

SCHEME OF DELEGATION

Scheme of Delegation

This Scheme:

- sets out the Trust's approach to delegations between the different layers of governance within the Trust and is a delegation by the Trustees under Article 105 of the Articles of Associations of certain powers and/or functions as detailed below;
- confirms which powers and functions are reserved to the Trustees;
- should be read in conjunction with the Trust's Governance Structure and Committee Terms of Reference;
- may only be altered or revoked by the Trustees.
- was approved for use by the Trustees on 14th December 2022.

The Trust's Scheme of Financial Delegation, which the Trust is required to have under the School Trust Handbook, is set out in a separate document and supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls.

In this Scheme the phrases used above have the following meanings:

R: Responsible – The function has been delegated to this person/body to perform.

A: Approval and accountable – The person/body delegating the function approves decisions and remains directly accountable for the function.

C: Consulted – The person/body who will be communicated with regarding decisions and tasks/functions to seek their view(s).

O: Overview – The person/body who will ensure the task/function is undertaken effectively and in line with policy.

F: Follow – This person/body will ensure agreed policies/decisions are followed in the trust or school.

S: Support – Assist the person/body with responsibility, where possible, to fulfil the task/function.

STD - Standards committee

RES - Resources committee

AUD - Audit Committee

NOM - Nomination and Remuneration Committee

STR - Strategy Committee

LSC – Local School Committees

BOT – Board of Trustees

Responsibilities of members

Appointments of Trustees – ensuring processes in place for appointment of trustees (including ensuring that the Trustees have the skills to run the Trust)

Agree and review Articles of Association

Appointment of Members – ensuring the number of members never drops below 3 and is ideally kept at 5.

Providing clear role descriptions for members

Strategy and Leadership

Task or Function	Roles				
	Trust			Schools	
	Trustees	Committee	CEO	LSC	Headteacher
Set strategic objectives of the Trust	A	STR	R	C	C
Set strategic objectives of the Schools	-	-	A	C/O	R
Develop the mission, vision and values of Trust & Schools	A	STR	R	C	C
Develop and implement Trust Development Plan	A	STR	R	-	C/F
Develop and implement School Development Plan - for each School in line with strategic aims of the Trust	O	LSC	A	O	R
Scrutiny: Ethos – operation of the Trust & Schools against the agreed mission, vision and values	A	BOT	R (Trust)	O	R (School)
Scrutiny: Performance – review & challenge progress of the Trust against its strategic objectives and KPIs	A/R	STD/RES/AUD	F	-	S
Determining level of support or intervention required in a School	A	BOT	R	C	F
Compliance: Funding Agreement – comply with all obligations including the Academy Trust Handbook	A/O	RES/AUD	A/R	-	F
Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law, health and safety and register of business interest and connected party transactions)	A/O	RES/AUD	A/R	-	F
Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	A/O	RES/AUD	A/R	-	F
Trust Risk Register	A	AUD	R	F	F
Appointment of Governance Professional – Board and LSCs	A	NOM	R	C	C

Strategy and Leadership

Task or Function	Roles				
	Trust			Schools	
	Trustees	Committee	CEO	LSC	Headteacher
Policies – review and approval of specific trust wide policies requiring trustee approval: <ul style="list-style-type: none"> • Admissions • Protection of biometric information • Capability of staff • Early career teachers • Teachers’ Pay • Child Protection • Children with health needs unable to attend school • SEND • Health and safety • First aid • Careers guidance 	A R (approve policies)	RES RES RES RES RES STD STD STD RES RES STD	R (draft policies)	C - - - - - - - - -	C/F
Policies – review and approve all other trust wide policies not listed above	-	-	A/R	O	C/F
Policies – review and approve school specific policies: <ul style="list-style-type: none"> • Accessibility Plan • School specific elements of behaviour and attendance policies • Careers programme (Secondary only) • Early Years Policy (Primaries) • Relationship and Sex Education Policy • SEND information report / local offer 	-	-	A/S	O	R
Setting the model agenda for LSC meetings	A/R	NOM	S	C	C
Prepare terms of reference for LSCs and Committees	A/R	NOM	S	C	C

Strategy and Leadership

Task or Function	Roles				
	Trust			Schools	
	Trustees	Committee	CEO	LSC	Headteacher
Appointing and removing Chairs of Committees, including LSCs	A/R	NOM	C	C	C
Appointing and removing the Vice-Chair of LSCs	O	NOM	C	R	C
Determine composition of LSCs (no. of staff, parent, co-opted, etc. members) and rules around election/nomination, in line with the Academy Trust Handbook	A/R	NOM	C	C	C
Managing elections for parent and staff members of LSCs in line with Trust policy	-	-	R (parents)	O	R (staff)
Chair's Action – Trust level (reported to Board at next meeting)	A/R	-	C	-	-
Chair's Action – School Level (reported to LSC at next meeting)	A	-	C	R	C
Training programme for trustees and LSC members	A/R	NOM	C/S	C	C
Safeguarding – including ensuring each School has appointed a Designated Safeguarding Lead and Deputy, ensuring compliance with statutory guidance and maintenance of single central record.	A/O	STD	A/R	O	R

Education and Curriculum

Task or Function	Roles				
	Trust			Schools	
	Trustees	Committee	CEO	LSC	Headteacher
Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	O	STD/LSC	A	O	R
Curriculum – determining common elements of the curriculum and approaches across the Trust	O	STD	A/R	O	C/F
Curriculum – setting the curriculum for the schools and reviewing its effectiveness	O	STD/LSC	A	O	R
Curriculum - ensuring that the legal requirements for children with special needs are met and that they are given support for learning.	A/O	STD/LSC	A	O	R
Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	A/O	STD/LSC	A	O	R
Collective worship arrangements for school without religious character	O	LSC	A	O	R
Admission decisions	A	RES	S	-	R
Review – considering and evaluating performance of the Schools by: <ul style="list-style-type: none"> ▪ reviewing progress against agreed KPIs ▪ holding each School’s leadership to account for academic performance, quality of care and quality of provision ▪ monitoring the overall effectiveness and efficiency of leadership and management at the Schools ▪ receiving reports on the quality of teaching and learning and making recommendations to the Board. 	A/O	STD/LSC	A/R	A/O	F
Self-evaluation – carrying out the self-evaluation process and the areas for improvement with particular regard to the quality of education, including outcomes	O	STD/LSC	A/R	O	R
Key Performance Indicators – setting and reviewing performance of the Trust & the Schools	O	STD/LSC	A	O	R

Education and Curriculum

Task or Function	Roles				
	Trust			Schools	
	Trustees	Committee	CEO	LSC	Headteacher
Report – termly to Board on performance	O	ALL	A/R	-	S
Behaviour - Maintaining high standards of behaviour and attendance in each school	O	STD/LSC	A	O	R
School Hours – setting the opening and closing times for each school	A	RES	R (setting Trust parameters)	O	R (within trust parameters)
Term Dates and length of school day	A	RES	R (setting Trust parameters)	O	R (within trust parameters)
School lunch – ensure provided to appropriate nutritional standards	A/O	RES	R	-	C
Provision of free school meals to those meeting criteria	O	RES	A	-	R
Stakeholder Engagement – <ul style="list-style-type: none"> ▪ Promoting partnership working between parents/carers and the Schools to promote high standards of attendance, behaviour and learning by students. ▪ Undertaking consultation with students, parents/carers and other stakeholders as part of a programme of regular self-evaluation by the Schools to assess its performance against its stated aims and objectives. ▪ Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience. 	O	STD/LSC	A/R	O	R/F/C
Ofsted Inspections Trust Support – <ul style="list-style-type: none"> ▪ Board will liaise with Ofsted where MAT is inspected it will assist with a School inspection. ▪ CEO will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review ▪ CEO will support LGBs and Headteachers for individual school inspections 	O	STD	A/R	S	C

Finance					
Task or Function	Roles				
	Trust			Schools	
	Trustees	Committee	CEO	LSC	Headteacher
Appointment of the Audit & Risk Committee	A/R	NOM	C	-	-
Appointment of the Accounting Officer & Chief Financial Officer	A/R	NOM	R – for CFO appointment	-	-
Recommend appointment of External Auditors to the Members	A/R	AUD	C	-	-
Monitoring the reports from External Auditors and ensure implementation of actions	A/R	AUD	F	-	-
Appointment of the Internal Auditors	A/R	AUD	C	-	-
Monitoring the reports from Internal Auditors and ensure implementation of actions	A/R	AUD	F	-	-
Preparation of the Trust's Annual Accounts	A	AUD	R	-	-
Approve Annual Accounts	A/R	BOT	R	-	-
Maintaining a Register of Business Interest for the Trust	A	NOM	R	-	-
Maintaining a Register of Business Interest for the LSCs	A	NOM	-	R	-
Scheme of Financial Delegation & Financial Policies (Reserves, Charging and Remissions, Debt Recovery, Anti-Fraud and Corruption, Gifts & Hospitality, Procurement etc) – establishing policies and procedures to ensure compliance with the Trust's financial and reporting requirements	A/O	RES	A/R	-	F
Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Schools Financial Handbook and the Trust's procurement policy	A	RES	R	-	C

Finance

Task or Function	Roles				
	Trust			Schools	
	Trustees	Committee	CEO	LSC	Headteacher
Bank Accounts – authorising the establishment of bank accounts and approve bank mandates in the name of the Trust	-	-	A/R	-	-
Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Schools) so as to the secure the Trust’s financial health in the short term and the long term	A	RES	R	-	C
Trust Annual Budget including school budgets – formulating and setting the Trust annual budget	A	RES	R	-	C
Trust Annual Budget including school budgets – Approval of the Trust annual budget	A	BOT	C	-	-
Expenditure and ensuring delivery of Annual Budgets	O	RES	A/R	-	R/F
Reporting: financial reporting and KPIs	O	RES/LSC	A/R	O	S/F
Monitoring School income and expenditure	O	RES	S/A	-	R
Monitoring Trust income and expenditure	A	RES	R	-	-
Investments – agreeing the investment policy in line with the Schools Financial Handbook and the Scheme of Financial Delegation	A	RES	R	-	C

HR and Operations

Task or Function	Roles				
	Trust			Schools	
	Trustees	Committee	CEO	LSC	Headteacher
Appointing the CEO	R	BOT	-	C	C
Appointing the Headteacher at each School	S	-	R	C	-
Appointing of cross-Trust Staff (in line with recruitment policy)	-	-	R	-	C
Appointing School Senior leaders (excluding Headteacher)	-	-	R (deputy head or most senior assistant head, SBM) C (other SLT)	C	C (deputy head or most senior assistant head, SBM) R (other SLT)
Appointing School Staff (excluding SLT & Headteacher) in line with Trust's permission to recruit procedure	-	-	S where appropriate	-	R
Establishing Trust wide HR Policies – which do not require Trustee approval	-	-	R	-	C/F
Pay reviews (in line with the Trust's pay policy and all statutory regulations)	R (for CEO)	NOM	R (for cross trust staff and HTs)	-	R (for all School staff in line with trust policy)
Setting Terms and Conditions of Employment and Staff Handbook	A	RES	R	-	C/F
Dismissing CEO (in accordance with the Trust disciplinary and capability policies)	R	DISCIPLINARY	-	-	-
Dismissing Headteachers, Cross Trust staff (in accordance with the Trust disciplinary and capabilities policies)	-	-	R	-	-
Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)	-	-	S	-	R

HR and Operations

Task or Function	Roles				
	Trust			Schools	
	Trustees	Committee	CEO	LSC	Headteacher
Suspending/reinstating the CEO	R	-	-	-	-
Suspending/reinstating Cross Trust staff and Headteachers	-	-	R	-	-
Suspending/reinstating other staff	-	-	S	-	R
Agreeing termination payments for the CEO	R	-	-	-	-
Agreeing termination payments for Headteachers and Cross Trust staff	-	-	R	-	-
Agreeing termination payments for other staff	-	-	S	-	R
Agreeing redundancies	O	RES	A/R	-	C
Determining and allocating central services provided to the Schools by the Trust	-	-	A/R	-	C
Overseeing the effectiveness of services provided centrally by the Trust	O	AUD	A/R	-	C
Acquiring and disposing of Trust land – Applying to Secretary of State for Education for permission	A	BOT	R	C	C
Changing use of Assets - Applying to Secretary of State for Education for permission	A	BOT	R	C	C
Arranging insurance for the Trust	A	RES	R	-	F
Media and PR - overseeing public relations activities to project the activities of the Trust and the Schools to the wider community	-	-	R for trust S Schools	-	R (for School within trust parameters)

HR and Operations

Task or Function	Roles				
	Trust			Schools	
	Trustees	Committee	CEO	LSC	Headteacher
Developing brand guidelines for the Trust	-	-	A/R	C	C
Implementing brand guidelines across the trust and Schools	-	-	A/R	-	F
Information management – including adopting and following policies for information security and compliance with FoI and DPA legislation and maintaining accurate records (staff, student)	A/O	AUD	R	F	C/F
Setting Trust parameters for School prospectus and website	-	-	R	-	C/F
Maintaining School prospectus and website in line with Trust and statutory guidelines	-	-	A	-	R
Trust website	-	-	A/R	-	-
Develop a business continuity plan	A	RES	R	-	C/F