

## Peninsula Multi-Academy Trust - Scheme of Delegation

Notes to support the operation when the Headteacher and Executive Leader are the same person

HR & OPERATIONS				
	Trustees	Executive Leader	LGB (Weatherhead)	Headteacher
1 a) Appointing the Executive Leader	Appoint			
b) Appointing the Headteacher of Weatherhead High School  Only applies in a future situation where the Headteacher and Executive Leader are different individuals	Approve the appointment	Sit on the LGB Appointment Panel	LGB to form Panel to appoint and make recommendation to the Trust  Executive Leader to be member of Appointment Panel	
c) Appointing any other Trust staff i. Senior Finance Staff and Senior staff  ii. All other staff	Receive report  Receive report	Lead Appointment Panel (Executive Leader & 2 Trustees) and appoint  Executive Leader/Business Manager to appoint	Receive reports from Headteacher	
d) i. Appointing Deputy Headteacher and Assistant Headteachers  ii Appointing all other Weatherhead High School Staff – including consultants	Receive report	Receive report	LGB to form Panel to appoint  Receive Report	Member of LGB Panel  Appoint

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<p><b>2</b> a) Trust HR Policies for Peninsula MAT – all Weatherhead High School Policies in relation to HR are adopted in the first instance (other than PM and Pay Policies)</p> <p>b) New and amended policies for Weatherhead High School and Peninsula MAT</p>	<p>To review policies to ensure effectiveness</p> <p>Amend, Approve new policies</p>	<p>N/A</p> <p>Advise in development</p>	<p>N/A</p> <p>Consider, amend, approve then to Trustees for final approval</p>	<p>N/A</p> <p>Lead on Policy Development and implementation</p>
<p><b>3</b> Performance Management / Pay Policy review and implementation</p>	<p>Ratify/amend Performance Management Policy of Weatherhead High School</p> <p>Performance Management of Executive Leader/Headteacher supported by LGB</p> <p>Receive reports from Executive Leader regarding Weatherhead High School</p>	<p>To advise the Trust Board</p>	<p>Approve policies for ratification or amendment with the Trust Board</p> <p>Carry out Performance Management of Headteacher supported by external advisor (if appropriate)</p> <p>Approve and determine teacher pay decisions</p>	<p>Review policies and recommend to LGB</p> <p>Apply policy for teachers and submit to LGB for final approval</p>

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	Trustees	Executive Leader	LGB (Weatherhead)	Headteacher
<b>4</b> Appeals against policy decisions made by Headteacher and Governors (except dismissal appeal decisions)	May sit on LGB Appeal if appropriate		Hear Appeal (would include governors not involved in the original decision making)	
<b>5</b> a) Terms and Conditions of Employment – In the first instance all Terms and Conditions of Peninsula MAT will be the same as for Weatherhead High School	N/A	N/A	Ensure the compliance of agreed Terms and Conditions in all aspects of Operational Management of its staff	Apply Terms and Conditions in operational management
b) Developing the Trust: People Strategy and to meet the strategic change	Approve People Strategy and any Terms and Conditions changes	Executive Leader to lead on change of Terms and Conditions and strategy for managing its people	Input into changing Terms and Conditions and developing employment initiatives	Input into changing Terms and Conditions and developing employment initiatives
<b>6</b> All types of dismissal decisions: a) Dismissing Executive Leader of Peninsula MAT	Responsibility			

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	Trustees	Executive Leader	LGB (Weatherhead)	Headteacher
b) Dismissing and appeals against dismissal of Headteacher of Weatherhead High School	Panel comprising Trustees and/or LGB make initial decision. Different Trustees hear any appeal			
c) Dismissing other staff of Weatherhead High School	To review reports	To receive reports	Responsibility with Headteacher	Responsibility with a Governor from LGB
d) Appeals against dismissal – other staff  Structure needs to be amended	May sit on LGB Appeal if appropriate	May sit on LGB Appeal if appropriate	Hear Appeal (involving different governor that was on original panel)	
<b>7</b> Determining the staffing structure of Weatherhead High School	Receive Reports	Advise Headteacher and LGB on appropriate staffing structure	Approve structure changes in line with financial direction of Trustees	Develop proposals based on appropriate analysis
<b>8</b> Determine central services to be provided to Weatherhead High School by the Trust. In the first instance, the central service will be of an advisory nature to the Headteacher and LGB of Weatherhead High School	Responsibility	Executive Leader to advise		

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	<b>Trustees</b>	<b>Executive Leader</b>	<b>LGB (Weatherhead)</b>	<b>Headteacher</b>
<b>9</b> Media and PR activities relating to: a – Weatherhead High School b – Trust	Oversee the PR activity of the Trust	Leads on PR for the Trust	LGB oversee the activities for Weatherhead High School	Headteacher responsible for Weatherhead High School
<b>10</b> Information Management – initially as only Weatherhead High School is in the Peninsula MAT, this is the responsibility of Weatherhead High School  (Relates to press reports and public information)	To be made aware of any significant issues	To advise if required	Oversee	Responsible
<b>11</b> Academy Public Information – website / prospectus	Trust to oversee	Executive Leader – Responsible for Trust's information	LGB - Monitor	Responsible for school website and prospectus