

Scheme of Delegation

Updated December 2024

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for delivery and does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
*Highlighted	Statutory expectation or necessary to comply with articles of association or funding agreement.

Scheme of delegation

Date approved:	09.12.2024
Approved by:	Trust Board
Date of next review:	December 2025

Document history:

Date of review	Author	Note of revisions

Delegation matrix

		Members	Trust board	CEO (& CFO where applicable)	Academy committees	Headteacher / Head of Centre (HoC)
1. Board business						
1.1	Appoint/remove members	*A/R				
1.2	Appoint/remove trustees	*A/R	*A/R			
1.3	Elect chair of trustees		*A/R			
1.4	Appoint and remove board committee chairs		*A/R			
1.5	Determine powers of chair in urgent situations		A/R			

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1.6	Establish and review trust governance structure		*A/R	C		
1.7	Agree named safeguarding trustee		*A/R			
1.8	Agree named trustee for special educational needs and disabilities (SEND)		*A/R			
1.9	Agree named careers trustee (<i>required in secondary schools</i>)		*A/R			
1.10	Appoint/remove academy committee chairs		*A/R		C (ALL)	
1.11	Appoint/remove academy committee members (local governors)		*A/R		C (LGB)	
1.12	Appoint trust governance professional		*A	R		
1.13	Agree academy committee clerking arrangements		*A/R			
1.14	Articles of association: review		*A/R			
1.15	Articles of association: ratify changes	*A/R	C			
1.17	Complete annual review of scheme of delegation		*A	R		
1.18	Commission external review of trust board effectiveness every three years	C	A/R	C		
1.19	Complete annual trust board self-review		A/R			
1.20	Complete review of local governance		A/R	R	C (LGB)	C
1.21	Publish governance arrangements on trust and academy websites		*A	R		

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1.22	Ensure trust website is compliant and effective		*A	R		
1.23	Ensure academy websites are compliant and effective		*A	A		R
1.24	Submit annual report on the performance of the trust to members and publish		A	R	C (TIC)	
2. Vision and strategy						
2.1	Determine trust's vision, strategy and key priorities		A/R	R	C (TIC)	
2.2	Ensure engagement with stakeholders regarding vision, values and strategic priorities		A	R	R (LGB)	R
2.3	Apply trust vision and strategy to individual academies		A	R	C (LGB)	R
2.4	Agree trust growth plans		A/R	R		
2.5	Determine trust-wide policies		*A	R		
2.6	Determine academy level policies		*A	R	C (LGB)	R
2.7	Establish risk register and conduct regular review		*A/R	R (CFO)	C (F&A & LGB)	
2.8	Determine a programme of internal audit in line with the risk register and monitor its delivery		*A	R (CFO)	C (F&A)	
3. Finance and operations						
3.1	Appoint and remove external auditors	*A/R	C		C (F&A)	

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3.2	Appoint and performance manage chief financial officer		*A	R	C (PMC)	
3.3	Produce trust's scheme of financial delegation		*A	R (CFO)		
3.4	Receive external auditor's report	*A/R				
3.5	Action recommendations made arising from audits		*A	R (CFO)		R
3.6	Produce annual report and accounts		*A	R (CFO)		
3.7	Submit ESFA required reports and returns		*A	R (CFO)		
3.8	Agree budget plan to support delivery of trust strategic priorities		A	R CFO)		
3.9	Agree budget plan to support delivery of academy strategic priorities		*A	A (CFO)	C (F&A)	R
3.10	Monitor trust budget		*A/R	R (CFO)		
3.11	Carry out benchmarking and trust-wide value for money evaluation		C	A/R (CFO)	C (F&A)	C
3.12	Agree reporting and monitoring arrangements for trust and academy budgets		*A/R	R	C (F&A)	C
3.13	Monitor academy estates to ensure safe and well maintained		*A		R (F&A)	R
3.14	Agree data protection policy (and privacy notice)		*A	R		C

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3.15	Agree health and safety policy		*A	R	C (F&A)	C
3.16	Agree premises management documents, including <i>Estate vision, Estate strategy and Asset management plan</i>		*A	R	C (F&A)	C
	4. Workforce					
4.1	Appoint and dismiss CEO/Accounting Officer		*A/R			
4.2	Performance manage CEO				*A/R (PMC)	
4.3	Agree CEO remuneration				*A/R (PMC)	
4.4	Conduct executive team performance management			A/R	C (PMC)	
4.5	Conduct headteacher / HoC performance management			A/R	C (PMC)	
4.6	Agree headteacher remuneration			A/R	C (PMC)	
4.7	Review and agree academy staff appraisal procedure and pay progression			A/R	C (PMC)	C
4.8	Determine executive team staffing structure		A	R		
4.9	Determine academy staffing structure			A	C (LGB)	R
4.10	Headteacher appointments and dismissal		C	A/R		

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4.11	Trust wide pay policy, terms and conditions of employment		*A	R		
4.12	Determine disciplinary, grievance and capability policies		*A	R		
4.13	Undertake panel hearings for disciplinary and capability matters relating to the CEO		A/R			
4.14	Undertake panel hearings for disciplinary, grievance and capability matters relating to the central team		A/R			
4.15	Undertake panel hearings for disciplinary, grievance and capability matters relating to academy staff		A	C	R (LGB)	C
4.16	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A/R	C		
4.17	Agree whistleblowing policy		*A/R			
5. Pupils and learning						
5.1	Agree safeguarding and child protection policy		*A	R	C (LGB)	C
5.2	Agree attendance policy		*A	R	C (LGB)	C

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5.3	Agree school uniform policy		*A	R	C (LGB)	C
5.4	Agree policy for pupils with SEND		*A	R	C (LGB)	C
5.5	Agree policy for supporting pupils with medical conditions		*A	R	C (LGB)	C
5.6	Agree charging and remissions policy		*A	R	C (F&A)	
5.7	Agree behaviour policy		*A	R	C (LGB)	C
5.8	Agree careers provider access policy statement		*A	R	C (LGB)	C
5.9	Agree relationships education policy		*A	R	C (LGB)	C
5.10	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		*A/R	R	C (LGB)	C
5.11	Ensure high standards of teaching and learning		A	R	C (TIC)	R
5.12	Set targets for trust outcomes		A	R		
5.13	Plan and deliver individual academy improvement interventions and strategies			A	C (TIC)	R
5.14	Determine & monitor use of pupil premium and sports premium		A	R	C (LGB)	C
5.15	Set the dates of school terms and holidays		A	R	C (LGB)	C

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5.16	Set the times of school sessions		A	C	C (LGB)	R
5.17	Review headteacher decision to suspend/exclude pupils		*A/R		R (LGB)	
5.18	Monitor rates of suspension and exclusion across the trust		A/R	R	C (LGB)	C
5.19	Agree admissions policy		*A	R	C (LGB)	C
5.20	Implement admissions appeal process		*A	R	C (LGB)	C
5.21	Determine complaints procedure		*A/R	C		
5.22	Implement complaints procedure		*A	R	R (LGB)	R
5.23	Review complaints at panel stage		A/R		R (LGB)	
6. Community						
6.1	Develop stakeholder partnerships across the trust		A	R	C (LGB)	C
6.2	Develop stakeholder partnerships at academy level			C	A (LGB)	R