

Scheme of Delegation 2022 / 2023

Key	
Column 1	Members
Column 2	Trust Board
Column 3	Trust Board finance, business and audit committee
Column 4	Trust Board achievement and improvement committee
Column 5	Chief executive officer
Column 6	Local governing board
Column 7	Academy principal / Headteacher
✓	Action to be undertaken at this level
A	Provide advice and support to those accountable for decision making
<>	Direction of advice and support

Area	Decision	Delegation						
		Members	Trust Board	F, B and A C'ttee	A and I C'ttee	CEO	LGB	Principal / Head
People	Members: appoint / remove	✓						
	Trustees: appoint / remove	✓	<A			<A		
	Role descriptions for Members	✓						
	Role descriptions for trustees / chair / specific roles / committee members: agree		✓			<A		
	Deployment of elected Parent Governors		✓					
	Board committee chairs: appoint and remove		✓			<A		
	Named safeguarding Trustee: appoint and remove		✓			<A		
	Named safeguarding local governor: appoint and remove						✓	<A
	Named SEND Trustee: appoint and remove		✓			<A		
	Named SEND local governor: appoint and remove						✓	<A
	Ensuring financial skill set on the Trust Board		✓			<A		
	LGB chairs: appoint and remove		✓			<A		
	Academy committee (LGB) governors: appoint and remove		✓			<A	<A	<A
	Clerk to board: appoint and remove		✓					
Clerk to LGB appoint and		✓				<A		



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		Members	Trust Board	F, B and A C'ttee	A and I C'ttee	CEO	LGB	Principal / Head
	remove							
Systems and Structures	Articles of association: review and agree	✓	<A			<A		
	Governance structure (committees) for the trust: establish and review annually		✓			<A		
	Terms of reference for board committees and scheme of delegation for LGBs: agree annually		✓			<A		
	Skills audit: Trustees to complete and recruit to fill gaps		✓			<A		
	Skills audit: local governors to complete and recruit to fill gaps					A>	✓	<A
	Annual self-review of trust board and committees		✓	<A	<A			
	Annual self-review of trust committees (LGB's)					A>	✓	<A
	Chair's performance: carry out 360 review periodically		✓			<A>	✓	
	Trustee / LGB member contribution: review annually		✓			<A>	✓	
	Governor succession: plan		✓			<A>	✓	<A
	Annual schedule of governance business		✓	✓	✓	<A	✓	
	Carrying out disclosure and barring service (DBS) checks					✓		✓
Reporting	Publication on trust and schools' websites of all required details on governance arrangements		✓			<A	✓	A
	Annual self-review / triannual external review of board effectiveness: submit to Members		✓			<A	<A	
	Annual self-review / triannual external review of board effectiveness: submit to Trustees					A>	✓	<A
	Annual report and accounts including		✓			<A		



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		Members	Trust Board	F, B and A C'ttee	A and I C'ttee	CEO	LGB	Principal / Head
	accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House							
	ESFA required reports and returns submit		✓			<A		
	Annual report work of LGB: submit to Trust and publish					A>	✓	<A
	Determine trust wide policies which reflect the trust's ethos and values: approve		✓	✓	✓	<A		
Being Strategic	Setting governance policies (data protection, information sharing, cyber security, Freedom of Information, code of conduct, complaints, whistleblowing)		✓			<A		
	Oversight of arrangements of local implementation of Trust policies			✓	✓	<A		
	Determine school level policies: report and approve					A>	✓	<A
	Central spend / management fee: agree		✓	<A		<A		
	Establish Trust risk register, review and monitor		✓	<A	<A	<A		
	Management of risk: establish school register, review and monitor and report					A>	✓	<A
	Review engagement with stakeholders including parents		✓			<A		
	LGB to ensure engagement with stakeholders including parents					A>	✓	<A
	Determine Trust's vision, strategy, and key		✓	<A	<A	<A		



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		Members	Trust Board	F, B and A C'ttee	A and I C'ttee	CEO	LGB	Principal / Head
	priorities: approve							
	Setting Trust culture and values		✓			<A		
	Determine school's vision, strategy and key priorities: approve					✓	<A	<A
	Chief executive officer: appoint and dismiss		✓					
	Accounting officer: appoint and dismiss		✓					
	Academy Headteacher / Principal: appoint and dismiss					✓	<A	
	Budget plan to support delivery of trusts' key priorities: agree		✓	<A		<A		
	Budget plan to support delivery of schools' key priorities: agree					✓		<A
	Trusts' staffing structure: agree		✓	<A	<A	<A		
	Schools' staffing structure: agree					✓		<A
	Setting approach to staff appointment and dismissal			✓		<A		
	Approving variations to staff appointments					✓		
	Ensuring compliance, e.g. safeguarding, H&S, employment, equalities: agree auditing and reporting arrangements		✓			<A		
	Committee oversight of compliance and impact of, e.g. safeguarding, H&S, employment, equalities: agree auditing and reporting arrangements			✓	✓	<A>		
	Ensuring controls are in place for trust safeguarding practices		✓			<A		
Holding to account	Setting safeguarding policies (safeguarding and child protection, Prevent, looked after children, safer recruitment)		✓			<A		
	Setting health and safety		✓			<A		



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		Members	Trust Board	F, B and A C'ttee	A and I C'ttee	CEO	LGB	Principal / Head
	policies							
	Setting admissions policies		✓			<A		
	Delivering support for looked after children (designated teacher at each school)					A>		✓
	Monitoring progress on key priorities: agree reporting arrangements		✓	<A	<A	<A		
	Confirm attendance at Trust Ofsted reviews / inspections		✓			<A		
	Confirm attendance at school Ofsted inspections		✓			<A		
	Performance management of the Chief Executive Officer: undertake		✓					
	Performance management of academy Headteacher / Principal: undertake					✓	<A	<A
	Setting trust approach to curriculum and assessment				✓	<A		
	Setting Trust approach to Early Years Foundation Stage (EYFS)				✓	<A		
	Setting and delivering school curriculum and assessment in line with Trust approach					A>		✓
	Developing curriculum policies as required by schools					A>		✓
	Oversight and impact assessment of curriculum policies and delivering school curriculum						✓	<A
	Analysis of attainment data				✓	<A		<A
	Setting behaviour and welfare policies (behaviour, exclusions)				✓	<A		<A
	Approval of school behaviour policy						✓	<A
	Ensuring compliance with SEND Code of				✓	<A	<A	<A



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		Members	Trust Board	F, B and A C'ttee	A and I C'ttee	CEO	LGB	Principal / Head
	Practice							
	Setting approach to directing pupils off site, exclusions				✓	<A		
	Keeping admissions and attendance registers					A>		✓
	Setting HR Polices			✓		<A		
	External auditors: appoint	✓						
	Chief financial officer: appoint and dismiss		✓	<A		<A		
Financial oversight	Trust's scheme of financial delegation: establish, monitor and review		✓	<A		<A		
	External auditors' report: receive and respond		✓	<A		<A	✓	A
	CEO pay award: agree		A	✓	<A			
	Academy Headteacher / Principal pay award: agree				A>	✓		
	Staff appraisal procedure and pay progression: review and agree		✓			<A	✓	<A
	Benchmarking and value for money: assurance framework ensure robustness		✓			<A		
	Monitoring budget: agree reporting		✓			<A		
	Develop trust wide procurement strategies and efficiency savings programme				✓	<A		
	Establishing controls framework including internal auditors				✓	<A		
	Delivering monthly management accounts and forecasts for Trustee review		✓	<A		<A		
	Managing cash position				✓	<A		
	Monitoring whole Trust pupil premium spend and PE and Sport premium					✓	<A	
Monitoring academy pupil premium spend and PE and Sport						A>	✓	<A



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		Members	Trust Board	F, B and A C'ttee	A and I C'ttee	CEO	LGB	Principal / Head
	premium							
	Developing finance policies			✓		<A		
	Managing conflicts of interest and related party transactions		✓			<A		<A
	Ensuring compliance with ESFA requirements		✓			<A		
	Ensuring adequate insurance cover is in place			✓		<A		<A