



# **2020 / 2021**

# **Scheme of Delegation**

- ✓ Action to be undertaken at this level
- A Provide advice and support to those accountable for decision making

Area	Decision	Delegation						
		Members	Trust Board	TB Resources & Audit Committee	TB Standards Committee	CEO	Local Governing Bodies	Academy Headteacher
Governance framework								
People	Members: Appoint/Remove	✓						
	Trustees: Appoint/Remove	✓	A					
	Code of Conduct to be signed annually by Trustees, Members & LGB					✓		
	Role descriptions for members	✓						
	Role descriptions for trustees/chair/specific roles/committee: agree	A	✓			A		
	Local governing bodies / chairs: appoint					A	✓	A
	Local governing bodies / chairs: remove		✓			A		A
	Clerk to Trustees: appoint and remove		✓			A		
	Clerk to academy committees: appoint and remove		✓			A		
	CEO: Appoint		✓					
	CEO: Remove		✓					
	Trust Officers: Appoint/Remove		✓			A		
	Headteachers : Appoint/Remove		✓			A	A	
	Deputy Headteacher & Assistant Headteacher: Appoint/Remove					✓	A	A

Area	Decision	Delegation						
		Members	Trust Board	TB Resources & Audit Committee	TB Standards Committee	CEO	Local Governing Bodies	Academy Headteacher
People	Academy Staff: Appoint/Remove						A	✓
	Where Governance is weak consider formation of an IEB for an interim period until the academy is more stable		✓					
Systems and structures	Articles of association: review and agree	✓	A			A	A	
	Governance structure (committees) for the Trust: establish and review annually		✓			A	A	
	Terms of reference for board committees and scheme of delegation for local governing bodies: agree annually		✓			A	A	
	Trustee Skills Audit: complete and recruit where necessary to fill gaps	✓	A			A		
	Local governing bodies skills annual audit: complete and recruit where necessary to fill gaps					A	✓	
	Annual Self Review of Trust Board	A	✓					
	Annual self-review of LGB: complete annually		A			A	✓	A
	Chair of Trust's performance:	✓	A					
	Succession: plan		✓			A	A	
	Annual schedule of business for Trust Board: agree	✓	A			A		
Annual schedule of business for LGB: agree		✓			A	A		

Reporting									
Reporting	Publication on Trust's websites of all required details on governance arrangements: ensure		A			✓			
	Publication on Academies' / Schools' websites of all required details on governance arrangements: ensure						A	✓	
	Annual report on performance of the Trust: submit to members and publish		A			✓	A		
Being Strategic									
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓				A		
	Determine academy / school level policies which reflect the academy's /school's ethos and values to include e.g. academy ethos & values. E.g. curricular behaviour.						A	✓	
	Central spend / top slice: agree		✓				A		
	Management of risk: establish register, review and monitor		✓				A		
	Trust vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓				A	A	A
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		A				A	A	✓

Being Strategic	Budget plan to support delivery of trust key priorities: agree		✓			A		
	Budget plan to support delivery of school key priorities: agree		✓					A
	Trust's staffing structure: agree		✓			A		
	School staffing structure: agree		A			✓	A	A
Holding to account								
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓			A		
	Reporting arrangements for progress on key priorities: agree		✓			A		
	Performance management of the Chief Executive Officer: undertake		✓					
	Performance management of Academy / School Headteacher : undertake					✓	A	
	Performance management of Academy / School staff						A	✓
	LGB overall performance monitoring: agree arrangements		✓			A	A	A
Ensuring financial probity								
Ensuring financial probity	Appoint Chief Financial Officer for delivery of Trust's detailed accounting processes		✓			A		
	Trust's scheme of financial delegation: establish and review		✓			A		
	Academy's / School's scheme of financial delegation: establish and review		✓			A		
	External auditors' report: receive and respond		✓			A		

Ensuring financial probity	CEO pay award: agree		✓					
	Academy/School Headteacher pay award: agree		✓			A		
	Staff appraisal procedure and pay progression: review and agree					A		✓
	Benchmarking and Trust wide value for money: ensure robustness		✓			A		
	Benchmarking and Academy/School value for money: ensure robustness		✓			A		
	Develop Trust wide procurement strategies and efficiency savings programme		✓			A		
	Review and approve Trust wide procurement strategies and efficiency savings programme		✓			A		