



Scheme of Delegation

Effective from 16.03.21

Governance framework

Area	Decision	Delegation					
		Members	Trust Board	TB Finance, Audit & Risk committee	Exec Head	LGB	Head of School
People	Members: Appoint/Remove	✓					
	Trustees: Appoint/Remove	✓	✓				
	Role descriptions for members	✓					
	Role descriptions for trustees/chair/specific roles/committees/LGB's: agree		✓		<A		
	Committees/LGB's: elected		✓	✓	<A		
	Committee/LGB chairs: appoint and remove		✓		<A		
	Clerk for Trust board and LGB's: appoint and remove		✓				
People – recruitment	Appoint Executive Head		✓				
	Appoint Head of School		✓	<A	<A	<A	
	Appoint CFO		✓	<A	<A		
	Appoint Business Manager		✓		<A	<A	
	Appoint Deputy of School/Trust		✓		<A	<A	<A

Governance Framework (Cont.)

Area	Decision	Members	Trust Board	TB Finance, Audit & Risk Committee	Exec Head	LGB	Head of School
People – recruitment	Appoint Class teacher				A>	A>	✓
	Appoint support staff						✓
Systems and structures	Articles of association: review and agree	✓	<A		<A		
	Governance structure for the Trust: establish and review annually		✓		<A		
	Scheme of Delegation: agree annually		✓		<A		
	Terms of reference for the Trust board and finance, audit & risk committee: agree annually		✓	✓	<A		
	Terms of reference for the LGB and any LGB				A>	✓	
	Committees: agree annually					✓	
	Skills audit: complete and recruit to fill gaps		✓		<A>	✓	<A
	Annual self-review of board and LGB's		✓			✓	
	Chair's performance: carry out 360 review periodically		✓			✓	
	Trustee and governor contribution : self -review annually		✓			✓	

Governance Framework (Cont.)

Area	Decision	Members	Trust Board	TB Finance, Audit & Risk Committee	Exec Head	LGB	Head of School
Systems and structures	Succession plan		✓		<A>	✓	<A
	Annual schedule of business for Board		✓	✓	<A		
	Annual schedule of business for LGB				A>	✓	<A

Reporting

Area	Decision	Members	Trust Board	TB Finance, Audit & Risk Committee	Exec Head	LGB	Head of School
Reporting	Publication on school websites of all governance arrangements: ensure		✓		<A		
	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 statement demonstrating value for money: submit		✓	<A	<A		
	Annual report on the work of the LGB: submit to Trust and publish					✓	<A

Being Strategic

Area	Decision	Members	Trust Board	TB Finance, Audit & Risk Committee	Exec Head	LGB	Head of School
Being strategic	Determine Trust wide policies reflecting ethos and values (facilitating discussion with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	✓	<A		
	Determine school level policies which reflect the school's ethos and values to include: admissions; SEND; safeguarding and child protection; curriculum; behaviour; anti-bullying: approve				A>	✓	A
	Central spend/top slice		✓	<A	<A		
	Management of risk: establish register, risk management policy : review and monitor		✓	<A	<A>	✓	A
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓

Being Strategic (Cont.)

Area	Decision	Members	Trust Board	TB Finance, Audit & Risk Committee	Exec Head	LGB	Head of School
Being strategic	Trust's vision and strategy agreeing key performance indicators KPI's against which progress towards the vision can be measured: determine		✓		<A		
	School's vision and strategy agreeing key performance indicators KPI's against which progress towards the vision can be measured: determine				A>	✓	✓
	Executive Head: appoint and dismiss		✓				
	Head of School: appoint and dismiss		✓		<A	<A	
	CFO: appoint and dismiss		✓	<A	<A		
	Budget plan to support delivery of Trust key priorities: agree		✓	<A	<A		
	Budget plan to support delivery of school key priorities: agree				✓		A
	Trust staffing structure: agree		✓	<A	<A		
School staffing structure: agree				✓		A	

Holding to Account

Area	Decision	Members	Trust Board	TB Finance, Audit & Risk Committee	Exec Head	LGB	Head of School
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H+S): agree		✓	✓	<A>	✓	A
	Reporting arrangements for progress on key priorities: agree		✓	<A	<A>	✓	A
	Performance Management of the Exec Head/CFO: undertake		✓				
	Performance Management of the Head of School: undertake				✓	A	
	Trustee monitoring: agree arrangements		✓		<A		
	Governor monitoring: agree arrangements					✓	A
	Academy committee overall performance monitoring: agree arrangements		✓			<A	

Ensuring Financial Probity

Area	Decision	Members	Trust Board	TB Finance, Audit & Risk Committee	Exec Head	CFO	LGB	Head of School
Ensuring financial probity	Appoint auditors	✓						
	Appoint accounting officer for delivery of Trust's detailed accounting processes		✓	<A				
	Trust scheme of financial delegation: establish and review		✓	✓	<A	<A		
	External auditors' report: receive and respond		✓	<A	<A	<A		A
	EH/CFO pay award : agree		✓					
	Head of School pay award: agree		✓		<A		<A	
	Staff appraisal procedure and pay progression: review and agree					✓		A
	Benchmarking Trust's value for money: ensure robustness				✓	<A	<A	
	Benchmarking school's value for money: ensure robustness					A>	✓	A
	Develop Trust wide procurement strategies and efficiency savings programme					✓	<A	
Review and approve Trust wide procurement strategies and efficiency savings programme				✓				

KEY	
✓	Action to be undertaken at this level
A	Provide advice and support to those accountable for decision making
<>	Direction of advice and support
Pale Blue box	Function cannot be legally carried out at this level