

## SCHEME OF DELEGATION

### Key

R	Responsible
A	Accountable
C	Consulted
I	Informed

	Members	Trustees	Committee	LGB Members	Chief Executive	Headteacher
<b>Vision, Ethos, and Strategy</b>						
Setting the Trust Vision		R/A		I	R	I
Setting the Trust Strategy		R/A		I	R	I
Setting the Trust culture and values		R/A		I	R	I
Setting and reviewing skill set of Trustees		R/A				
Setting Academy improvement plans in line with the Trust priorities		I		I	A/C	R
Engaging with Parents and the Local Community		I		C	A	R
Setting the Academy vision and values		I		C	A	R
<b>Governance</b>						
To review and amend the Articles of Association	R/A				R	I
To change the name of the Academy Trust	R/A					
To appoint and remove Trustees	R/A					
To establish and appoint Board committees		R/A			C	
To determine the structure, Scheme of Delegation, and Terms of Reference for the Trust Board and committees [review annually]		R/A			C	I
To determine the structure and Terms of Reference of the Local Governing Bodies (LGB) (review annually)		R/A			C	I
To determine the Terms of Reference for delegation to Headteachers					R/A	
To appoint a Company Secretary		A/C			R	
To appoint and dismiss a Clerk to the Trustees/Committees/LGBs		R/A	I	I	C	I
To appoint and dismiss a Chair to the Trust Board/Committees/LGBs	A	R/A	I	I	C	I
To determine the governance policies of the Trust/Acadamies		A/C	I	I	R	I
To implement a means whereby the Trust/Academy can receive and respond to parent, staff and other external stakeholder feedback		A/C		I	R	R
To determine the development needs of Trustees/governors and put in place an appropriate programme		A/C	C/I	C/I	R	I
To consider/approve requests for other schools (sponsor/convertor) to join the Trust		A/C			R	
To ensure there is effective communication between the Trustees and the LGB		C		I	R	
To appoint and remove Trust representative local governing body members		A/C		I	R	R
To monitor & challenge the effectiveness of the governance model		A/R	C		C	
<b>Finance</b>						
To appoint external auditors		A/C			R	
To appoint internal auditors		A/C			R	
To establish, monitor and review the financial scheme of delegation		A/C	C	I	R	I
Delivering annual report and accounts, with regard to accounts consolidation exercise srequired by the DfE	I	A/I	I		R	
To prepare and approve the annual budget for the Trust and its Academies		A/C		I	R	R
Reviewing and approving management accounts and forecasts		A/C	C/I		R	I
To establish and review Finance policies (e.g, charging and remissions policy)		A/C			R	C
To determine the topslice		A/R		I	R	I
To appoint an Accounting Officer		A/R				
To appoint the CFO		A/C			R	

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To establish and approve the financial control framework		A/C	R/C		R	
To maintain a register of business interest		A/C	C	C	R	
To ensure adequate risk, financial and asset management systems are in place across the Academy Trust		A/C	C/I		R	
To consider, approve/decline financial requests in line with the financial scheme of delegation			A/C	I	R	I
To receive a regular report regarding the schools finances		A		I	R	I
To ensure grant funding is deployed appropriately e.g. Pupil Premium, Sports Premium		A		I	R/C	R
<b>Curriculum and standards</b>						
To determine and implement a Trust-wide curriculum policy to ensure provision of a broad and balanced curriculum		A/C		I	R	R
To determine and implement a Trust-wide policy on sex and relationship education		A/C		I	R	R
Production and analysis of educational data and standards, in order to be able to create a plan for the delegation of resources or deployment of assets		A/C		I	R	R
Setting and review of targets for the Trust and each academy		A		I	R	C
Effective processes are in place for monitoring the quality assurance of Teaching and Learning, the curriculum, inclusion and the sharing of good practice across the Trust, and individual Academies		A	C/I	A/C	R	R
To set, approve and monitor the School Strategic Plan				R	A/C	R
To set, approve and monitor the School Self Evaluation				R	A/C	R
Responsibility for ensuring the provision of Religious Education in line with the Trusts curriculum and the academy's religious designation, including collective worship		A/C		I	R	R
<b>Special Educational Needs (SEN)</b>						
To determine, review and maintain a Trust-wide SEN and Disability Discrimination Act policy		A/C		I	R	I
Nominate a SEND lead Trustee and/or LGB member		A/R		R	I	I
Ensuring compliance with the SEND Code of Practice		A/C		R	A/R	R
To challenge and ensure the appropriate allocation of funding and resources are provided to SEN pupils		A/C	I	R	A/R	R
<b>Safeguarding</b>						
Setting Effective Trust Safeguarding policies and practices, with regard to statutory guidance, including appointing Designated Safeguarding Lead (DSL), and approach to directing pupils off site		A/R		I	A/R	R
To appoint a designated Trustee for safeguarding		A/R			C	
To appoint a designated governor for safeguarding		A		R	C	A
To create, maintain and review Attendance Registers		A/R		R	R	R
To carry out Disclosure and Barring Service checks (DBS)		A		A	A/R	R
Termly review of Single Central Record		I		A/R	I	R
Delivering support for Looked After Children		A		I	I	R
<b>Behaviour</b>						
To set, maintain and review behaviour and welfare policies, including approach to exclusions		A/R		R	R	R
<b>Admissions</b>						
To set, maintain and review Admissions policies and practices		A/R		I	R	R
<b>Policies</b>						
To determine, approve and review all statutory and non-statutory policies in line with the Trusts policy schedule		A/R		R	R	R
<b>School Organisation</b>						
To set the times of, at least 380, school sessions and the dates of school terms and holidays		A		I	R/C	R
To approve, support, and cease extended school provision		A		C/I	R/C	R
To monitor and review website compliance		A	C/I	C/I	R/C	R

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To ensure provision of free school meals to those pupils meeting the criteria		A		I	R/C	R
To approve changes in pupil age ranges		A		I	R	C
To approve changes in Pupil admission numbers/capacity		A		I	R	C
School closures/emergency closures		I		I	A	R
<b>Staffing</b>						
To determine, approve and review the overall staffing structures of the Trust and its academies		A/R		I	R	C
To appoint, suspend and dismiss the Chief Executive, with regard to statutory requirements		A/R		I		I
To appoint, suspend and dismiss members of the Central Team, with regard to statutory requirements		A			R	
To appoint, suspend and dismiss Head Teachers/Deputy and Assistant Heads, with regard to statutory requirements		A		C	R	
To appoint, suspend and dismiss Teaching Staff, with regard to statutory requirements				A	C	R
To appoint, suspend and dismiss non-teaching and any other staff, with regard to statutory requirements				A		R
To determine, approve and review appraisal and performance management policies and procedures		A/R	R		R	I
To conduct the performance management review of the Chief Executive		A/R				
To conduct the performance management review for members of the Central Team					A/R	
To conduct the performance management review of the Head Teachers				C	A/R	
To conduct the performance management review of Teaching Staff			C	I	I	A/R
To conduct the performance management review of non teaching and any other staff						A/R
Setting pay levels, including executive pay		A/R			A/R	
To determine, implement, approve and review HR policies and procedures		A/R	R/C	R	R	R
<b>Health, Safety, Risk and Asset Management</b>						
To determine, implement, approve and review H&S policies and procedures, within statutory legislation and guidelines		A/R	C/R		R	R
To obtain and approve insurance arrangements		A			R	
To determine, maintain, review and approve a risk register		A/R	C/R		R	R
To review and maintain a buildings and asset management strategy		A	C/R	I	R	R