

Scheme of Delegation

This scheme of delegation details accountabilities within four main areas:

- Strategic and Leadership
- Education and Curriculum
- Financial
- Operations

The headings and explanations of how they are used for the delegation of duties within this are:

Develops – *The person or group responsible for carrying out the preparatory work for this area, this might mean researching, proposing or drafting a paper/policy related to it*

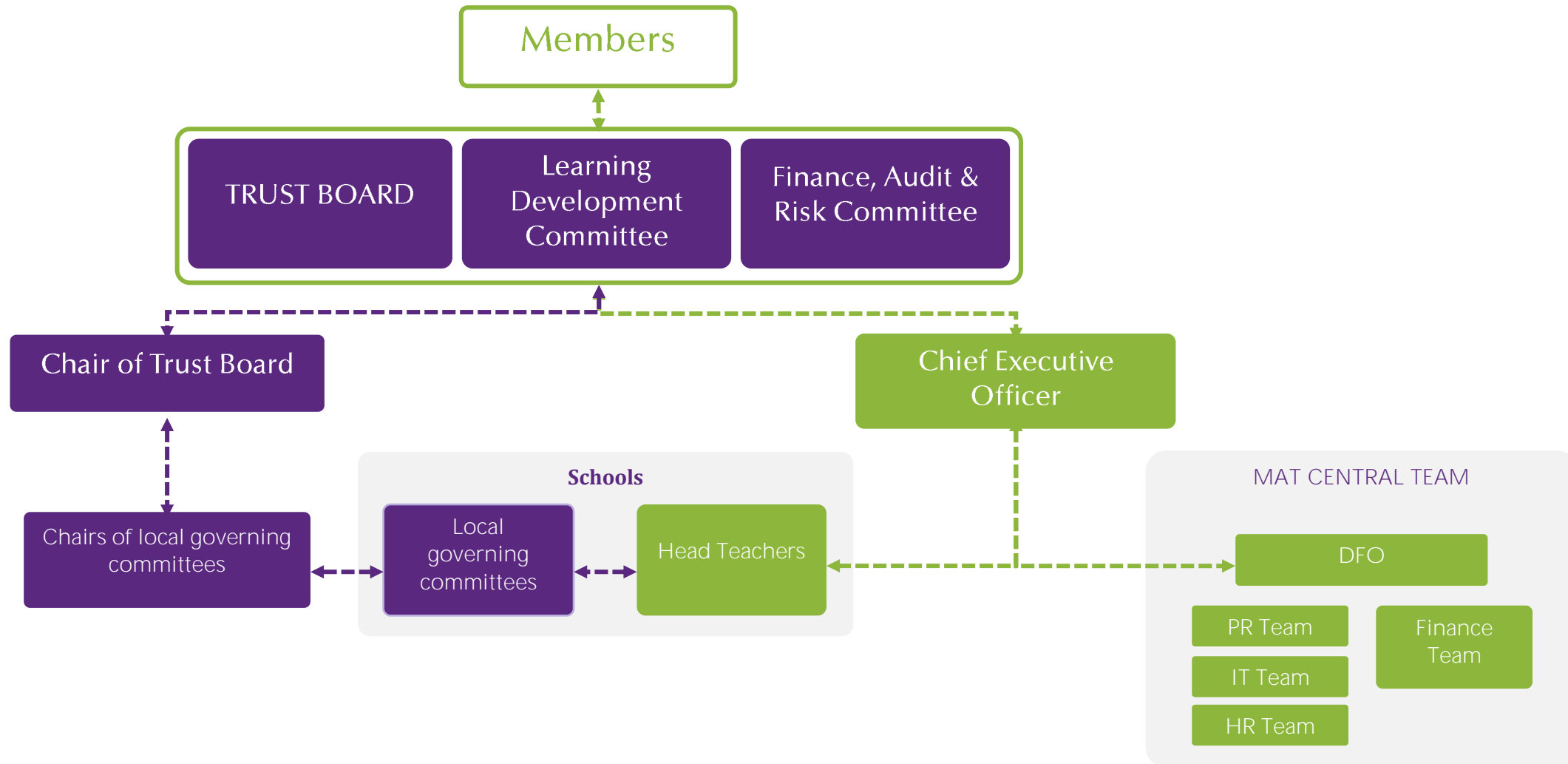
Approves – *The person or group who has final sign-off and control on this area*

Implements – *The person or group responsible for carrying out the work or implementing the activity associated with this area*

Reviews – *The person or group who will monitor the work or activity is happening and producing the impact expected*

NB - There can be no further delegation of responsibility or accountability within this scheme of delegation.

Reporting structure



Scheme of Delegation

Key	
CEO	Chief Executive Officer
DFO	Director of Finance & Operations
PRC	Pay & Remuneration Committee
TB	Trust Board
EB	Executive Board
LGC	Local Governing Committee
FAR Committee	Finance, Audit and Risk Committee

	Responsibility	Develops	Approves	Implements	Reviews
Strategic and Leadership	Setting the values and vision of the Trust	CEO / EB	TB	CEO / EB	CEO
	Setting the strategic plan for the Trust	CEO / EB	TB	CEO / EB	CEO
	Agree to new schools joining the Trust	CEO / DFO	TB (Members consult)	CEO / DFO	TB
	Change Articles of Association	TB	Members	DFO	TB
	Risk management framework	TB / CEO / DFO	TB	CEO / DFO	FAR Committee
	Change the name of the Trust and propose changes to the DfE for approval	TB	Members	CEO / DFO	TB
	Act to wind up the Trust if this is believed to be necessary	CEO / DFO	Members	CEO / DFO	TB
	Change Scheme of Delegation	CEO / EB	TB	CEO / EB	CEO / DFO
	Elect or remove Chairs of Local Committees	LGC	TB	Clerk	TB
	Elect or remove governors from Local Governing Committees	LGC	TB	Clerk	LGC
	Appoint or remove Members	Members	Members	Clerk	Members
	Appoint or remove Trustees	TB	Members	Clerk	TB
	Appoint and remove the Clerk to the Trust Board	DFO	TB	DFO	TB
	Appoint and remove the Clerk to the LGC	Head	LGC	Head	LGC
	Determine the committee structure and Terms of Reference, for the Board	TB	TB	TB	TB
	Organise the calendar of Members' meetings	Clerk	TB	Clerk	Members
	Plan the schedule of meeting and work for the Board	Clerk	TB	Clerk	TB
	Trustees to nominate to key roles of SEND and Safeguarding, including ensuring compliance with statutory guidance and related policies (safeguarding, children with additional needs)	TB	TB	TB	Members
	Setting governance policies (data protection, freedom of information, subject access requests, code of conduct, complaints, whistleblowing)	CEO / DFO	TB	CEO / DFO	FAR Committee
	Appointment/dismiss Headteachers / CEO / DFO	CEO / TB	TB	CEO / TB	CEO / TB
	Changing use of assets	CEO / DFO	TB	CEO / EB	FAR Committee
	External skills audit of Trust Board and triannual performance review	TB & External Reviewer	Members	External Reviewer	Members

	Responsibility	Develops	Approves	Implements	Reviews
Education and Curriculum	Make significant changes to school operations (e.g. change of name, change of school day or academic year, extending the age range of an academy).	CEO / EB / LGC	TB	EB	CEO / LGC
	Set terms and conditions of employment, staff handbook and trust wide HR policies (appraisal, pay, disciplinary, grievance, capability, safer recruitment)	CEO / DFO	TB	CEO / EB	CEO / DFO
	Performance develop CEO including pay recommendations	PRC	TB	TB	PRC
	Performance develop Headteachers	CEO/LGC	TB	CEO	PRC
	Performance develop DFO	CEO	TB	CEO	PRC
	Setting school admissions policies	CEO / Head	TB	LGC	CEO
	Set a curriculum which meets each school's specific needs, but in line with trust approach (includes religious education, collective worship and sex and relationships education)	Head	LGC	Head	TB
	Quality assure each schools self-evaluation of the current level of performance (areas of strength and weakness) within each school - based on objective data and analysis to ensure accountability	Head	LGC	Head	CEO / LGC /TB
	Strategic objectives for schools in line with school improvement plan and trust priorities	Head	LGC	Head	CEO
	Ensure each school's curriculum and assessment approach meets statutory requirements	CEO / Head	TB	Head	CEO / TB

	Responsibility	Develops	Approves	Implements	Reviews
Financial	Implementation of Finance Policy and Regulations, including setting delegated authority limits for financial transactions and reserves policy, charging and remission and procurement	DFO	TB	DFO	FAR Committee
	Funding Model across the Trust	CEO / DFO	TB	DFO	FAR Committee
	Appoint and dismiss external auditors	DFO/CEO/TB	Members	DFO	TB
	Appoint, dismiss and direct internal auditors (establishing a controls framework and plans for internal scrutiny)	FAR Committee / DFO	TB	DFO	FAR Committee
	Ensure appropriate insurance arrangements are in place for all academies and the Trust	DFO	TB	DFO	TB
	Approve three year budget for individual schools and trust consolidated budget	DFO / CEO / EB	TB	DFO	FAR Committee
	Approve annual report and accounts and ensure in accordance with DfE requirements	DFO	TB	DFO	FAR Committee
	Ensure that management accounts are shared with the chair of trustees monthly and with trustees at least six times per year.	DFO	TB	DFO	FAR Committee
	Approve expenditure on capital projects above the thresholds set out in the Finance policy scheme of financial delegation.	CEO / EB	TB	DFO	FAR Committee
	Managing conflicts of interest and related party transactions	DFO / CEO / Clerk	TB	DFO / Clerk	TB
	Ensure that decisions about executive pay are transparent, proportionate and justifiable.	PRC / CEO	TB	DFO	PRC
	Ensure that the Trust complies with all external risk management regulatory requirements	TB / DFO	TB	DFO	FAR Committee
	Approve contingency and business continuity plans for the Trust	DFO/Head	TB	DFO/Head	LGC / FAR Committee
	Approve applications for CIF bids or other grants for capital projects	DFO	TB	DFO	FAR Committee
	Appoint a senior executive leader as accounting officer	TB	TB	TB	TB
	Appoint a Chief Finance Officer	CEO / TB	TB	CEO	CEO / FAR Committee

	Responsibility	Develops	Approves	Implements	Reviews
Operations	Overseeing the effectiveness of services provided centrally by the trust	CEO / DFO / EB	TB	CEO / DFO	CEO / EB
	Student issues (including attendance, exclusions, punctuality and behaviours)	Head / CEO	LGC	Head	TB
	Overall staffing structure for each school	Head / LGC	CEO	Head	CEO
	Approve school statutory and non-statutory policies	Head	LGC	Head	LGC
	Ensure compliance with Health and Safety legislation	DFO	TB	Head / DFO	LGC / FAR Committee
	Ensure compliance with Equalities legislation	CEO / EB	TB	EB	CEO / TB
	School expenditure and ensuring delivery of allocated budget	LGC / Head	CEO / DFO	Head	DFO
	Monitor and report spend against ringfenced grants eg pupil premium, sports premium, catch up funding	Head	LGC	Head	LGC
	School risk register and actions to manage and mitigate significant (RAG) risks	Head	LGC	Head	LGC
	Media and PR	CEO / EB	CEO	CEO / EB	TB
	Trust prospectus and website	CEO / EB	TB	CEO	TB / EB