to the LGB at each meeting.</li> <li>• Whistle blowing- to ensure all staff are aware to whom they can report their concerns and the way in which such concerns will be treated.</li> </ul>
<u>9 Governance</u>	<ul style="list-style-type: none"> <li>• To advise the LGB on the development of academy specific policies and procedures.</li> <li>• To be the main professional adviser to the LGB on all matters relating to the operation of the academy.</li> <li>• To advise the LGB on matters relating to the implementation, monitoring, and review of delegated responsibilities and authorities and trust-wide policies, procedures and plans.</li> <li>• To advise the LGB on targets and KPIs for the academy.</li> <li>• To make arrangements for electing parent and staff governors.</li> </ul>