

# TRUST SCHEME OF DELEGATION



## A: Leadership and Governance

		Executive Board (Directors)	Trust Principal	Executive Headteacher (EHT)	Local Academy Board (LAB)	Headteacher/ Head of School
<b>LEADERSHIP AND GOVERNANCE</b>	<b>Strategic Objectives of the Trust</b>	<b>DETERMINE</b>	<b>ADVISE IMPLEMENT</b>	<b>IMPLEMENT</b>	<b>ADVISE</b>	
	<b>Funding Agreement</b> Comply with all obligations including the Academies Financial Handbook	<b>REVIEW</b>	<b>IMPLEMENT</b> (With Finance Director)		<b>IMPLEMENT</b>	<b>IMPLEMENT</b>
	<b>Regulations</b> All regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	<b>REVIEW</b>	<b>IMPLEMENT</b>			
	<b>Financial Oversight of the Trust</b> Ensuring that there are appropriate financial controls so there is regularity, probity and value for money in relation to the management of public funds	<b>DETERMINE</b>	<b>IMPLEMENT ADVISE</b> (With Finance Director)			
	<b>Business Interests</b> Completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	<b>DETERMINE</b>			<b>ADVISE</b>	
	<b>Appointments and Dismissal Governors</b>	<b>DETERMINE</b>			<b>ADVISE</b>	
	<b>Appointment and Dismissal of the Responsible Officer and Audit Committee</b>	<b>DETERMINE</b>				
	<b>Appointment and Dismissal of the Clerk to the Board and LABs</b>	<b>DETERMINE</b>	<b>ADVISE</b>		<b>ADVISE</b>	
	<b>Appointment and Dismissal of Trust Principal</b>	<b>DETERMINE</b>				
	<b>Appointment and Dismissal of Principals/Head of School</b>		<b>DETERMINE</b>	<b>ADVISE</b>	<b>ADVISE</b>	
	<b>Appointment and Dismissal of Executive Headteachers/CFO/COO</b>	<b>DETERMINE</b>	<b>ADVISE</b>			

A: Leadership and Governance

		Executive Board (Directors)	Trust Principal	Executive Headteacher (EHT)	Local Academy Board (LAB)	Headteacher/ Head of School
<b>LEADERSHIP AND GOVERNANCE</b>	<b>Policies</b> Review and approval of Trust wide policies	<b>DETERMINE</b>	<b>REVIEW</b> (With Operations Director)	<b>ADVISE</b>	<b>ADVISE</b>	
	<b>Prepare terms of reference for LAB's and Committees</b>	<b>DETERMINE</b>	<b>ADVISE</b>			
	<b>Training programme for Directors and Governors</b>	<b>REVIEW</b>	<b>DETERMINE</b>	<b>ADVISE</b>	<b>ADVISE</b>	<b>ADVISE</b>
	<b>Appraisal of Trust Principal</b>	<b>DETERMINE</b> (Pay Committee)				
	<b>Appraisal of Headteachers/Heads of Schools</b>	<b>REVIEW</b>	<b>DETERMINE</b>	<b>ADVISE</b>	<b>ADVISE</b>	
	<b>Appraisal of Teaching Staff</b>			<b>DETERMINE</b>	<b>REVIEW</b>	<b>IMPLEMENT</b>
	<b>Academy Development Plans (ADP)</b> For each Academy in line with the strategic aims of the Trust			<b>REVIEW</b>	<b>ADVISE</b>	<b>DETERMINE</b>
	<b>Key Performance Indicators (Trust)</b> Setting and reviewing performance of the Trust	<b>DETERMINE</b>	<b>ADVISE</b>			
	<b>Key Performance Indicators (Academy)</b> Setting and reviewing performance of the academies			<b>DETERMINE</b>	<b>ADVISE</b>	

B: Education

		Executive Board (Directors)	Trust Principal	Executive Headteacher (EHT)	Local Academy Board (LAB)	Headteacher/ Head of School
<b>EDUCATION</b>	<b>Trust Education Strategies</b> (Including Curriculum, T&L, Inclusion etc)	REVIEW	DETERMINE	ADVISE		ADVISE
	<b>Quality of Teaching (Academy)</b> Ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes		ADVISE	ADVISE REVIEW	REVIEW	DETERMINE
	<b>Curriculum (Academy)</b> Setting the curriculum for the Academies and reviewing its effectiveness		REVIEW	DETERMINE	REVIEW	DETERMINE
	<b>Pupil Premium (PP)</b> Reviewing and challenging the value for money/ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap			DETERMINE ADVISE	REVIEW	ADVISE IMPLEMENT
	<b>Set admissions policy</b>	DETERMINE	ADVISE		ADVISE IMPLEMENT	ADVISE
	<b>Student issues</b> (including uniform, attendance, exclusions, punctuality and disciplinary matters for each Academy)			ADVISE	REVIEW	DETERMINE
	<b>Academy Hours</b> Setting the opening and closing times for the Academies	DETERMINE	REVIEW		ADVISE	ADVISE
	<b>Term dates and length of school day</b>	DETERMINE	REVIEW		ADVISE	ADVISE

C: Finance

		Executive Board (Directors)	Trust Principal	Executive Headteacher (EHT)	Local Academy Board (LAB)	Headteacher/ Head of School
<b>FINANCE</b>	<b>Funding Model</b> Agreeing a funding model across the Trust (and develop an individual funding model for the Academies) so as to secure the Trust's financial health in the short and long-term.	<b>DETERMINE</b>	<b>ADVISE</b> <b>REVIEW</b> (With Finance Director)	<b>ADVISE</b>	<b>ADVISE</b>	<b>ADVISE</b>
	<b>Trust Annual Budget</b> Formulating and setting the Trust-wide budget and approving annual accounts.	<b>DETERMINE</b>	<b>ADVISE</b> <b>REVIEW</b> (With Finance Director)			
	<b>Academy Annual Budgets</b> Formulation and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/balances)	<b>DETERMINE</b>	<b>ADVISE</b> <b>REVIEW</b> (With Finance Director)		<b>IMPLEMENT</b>	
	<b>Expenditure and ensuring delivery of Academy annual budgets</b>	<b>REVIEW</b>	<b>REVIEW</b> (With Finance Director)	<b>ADVISE</b>	<b>DETERMINE</b>	<b>IMPLEMENT</b> <b>ADVISE</b>
	<b>Financial Policies</b> Establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements, including delegation.	<b>DETERMINE</b>	<b>ADVISE</b> <b>REVIEW</b> (With Finance Director)		<b>IMPLEMENT</b>	
	<b>Trust Risk Register</b>	<b>REVIEW</b>	<b>DETERMINE</b> (With Finance Director)	<b>ADVISE</b>		

## D: HR and Operations

		Executive Board (Directors)	Trust Principal	Executive Headteacher (EHT)	Local Academy Board (LAB)	Headteacher/ Head of School
<b>HR AND OPERATIONS</b>	<b>Establishing Trust-wide HR Policies</b> (Including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	<b>DETERMINE</b>	<b>ADVISE REVIEW</b> (With Operations Director)	<b>IMPLEMENT</b>	<b>ADVISE IMPLEMENT</b>	<b>ADVISE IMPLEMENT</b>
	<b>Setting Terms and Conditions of Employment</b>	<b>DETERMINE</b>	<b>ADVISE</b>			
	<b>Discipline and Grievance Policy</b>	<b>DETERMINE</b>	<b>ADVISE</b>		<b>IMPLEMENT</b>	
	<b>Determining and allocating Central Services provided to the Academies by the Trust</b>	<b>REVIEW</b>	<b>DETERMINE</b>	<b>ADVISE</b>	<b>ADVISE</b>	<b>ADVISE</b>
	<b>Overseeing the effectiveness of services provided centrally by the Trust</b>	<b>REVIEW</b>	<b>DETERMINE</b>	<b>ADVISE</b>	<b>ADVISE</b>	<b>ADVISE</b>
	<b>Asset and Premises Maintenance Strategy</b> Determining use of Academies' premises and ensuring premises are adequately maintained	<b>DETERMINE</b>	<b>ADVISE</b> (With Estates Manager)		<b>ADVISE</b>	
	<b>Acquiring and disposing of Trust land</b>	<b>DETERMINE</b>	<b>ADVISE</b> (With Finance Director)		<b>ADVISE</b>	
	<b>Media and PR</b> Overseeing public relations activities to project the activities of the Trust and the Academies to the wider community		<b>DETERMINE</b>	<b>ADVISE</b>	<b>IMPLEMENT ADVISE</b>	<b>IMPLEMENT</b>
	<b>Trust Prospectus and Website</b> Including Academy corporate design		<b>DETERMINE</b>	<b>ADVISE</b>		<b>ADVISE</b>
	<b>Academy Prospectus and Website</b>			<b>REVIEW</b>	<b>REVIEW</b>	<b>DETERMINE</b>



## Glossary

<b>Advise</b>	The individual/group that should advise and make recommendations on strategy or how a particular task should be completed.
<b>Implement</b>	The individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals.
<b>Determine</b>	The individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.
<b>Review</b>	The individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate, requiring action to be taken to ensure the task is delivered appropriately.



**Scheme of Delegation - Summary**

<b>Executive Board (Directors)</b>	
<b>DETERMINE:</b>	
LG	Strategic Objectives of the Trust
	Financial Oversight of the Trust
	Business Interests
	Appointments and Dismissal of Governors
	Appointment and Dismissal of the Responsible Officer and Audit Committee
	Appointment and Dismissal of the Clerk to the Board and LABs
	Appointment and Dismissal of Trust Principal
	Appointment and Dismissal of Executive Headteachers/COO/CFO
	Policies
	Prepare terms of reference for LAB's and Committees
	Appraisal of Trust Principal
	Key Performance Indicators (Trust)
E	Set admissions policy
	Academy Hours
	Term dates and length of school day
F	Funding Model
	Trust Annual Budget
	Academy Annual Budgets
	Financial Policies
HRO	Establishing Trust-wide HR Policies
	Setting Terms and Conditions of Employment
	Discipline and Grievance Policy
	Asset and Premises Maintenance Strategy
	Acquiring and disposing of Trust land
<b>REVIEW</b>	
LG	Funding Agreement
	Regulations
	Training programme for Directors and Governors
	Appraisal of Headteachers/Heads of Schools
E	Trust Education Strategies
F	Expenditure and ensuring delivery of Academy annual budgets
	Trust Risk Register
HRO	Determining and allocating Central Services provided to the Academies by the Trust
	Overseeing the effectiveness of services provided centrally by the Trust





## Scheme of Delegation - Summary

Trust Principal	
<b>ADVISE</b>	
LG	Strategic Objectives of the Trust
	Financial Oversight of the Trust
	Appointments and Dismissal of Executive Headteachers/COO/CFO
	Appointment and Dismissal of the Clerk to the Board and LABs
	Prepare terms of reference for LAB's and Committees
	Key Performance Indicators (Trust)
E	Quality of Teaching (Academy)
	Set admissions policy
F	Funding Model
	Trust Annual Budget
	Academy Annual Budgets
	Financial Policies
HRO	Establishing Trust-wide HR Policies
	Setting Terms and Conditions of Employment
	Discipline and Grievance Policy
	Asset and Premises Maintenance Strategy
	Acquiring and disposing of Trust land
<b>IMPLEMENT</b>	
LG	Strategic objectives of the Trust
	Funding Agreement
	Regulations
	Financial Oversight of the Trust
<b>DETERMINE</b>	
LG	Appointment and Dismissal of Principals/Head of School
	Training programme for Directors and Governors
	Appraisal of Headteachers/Heads of Schools
E	Trust Education Strategies
F	Trust Risk Register
HRO	Determining and allocating Central Services provided to the Academies by the Trust
	Overseeing the effectiveness of services provided centrally by the Trust
	Media and PR
	Trust Prospectus and Website
<b>REVIEW</b>	
LG	Policies
E	Curriculum (Academy)
	Academy Hours
	Term dates and length of school day
F	Funding Model
	Trust Annual Budget
	Academy Annual Budgets
	Expenditure and ensuring delivery of Academy annual budgets
	Financial Policies
HRO	Establishing Trust-wide HR Policies



## Scheme of Delegation - Summary

<b>Executive Headteacher (EHT)</b>	
<b>ADVISE</b>	
LG	Appointment and Dismissal of Principals/Head of School
	Policies
	Training programme for Directors and Governors
	Appraisal of Headteachers/Heads of Schools
E	Trust Education Strategies
	Quality of Teaching (Academy)
	Pupil Premium (PP)
	Student issues
F	Funding Model
	Expenditure and ensuring delivery of Academy annual budgets
	Trust Risk Register
HRO	Determining and allocating Central Services provided to the Academies by the Trust
	Overseeing the effectiveness of services provided centrally by the Trust
	Media and PR
	Trust Prospectus and Website
<b>IMPLEMENT</b>	
LG	Strategic Objectives of the Trust
HRO	Establishing Trust-wide HR Policies
<b>DETERMINE</b>	
LG	Key Performance Indicators (Academy)
	Appraisal of Teaching Staff
E	Curriculum (Academy)
	Pupil Premium (PP)
<b>REVIEW</b>	
LG	Academy Development Plans (ADP)
HRO	Academy Prospectus and Website



## Scheme of Delegation - Summary

Local Academy Board (LAB)	
<b>ADVISE</b>	
LG	Strategic Objectives of the Trust
	Business Interests
	Appointments and Dismissal of Directors and Governors
	Appointments and Dismissal of the Clerk to the Board and LABs
	Appointment and Dismissal of Principals/Head of School
	Policies
	Training programmes for Directors and Governors
	Appraisal of Headteachers/Heads of Schools
	Academy Development Plans (ADP)
	Key Performance Indicators (Academy)
E	Set admissions policy
	Academy Hours
	Term dates and length of school day
F	Funding Model
HRO	Establishing Trust-wide HR Policies
	Acquiring and disposing of Trust land
	Determining and allocating Central Services provided to the Academies by the Trust
	Overseeing the effectiveness of services provided centrally by the Trust
	Asset and Premises Maintenance Strategy
	Media and PR
<b>IMPLEMENT</b>	
LG	Funding Agreement
E	Set admissions policy
F	Financial Policies
	Academy Annual Budgets
HRO	Establishing Trust-wide HR Policies
	Discipline and Grievance Policy
	Media and PR
<b>DETERMINE</b>	
F	Expenditure and ensuring delivery of Academy annual budgets
<b>REVIEW</b>	
LG	Appraisal of Teaching Staff
E	Quality of Teaching (Academy)
	Curriculum (Academy)
	Pupil Premium (PP)
	Student issues
HRO	Academy Prospectus and Website



## Scheme of Delegation - Summary

Headteacher/Head of School	
<b>ADVISE</b>	
LG	Training programme for Directors and Governors
E	Trust Education Strategies
	Pupil Premium (PP)
	Set admissions policy
	Academy Hours
	Term dates and length of school day
F	Funding Model
	Expenditure and ensuring delivery of Academy annual budgets
HRO	Establishing Trust-wide HR Policies
	Determining and allocating Central Services provided to the Academies by the Trust
	Overseeing the effectiveness of services provided centrally by the Trust
	Trust Prospectus and Website
<b>IMPLEMENT</b>	
LG	Funding Agreement
	Appraisal of Teaching Staff
E	Pupil Premium (PP)
F	Expenditure and ensuring delivery of Academy annual budgets
HRO	Establishing Trust-wide HR Policies
	Media and PR
<b>DETERMINE</b>	
LG	Academy Development Plans (ADP)
E	Quality of Teaching (Academy)
	Curriculum (Academy)
	Student issues
HRO	Academy Prospectus and Website