

The Pennine Trust – Scheme of Delegation

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Function or Task	Members	Board of Trustees	CEO	Local Governing Body	Headteacher
Responsibilities of Members					
Members: Appoint/Remove	R	-	-	-	-
Trustees: Appoint/Remove	R	-	-	-	-
Role descriptions for members	R	-	-	-	-
Articles of association: agree and review	R	-	-	-	-
School Improvement					
Approving Trust Plan for Excellence Framework	-	R	C	A	A
Implementing the Trust Plan for Excellence	-	-	R	A	C
Establishing and Disengaging Challenge/Improvement Boards	-	R	C	C	C
Operating Challenge/Improvement Boards	-	-	R	C	C
Curriculum					
Approving framework for school curriculum policy	-	R	C	C	C
Developing curriculum policy and plan	-	-	O	R	R
Implementing curriculum policy	-	-	O	O	R
Maintaining standards of teaching	-	O	O	O	R
Responsibility for a pupil's education	-	-	O	O	R
Providing sex education within curriculum policy	-	-	O	R	R
Monitoring, reviewing and evaluating spiritual, moral, social, cultural (SMSC), Community Cohesion and anti-extremism programmes	-	O	O	R	R
Setting policy for discharging duties in respect of pupils with special needs	-	R	C	C	C
Implementing policy for discharging duties for pupils with special needs	-	-	O	R	R
Religious Education/Collective Worship					
Approving religious education and collective worship policies	-	R	C	O	C
Ensuring provision of religious education in line with policy	-	-	O	R	R
Making arrangements for collective worship in line with policy	-	-	O	-	R
Target Setting					
Setting and publishing targets for pupil achievement	-	O	R	O	R
Monitoring progress against the achievement of these targets	-	-	O	O	R
Monitoring, by exception, failure to meet key targets, ensuring management actions are in place to address	-	R	C	O	C

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Discipline/Exclusions					
Approving Trust Level Discipline Policy in line with statutory requirements	-	R	C	C	C
Implementing individual School Disciplinary Policy, including ensuring correct responsibilities for determining exclusions	-	-	O	R	R
Safeguarding					
Approving Safeguarding Policy	-	R	C	C	C
Monitoring Safeguarding issues within a school	-	O	A	R	R
Ensuring effective Safeguarding procedures	-	R	C	O	R
School Organisation					
Setting the policy for the times of school term dates	-	R	C	C	C
Setting the policy for teaching time	-	R	C	C	C
Setting times of school sessions	-	-	O	R	R
Ensuring that school lunch nutritional standards are met	-	-	O	O	R
Strategy					
Preparing school plan for excellence- setting timescales, targets and milestones, and identifying areas of responsibility	-	-	C	A	R
Approving school plan for excellence	-	O	R	O	-
Amending school plan for excellence	-	O	R	O	C
Monitoring, reviewing and evaluating progress of the school plan for excellence	-	O	O	O	R
Holding the Head to account for the day-to- day running of the school – standards, behaviour etc.	-	-	R	O	-
Delivering the school plan for excellence within the school and running the school	-	-	O	-	R
Approving Significant Changes as defined by DfE guidance	-	R	C	A	A

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Governance					
Monitoring and evaluating the establishment's conduct against the mission, vision and values of the Trust	-	R	C	A	C
Approving Scheme of Delegation	-	R	C	C	C
Approving Local Governing Bodies with responsibility for more than one school	-	R	A	-	-
Approving trust Governance policies and standard operating procedures	-	R	C	-	-
Implementing policies and standard operating procedures	-	-	O	R	O
Approving school-level policies in line with Trust guidance	-	-	O	R	O
Approving a risk management framework and Risk Policy	-	R	C	-	-
Developing a Risk Register in accordance with the Trust's risk management framework	-	O	R	O	R
Approving a business continuity plan framework	-	R	C	-	-
Developing a business continuity plan in accordance with the Trust's framework	-	O	R	O	R
Reviewing and monitoring the annual statement of assurance	-	R	C	-	-
Appointing and removing the Trust-appointed members of the Local Governing Body	-	R	C	C	C
Managing the elections for the appointment of Parent and Staff members of the Local Governing Body	-	-	A	O	R
Appointing and removing the Chair of the Local Governing Body	-	R	C	C	C
Appointing and removing the Vice-Chair of the Local Governing Body	-	O	A	R	C

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Appointing the Trust Secretary	-	R	C	-	-
Appointing 'Lead Governors' in line with Trust guidance	-	-	-	R	-
Setting the model agenda and frequency of meetings of the Local Governing Body	-	-	R	C	C
Adapting the model agenda for Local Governing Body meetings	-	-	O	R	C
Conducting Meetings of the Local Governing Body in accordance with the Trust Framework	-	-	O	R	-
Maintaining a Register of Business Interests for the Trust	-	R	O	-	-
Maintaining a Register of Business Interests for the Local Governing Body	-	-	O	R	-
Appointing External Auditors	-	R	A	-	-
Monitoring the reports of the External Auditor and ensuring implementation of actions	-	R	C	O	R
Monitoring Ofsted reports and ensuring implementation	-	R	C	O	R
Appointing Internal Auditors	-	R	A	-	-
Monitoring the reports of Internal Auditors and ensuring implementation of actions	-	R	C	O	R
Finance					
Approving Financial Allocation to schools	-	R	C	C	C
Approving the school budget for each financial year	-	R	O	R	C
Approving the Trust's Finance Policy and procedures	-	R	C	C	C
Approving the Central Procurement Framework	-	R	C	C	C
Monitoring monthly income and expenditure	-	-	R	-	R
Monitoring termly income and expenditure	-	R	A	R	A
Approving the Trust's Charging and Remissions policy	-	R	C	C	A
Agreeing local charges in accordance with the Trust's Charging and Remissions policy	-	-	O	R	C
Preparation of Trust Financial Statements in accordance with the accounting framework	-	O	R	-	R

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Approving Trust Financial Statements	-	R	-	-	-
Approving the intended use of surplus school balances	-	R	C	A	A
Staffing					
Approving Trust Staff Structure Framework	-	R	C	-	C
Recruiting to the Trust Staff Structure	-	O	R	-	A
Approving school Staff Structure Framework	-	-	C	R	C
Recruiting to the school Staff Structure	-	-	O	R	A
Appointing and agreeing pay of Chief Executive	-	R	-	-	-
Appointing and agreeing pay of Headteacher	-	-	R	A	-
Appointing and agreeing pay of Deputy Headteacher & Assistant Headteachers	-	-	R	A	C
Approving pay policy outside of national terms and conditions	-	R	C	C	C
Exercising pay discretions within policy	-	-	O	R	A
Agreeing redundancies	-	-	R	A	A
Dismissing Headteacher	-	O	R	A	-
Dismissing Deputy Headteacher/Assistant Headteacher	-	-	C	O	R
Dismissing other staff	-	-	A	O	R
Suspending/reinstating Headteacher	-	O	R	A	
Suspending/reinstating Deputy Headteacher and Assistant Headteacher	-	-	C	O	R
Suspending/reinstating other staff	-	-	A	O	R
Agreeing termination payments for the Headteacher	-	O	R	A	-
Agreeing termination payments for other school staff	-	-	O	O	R
Agreeing termination payments for other staff within central team	-	O	R	-	-
Performance Management					
Approving a performance management policy	-	R	C	C	C
Implementing the performance management policy	-	O	R	O	R

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Performance management of the Chief Executive	-	R	A	-	A
Performance management of the Headteacher	-	-	R	A	A
Performance management of the Senior Leadership Team and other staff	-	-	A	O	R
Premises					
Procuring buildings	-	R	C	A	A
Approving the Capital Buildings Strategy/Asset Management Plan	-	R	C	A	A
Delivering an approved Capital Buildings Strategy/Asset Management Plan	-	O	R	O	R
Delivering a routine maintenance and FFE refresh plan in line with Trust branding guidelines	-	-	O	C	R
Putting in place full insurance cover	-	-	R	-	-

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Health and Safety					
Approving a Health and Safety Framework	-	R	C	-	-
Implementing the Health and Safety Framework in the school	-	-	A	-	R
Ensuring Health and Safety policies and regulations are followed	-	O	A	R	R
ICT					
Approving an ICT Strategy	-	R	C	A	A
Developing an approved provider and product framework for ICT purchasing	-	-	R	-	C
Delivering an ICT update and refresh programme in line with the Trust's approved provider and product framework	-	-	O	-	R
Central Support Services					
Organising the Central Team to deliver a regulatory function and Core Service for all	-	-	R	-	A

schools					
Overseeing services provided by the Central Team	-	R	A	A	A
Commissioning non-core services from the Central Team	-	-	A	O	R
Admissions					
Approving for statutory consultation Admission policies for Trust schools	-	R	C	C	-
Determining Admission policies for Trust schools	-	R	C	C	C
Dealing with Local Authorities on policy issues and the School Adjudicator/EFA on admission related issues	-	-	R	O	C
Implementing admission arrangements in accordance with Trust policy and LA co-ordinated schemes	-	-	O	C	R
Securing an independent admission appeals panel	-	-	R	-	-

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Communication					
Preparing and publishing Trust website	-	-	R	-	-
Preparing and publishing the school prospectus/website	-	-	C	O	R
Developing the Trust home-school agreement Policy	-	-	R	-	A
Implementing School level home-school agreements in line with policy	-	-	A	O	R
Developing partnerships with stakeholders for the benefit of the Trust	-	R	R	C	A
Developing partnerships with stakeholders for the benefit of the school	-	-	O	R	R
Implementing public relations activities for the Trust	-	O	R	-	-
Implementing public relations activities for the school	-	-	O	O	R
Developing brand guidelines for the Trust	-	A	R	C	C
Implementing Trust brand guidelines	-	O	R	O	R
MAT					

Considering forming a federation or joining an existing federation	-	R	C	C	C
Extended School					
Determining the Extended Services Framework	-	-	R	C	A
Delivering the additional services	-	-	O		R
Ceasing to provide extended school provision	-	-	R	C	A
Ensuring provision of free school meals to those pupils meeting the criteria	-	-	A	-	R
Approving a Corporate Social Responsibility (CSR) Policy	-	R	C	C	-
Implementing the CSR Policy	-	-	O	R	R

Key

R = denotes responsibility

A = denotes an advisory role

O = denotes an overview role to ensure a function is undertaken in line with policy or procedure

C = denotes consultative role prior to sign off