



SCHEME OF DELEGATION

2020



The Trust Scheme of Delegation has been produced in consultation with senior representatives of individual school Local Governing Bodies and the Directors of the Trust Board. It carefully considers the structure of Trust Governance and defines clear lines of accountability for people within the Partnership, who operate at a range of different levels within the organisation.

The Scheme of Delegation is divided into several different areas of responsibility including; strategic Governance, reporting, policies, finance, people/HR, compliance and education / curriculum.

Four 'elements' are provided for all concerned to help clearly define their roles, duties and responsibilities;

1. IMPLEMENT

Responsibility for the day-to-day delivery of what has been planned.

2. MONITOR

Keep a continuous overview of the impact of decision making; what is working well and what requires further improvement.

3. REVIEW

Through a formal assessment process consider an evaluative judgement on progress, taking decisions to make amendments as appropriate.

4. FOLLOW

To adhere to agreed policies and procedures.

AREA	CODE	TASK	1 - IMPLEMENT	2 - MONITOR	3 - REVIEW	4 - FOLLOW
Strategic Governance	1	Members: Appoint/Remove & call a general meeting	Member			
Strategic Governance	1	Directors: Appoint/Remove (no maximum number of Directors) & call a general meeting para 50 and 45, 46	Trust Board	Member		
Strategic Governance	1	Trust Committees & LGBs: Appoint/Remove	Trust Board	Member		
Strategic Governance	1	C of D & VC Appoint/Remove	Trust Board	Member		
Strategic Governance	1	CoG: Appoint/Remove	LGB	CEO	Trust Board	
Strategic Governance	1	LGB members: Appoint/Remove	CofG	Committee	Trust Board	
Strategic Governance	1	Terms of reference for Directors, specific roles, committee members	Trust Board	Member	CEO	
Strategic Governance	1	Role and responsibility descriptors for Directors and LGBs members; student outcomes, safeguarding, SEND, Quality of Education, behaviour and attendance etc...	Headteacher	Trust Board	Member	LGB
Strategic Governance	1	To hold a full Members meeting at least once in a school year or a meeting as often as maybe required				
Strategic Governance	1	To hold a full Directors meeting a minimum of three times in a school year or a meeting as often as maybe required				
Strategic Governance	1	To hold a full LGB meeting a minimum of three times in a school year or a meeting as often as maybe required	Headteacher	CofG	CEO	



AREA	CODE	TASK	1 - IMPLEMENT	2 - MONITOR	3 - REVIEW	4 - FOLLOW
Strategic Governance	1	To appoint the IAB and disband an ineffective Local Governing Body	CEO	Trust Board	Member	
Strategic Governance	1	Articles of association *checked KL/AJ June 20	Trust Board	Member	CEO	LGB
Strategic Governance	1	Trust Governance structure	CEO	Trust Board	Member	
Strategic Governance	1	Terms of reference	Trust Board	Member		LGB
Strategic Governance	1	Skills audit for Trust level	Committee	Trust Board	Member	
Strategic Governance	1	Skills audit for LGB level	CofG	Headteacher	CEO	
Strategic Governance	1	Annual external review and internal self-review of Trust Board and Sub -Committees	Committee	Trust Board	Member	
Strategic Governance	1	Annual external review and internal self-review of LGBs	CofG	Headteacher	CEO	
Strategic Governance	1	To agree a pay policy for academy employees	CEO	Committee	Trust Board	LGB
Strategic Governance	1	Review of CofG performance	CEO	Trust Board	Member	
Strategic Governance	1	Succession planning of CofG	CofG	Trust Board	Member	
Strategic Governance	1	Annual workstream for Trust board of Directors and Committees	CEO	Trust Board	Member	
Strategic Governance	1	Annual workstream for LGB	CofG	Headteacher	CEO	

AREA	CODE	TASK	1 - IMPLEMENT	2 - MONITOR	3 - REVIEW	4 - FOLLOW
Strategic Governance	1	Training programme for Members and Directors	Trust Board	Member		
Strategic Governance	1	Training programme for LGBs	CofG	Headteacher	CEO	
Strategic Governance	1	Determining and allocating central services (top slice) provided to the schools by the Trust	CEO	Trust Board	Member	
Strategic Governance	1	Management of risk at Trust Level; establish register, review and monitor	CEO	Trust Board	Member	
Strategic Governance	1	Management of risk at School Level; interpret and apply to school context then monitor & review	Headteacher	CofG	CEO	
Strategic Governance	1	Trust level vision and strategy, agreeing strategic priorities and KPIs	CEO, Member	Trust Board		LGB
Strategic Governance	1	Appoint and dismiss Headteachers*	CEO	CofG	Trust Board	
Strategic Governance	1	Setting Terms and Conditions of Employment and Code of Conduct	CEO	Trust Board	Member	LGB
Reporting	2	Annual school development/improvement plans	Headteacher	CofG	CEO	
Reporting	2	Publication of governance arrangements - Trust	CCO	CEO	Trust Board	
Reporting	2	Publication of governance arrangements - LGB	CCO	Headteacher	CofG	
Reporting	2	Annual report on the performance of the Trust and accounts; submit and publish	CFO	CEO	Trust Board	
Reporting	2	Annual report from Trust Committees; submit and publish	CEO	Committee	Trust Board	
Reporting	2	Annual report from LGB; submit and publish	CofG	Headteacher	Trust Board	

*The CEO, at least one director and the Chair of Governors should be involved in a headteacher appointment

AREA	CODE	TASK	1 - IMPLEMENT	2 - MONITOR	3 - REVIEW	4 - FOLLOW
Policies	3	Determine Trust wide policies that reflect the Trusts values and ethos eg: Finance, HR, H&S/premises, Data protection	CEO	Committee	Trust Board	LGB
Policies	3	Finance incl. charges & remissions, conflict of interests, gifts & hospitality, lettings, procurement, staff expenses, investment etc	CFO	Committee	Trust Board	LGB
Policies	3	HR/Staffing policies incl. Capability, Grievance, Attendance Management, Code of Conduct, Appraisal, Disciplinary, Whistleblowing, Bullying/ Harassment, Flexible working, Induction etc	CEO	Committee	Trust Board	LGB
Policies	3	H&S/Premises management; accessibility, Health and Safety	COO	Committee	Trust Board	LGB
Policies	3	Data protection incl.. GDPR, FOI, AUP, social media	COO	Committee	Trust Board	LGB
Policies	3	Trust wide Complaints policy	CEO	Committee	Trust Board	LGB
Policies	3	Trust wide Admissions policy	CEO	Committee	Trust Board	LGB
Policies	3	Trust wide Safeguarding incl. Child Protection and eSafety	Headteacher	LGB	CEO	
Policies	3	Determine school level policies that reflect the Trusts values and ethos	Headteacher	LGB	CEO	
Policies	3	Quality of Education incl. teaching & learning, curriculum policies, marking and feedback etc	Headteacher	LGB	CEO	
Policies	3	SEND policy & SEND local offer	Headteacher	LGB	CEO	
Policies	3	Behaviour	Headteacher	LGB	CEO	
Policies	3	Attendance	Headteacher	LGB	CEO	
Finance	4	Budget plan to support the delivery of Trust priorities	CFO	Committee	Trust Board	

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Finance	4	Budget plan to support the delivery of school level priorities	Headteacher	CFO	CEO	
Finance	4	Trusts scheme of financial delegation; establish and review financial policies and procedures	CFO	CEO	Trust Board	LGB
Finance	4	External auditors report; receive and respond	CFO	CEO	Trust Board	
Finance	4	Trust level - Benchmarking; ensuring value for money	CFO, CEO	Committee	Trust Board	LGB
Finance	4	School level - Benchmarking; ensuring value for money	Headteacher	CEO, CFO	Committee	
Finance	4	Develop and review Trust wide procurement strategies and efficiencies	COO, CEO	CFO, Committee	Trust Board	LGB
Finance	4	Preparation and approval of annual accounts	CFO, CEO	Committee	Trust Board	
Finance	4	Agree the investment policy line with the Academies Financial handbook	CFO, CEO	Committee	Trust Board	
Finance	4	Pupil Premium, Sports Premium and Y7 Catch-up Premium - reviewing and challenging the value for money and impact on outcomes	Headteacher	LGB	CEO	
Compliance	5	Trust level: Register of business interests; completing the register of business interests	CCO	CFO	Trust Board	LGB
Compliance	5	School level: Register of business interests; completing the register of business interests	CofG	CEO, CFO	Trust Board	
Compliance	5	Asset and Premises Maintenance Strategy - determining use of Trust's premises and ensuring premises are adequately maintained	COO	CEO, CFO	Committee	LGB
Compliance	5	Arranging insurance for the Trust	CFO	CEO	Committee	LGB
Compliance	5	Trust Prospectus	CEO	Committee	Trust Board	



AREA	CODE	TASK	1 - IMPLEMENT	2 - MONITOR	3 - REVIEW	4 - FOLLOW
Compliance	5	Acquiring and disposing of Trust land	CEO, COO	Committee	Trust Board	
Compliance	5	Regulatory compliance incl. charity law, company law, employment law, health & safety and safeguarding	COO, CCO	CEO	Committee	LGB
Compliance	5	The Trust and Local Governing Body have due regard for the implementation of the Equality Act	CofG	CEO	Trust Board	LGB
Compliance	5	Trust level - Auditing and reporting arrangements of compliance incl. Finance, GDPR, Health and Safety, policies, HR/staffing, Safeguarding, Website, Risk assessment/management (The Key Tracker)	COO	CEO	Committee	
Compliance	5	School level - Auditing and reporting arrangements of compliance incl. Quality of Education, Behaviour and attitudes, Personal development and Leadership & management (OFSTED)	CofG	CEO	Trust Board	LGB
Compliance	5	Trust level - maintain an accurate oversight of safeguarding measures that ensures effective compliance across the Trust	CofG	CEO	Trust Board	LGB
Compliance	5	Trust level - maintain an accurate overview of SEND provision across the Trust	CofG	CEO	Trust Board	LGB
Compliance	5	Trust level - maintain an accurate oversight of behaviour (exclusions) and attendance across the Trust	CofG	CEO	Trust Board	LGB
HR	6	Trust level: staffing structure	CEO	Committee	Trust Board	
HR	6	School level: staffing structure	Headteacher	CEO	Committee	
HR	6	Appoint CFO, CCO & COO	CEO	Committee	Trust Board	
HR	6	CEO pay award	Committee	Trust Board	Member	

AREA	CODE	TASK	1 - IMPLEMENT	2 - MONITOR	3 - REVIEW	4 - FOLLOW
HR	6	Head teacher pay award	CEO	Committee	Trust Board	
HR	6	Trust level: Staff appraisal, annual review and pay progression	CEO	Committee	Trust Board	LGB
HR	6	School level: Staff appraisal, annual review and pay progression incl support staff	Headteacher	CEO	Committee	
HR	6	To appoint a Deputy Head teacher (through a selection panel)*	Headteacher	LGB	CEO	
HR	6	To ensure that an approved appraisal policy in place and review annually	CEO	Committee	Trust Board	LGB
HR	6	Maintain accurate and effective and secure employee records across the Trust	COO	CEO	Committee	LGB
HR	6	Maintain accurate and effective and secure employee records within the School	Headteacher	LGB	CEO	
HR	6	Appoint and dismiss all other staff	Headteacher	CEO	Committee	
Education & Curriculum	7	A rounded view of the 'Quality of Education' including the extent to which the schools curriculum sets out INTENT (knowledge and skills taught, applied and assessed) and IMPACT (outcomes for children)	Headteacher	LGB	CEO / Trust Board	
Education & Curriculum	7	School hours, length of school day and term dates	CEO	Headteacher	Trust Board	
Communication	8	Media and PR - overseeing public relations activities	CEO	Committee	Trust Board	LGB

*The Headteacher, CEO and Chair of Governors should be involved in the appointment of a Deputy Headteacher

