

Scheme of Delegation
Approved by the Trust Board on 5th October 2020

Key

Column 1: Members

Column 2: Board of Trustees

Column 3: Trust Finance & General Purpose Committee (F&GP)

Column 4: Trust Raising Standards Committee (Raising Standards)

Column 5: Chief Executive Officer (CEO)

Column 6: Chief Operations Officer (COO)

Column 7: Academy Headteacher (Headteacher)

Blue box Function **cannot** be legally carried out at this level.

✓ Action to be undertaken at this level

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A Provide advice and support to those accountable for decision making

<> Direction of advice and support



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Area	Decision	Delegation						
		Members	Trust Board	F&GP	Raising Standards	CEO	COO	Headteacher
Governance framework								
People	Members: Appoint/Remove	✓						
	Trustees: Appoint/Remove	✓	✓					
	Role descriptions for members	✓						
	Role descriptions for trustees/chair/ specific roles/committee: agree		✓			<A	<A	
	Local advisory group member: elected		✓					✓
	Board committee chairs: appoint and remove		✓	✓	✓	<A	<A	
	Clerk to board: appoint and remove		✓					
Systems and structures	Articles of association: review and agree	✓	<A			<A	<A	
	Governance structure (committees) for the trust: establish and review annually		✓			<A	<A	
	Terms of reference for board committees and scheme of delegation for academy committees: agree annually		✓			<A	<A	
	Skills audit: complete and recruit to fill gaps		✓			<A>		
	Annual self-review of trust board and committees: complete annually		✓					



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Systems and structures	Chair's performance: carry out 360 review periodically		✓			✓		
	Trustee / academy committee/advisory member contribution: review annually		✓			✓	✓	✓
	Succession: plan		✓			<A>		
	Annual schedule of business: agree		✓	✓	✓	<A	<A	
	Annual schedule of business for academy committee/advisory group: agree					A>		✓
Reporting								
Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓	✓	✓	<A	<A	
	Annual report on performance of the trust: submit to members and publish		✓			<A	<A	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		<A	<A	
	Annual report on work of academy advisory group: submit to trust and publish							A



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Being Strategic								
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	✓	✓	<A	<A	✓
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve					A>	✓	✓
	Central spend: agree		✓	<A		<A	<A	
	Management of risk: establish register, review and monitor		✓	<A	<A	<A>	✓	✓
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓				<A	



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Being Strategic	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine					A>		✓
	Chief executive officer: appoint and dismiss		✓					
	Academy principal : appoint and dismiss		✓			✓		
	Budget plan to support delivery of trust key priorities: agree		✓	<A		<A	✓	
	Budget plan to support delivery of school key priorities: agree					✓	✓	A
	Trust's staffing structure: agree		✓	<A		<A		
	School staffing structure: agree					✓	✓	A
Holding to account								
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	✓	✓	<A		

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	Reporting arrangements for progress on key priorities: agree		✓	<A	<A	✓		
	Performance management of the Chief Executive Officer: undertake		✓					
	Performance management of academy headteacher : undertake					✓		
	Trustee monitoring: agree arrangements		✓			<A		
	Academy advisory group monitoring: agree arrangements							✓
Ensuring financial probity								
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓	<A		<A		
	Trust's scheme of financial delegation: establish and review		✓	✓		<A		
	External auditors' report: receive and respond		✓	<A		<A>	✓	
	CEO pay award: agree		✓					



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	Academy principal pay award: agree		✓			✓		
	Staff appraisal procedure and pay progression: review and agree			✓		A>		✓
	Benchmarking and trust wide value for money: ensure robustness			✓		✓	✓	
	Develop, review and approve trust wide procurement strategies and efficiency savings programme			✓		✓	✓	