

Scheme of Delegation

Key	
Level 1: Members	
Level 2: Academy trust board of trustees	
Level 3: Board committee	
Level 4: Individual trustee	
Level 5: Senior executive leader (accounting officer)	
Grey box	Function cannot be carried out at this level.
✓	Action to be undertaken at this level
✓	Action to be undertaken at this level
A	Provide advice and support to those accountable for decision making
<>	<u>Direction</u> of advice and support

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
Governance framework						
People	Members: appoint / remove	✓				
	Trustees: appoint / remove	✓	<A			
	Role descriptions for members	✓				
	Role descriptions for trustees / chair / specific roles / committee members: agree		✓	<A		
	Parent trustee: elected		✓			
	Committee chairs: appoint and remove		✓	<A		
	Clerk to board: appoint and remove		✓			
Systems and structures	Articles of association: agree and review	✓	<A	<A		
	Governance structure (committees) for the trust: establish and review annually		✓	<A		
	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually		✓	<A		
	Skills audit: complete and recruit to fill gaps		✓			
	Annual self review of trust board and committee performance: complete annually		✓		<A	
	Chair's performance: carry out 360 review periodically		✓		<A	
	Trustee contribution: review annually.		✓			
	Succession: plan.		✓	<A		
	Annual schedule of business for trust board: agree.		✓	<A		<A
	To consider forming a MAT or joining an existing MAT.		✓			
	To approve forming or joining a MAT.	✓				
Reporting						
Reporting	Trust governance details on trust website: ensure.		✓			<A
	Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish.		✓			
	Annual report on performance of the trust: submit to members and publish.		✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit.		✓	<A		
	To determine whether to publish a home school agreement (not statutory).					✓
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met.		✓	<A	<A	<A
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014).		✓		<A	✓

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
Being Strategic						
Being Strategic	Determine trust policies which reflect the trust's ethos and values including: admissions; expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum: approve.		✓		<A	<A
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve.		✓		<A	<A
	Determine trust policy for complaints, health and safety, accessibility plan, premises management, data protection and FOI: approve.		✓		<A	<A
	Establish trust policy for sex education, careers guidance.					✓
	Determine a behaviour and discipline policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave.		✓			<A
	To draft content of school behaviour policy and publicise it to staff, students and parents.					✓
	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last seven years.		✓			
	Ensure a broad and balanced curriculum is in place		✓			<A
	To set the times of school sessions and the dates of school terms and holidays.		✓			
	Agree enrichment/extra-curricular offer including any additional services required.		✓			<A
	Imbed agreed curriculum and enrichment offer within the day to day operation of the academy trust.					✓
	To establish and agree a pay policy.		✓	✓		
	Management of risk: establish register, review and monitor.		✓	<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	<A
	Principal: appoint and dismiss.		✓			
	Budget plan to support delivery of trust key priorities: agree.		✓	<A		
	Academy staffing structure: agree.		✓	<A		<A
	Appoint deputy heads.		A>			✓
	Appoint teaching staff.					✓
	Appoint non-teaching staff.					✓

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
Holding to account						
Holding to account	Auditing and reporting arrangements for matters of compliance (eg: safeguarding, H&S, employment): agree.		✓	<A	<A	<A
	To produce and maintain a central record of recruitment and vetting checks.					✓
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy.		✓		<A	<A
	Reporting arrangements for progress on key priorities: agree.		✓			<A
	Performance management of the principal: undertake.		✓	<A		
	Performance management of staff: undertake.					✓
	Establish and review procedures for addressing staff discipline, conduct and grievance.		✓	✓		
	Trustee monitoring: agree arrangements.		✓	<A		
	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination.		✓			
	To ensure that health and safety regulations are followed & monitor incidents.		✓	<A	<A	✓
	Ensure that school lunch nutritional standards are met.					✓
	Maintain a register of pupil attendance.					✓
To ensure provision of free meals to those pupils meeting the criteria.					✓	
Ensuring financial probity						
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint.		✓	<A		
	Trust's scheme of financial delegation: establish and review.		✓	<A		<A
	To enter into contracts (refer to Financial Scheme of Delegation).		✓	<A		<A
	External auditors' report: receive and respond.		✓	<A		<A
	Principal pay award: agree.			✓		
	Staff appraisal procedure and pay progression: monitor and agree.		✓	<A		<A
	Benchmarking and academy trust value for money: ensure robustness.		✓	<A		
	Develop trust procurement strategies and efficiency savings programme.			✓		
	To approve the first formal budget plan each financial year.		✓	<A		
	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, year 7 numeracy and maths catch up premium, service premium and the pupil premium).		✓	✓		
	To establish and agree charging and remissions policy.		✓	✓		
	Buildings insurance and personal liability.		✓			