

TRUST SCHEME OF DELEGATION

Scheme of Delegation

A: Leadership and Governance

| | | Executive Board (Directors) | Chief Executive Officer (CEO) | Regional Directors x 2 Secondary x 1 Primary & x 1 Director of Education Support | Local Academy Board (LAB) | Headteacher/ Head of School |
|----------------------------------|---|--------------------------------|--|--|------------------------------|--------------------------------|
| LEADERSHIP AND GOVERNANCE | Strategic Objectives of the Trust | DETERMINE | ADVISE IMPLEMENT | IMPLEMENT | ADVISE | |
| | Funding Agreement Comply with all obligations including the Academies Financial Handbook | REVIEW | IMPLEMENT (With Finance Director) | | IMPLEMENT | IMPLEMENT |
| | Regulations All regulations affecting the Trust (including all charity law, company law, employment law and health and safety) | REVIEW | IMPLEMENT | | | |
| | Financial Oversight of the Trust Ensuring that there are appropriate financial controls so there is regularity, probity and value for money in relation to the management of public funds | DETERMINE | IMPLEMENT ADVISE (With Finance Director) | | | |
| | Business Interests Completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions | DETERMINE | | | ADVISE | |
| | Appointments and Dismissal Governors | DETERMINE | | | ADVISE | |
| | Appointment and Dismissal of the Responsible Officer and Audit Committee | DETERMINE | | | | |
| | Appointment and Dismissal of the Clerk to the Board and LABs | DETERMINE | ADVISE | | ADVISE | |
| | Appointment and Dismissal of Trust CEO | DETERMINE | | | | |
| | Appointment and Dismissal of Principals/Head of School | | DETERMINE | ADVISE | ADVISE | |

Scheme of Delegation

A: Leadership and Governance

| | | Executive Board (Directors) | Chief Executive Officer (CEO) | Regional Directors x 2 Secondary x 1 Primary & x 1 Director of Education Support | Local Academy Board (LAB) | Headteacher/ Head of School |
|----------------------------------|---|-------------------------------------|---|--|------------------------------|--------------------------------|
| | Appointment and Dismissal of Executive Headteachers/CFO/COO | DETERMINE | ADVISE | | | |
| LEADERSHIP AND GOVERNANCE | Policies Review and approval of Trust wide policies | DETERMINE | REVIEW (With Operations Director) | ADVISE | ADVISE | |
| | Prepare terms of reference for LAB's and Committees | DETERMINE | ADVISE | | | |
| | Training programme for Directors and Governors | REVIEW | DETERMINE | ADVISE | ADVISE | ADVISE |
| | Appraisal of Trust CEO | DETERMINE (Pay Committee) | | | | |
| | Appraisal of Headteachers/Heads of Schools | REVIEW | DETERMINE | ADVISE | ADVISE | |
| | Appraisal of Teaching Staff | | | DETERMINE | REVIEW | IMPLEMENT |
| | Academy Development Plans (ADP) For each Academy in line with the strategic aims of the Trust | | | REVIEW | ADVISE | DETERMINE |
| | Key Performance Indicators (Trust) Setting and reviewing performance of the Trust | DETERMINE | ADVISE | | | |
| | Key Performance Indicators (Academy) Setting and reviewing performance of the academies | | | DETERMINE | ADVISE | |

Scheme of Delegation

B: Education

| | | Executive Board (Directors) | Chief Executive Officer (CEO) | Regional Directors x 2 Secondary x 1 Primary & x 1 Director of Education Support | Local Academy Board (LAB) | Headteacher/ Head of School |
|------------------|--|--------------------------------|-------------------------------------|--|------------------------------|--------------------------------|
| EDUCATION | Trust Education Strategies (Including Curriculum, T&L, Inclusion etc) | REVIEW | DETERMINE | ADVISE | | ADVISE |
| | Quality of Teaching (Academy) Ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes | | ADVISE | ADVISE REVIEW | REVIEW | DETERMINE |
| | Curriculum (Academy) Setting the curriculum for the Academies and reviewing its effectiveness | | REVIEW | DETERMINE | REVIEW | DETERMINE |
| | Pupil Premium (PP) 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 |
| | Set admissions policy | DETERMINE | ADVISE | | ADVISE IMPLEMENT | ADVISE |
| | Student issues (including uniform, attendance, exclusions, punctuality and disciplinary matters for each Academy) | | | ADVISE | REVIEW | DETERMINE |
| | Academy Hours Setting the opening and closing times for the Academies | DETERMINE | REVIEW | | ADVISE | ADVISE |
| | Term dates and length of school day | DETERMINE | REVIEW | | ADVISE | ADVISE |

Scheme of Delegation

C: Finance

| | | Executive Board (Directors) | Chief Executive Officer (CEO) | Regional Directors x 2 Secondary x 1 Primary & x 1 Director of Education Support | Local Academy Board (LAB) | Headteacher/ Head of School |
|----------------|--|--------------------------------|---|--|------------------------------|-----------------------------------|
| FINANCE | Funding Model 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. | DETERMINE | ADVISE REVIEW (With Finance Director) | ADVISE | ADVISE | ADVISE |
| | Trust Annual Budget Formulating and setting the Trust-wide budget and approving annual accounts. | DETERMINE | ADVISE REVIEW (With Finance Director) | | | |
| | Academy Annual Budgets Formulation and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/balances) | DETERMINE | ADVISE REVIEW (With Finance Director) | | IMPLEMENT | |
| | Expenditure and ensuring delivery of Academy annual budgets | REVIEW | REVIEW (With Finance Director) | ADVISE | DETERMINE | IMPLEMENT ADVISE |
| | Financial Policies Establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements, including delegation. | DETERMINE | ADVISE REVIEW (With Finance Director) | | IMPLEMENT | |
| | Trust Risk Register | REVIEW | DETERMINE (With Finance Director) | ADVISE | | |

Scheme of Delegation

D: HR and Operations

| | | Executive Board (Directors) | Chief Executive Officer (CEO) | Regional Directors x 2 Secondary x 1 Primary & x 1 Director of Education Support | Local Academy Board (LAB) | Headteacher/ Head of School |
|--------------------------|--|--------------------------------|--|--|------------------------------|--------------------------------|
| HR AND OPERATIONS | Establishing Trust-wide HR Policies (Including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations | DETERMINE | ADVISE REVIEW (With Operations Director) | IMPLEMENT | ADVISE IMPLEMENT | ADVISE IMPLEMENT |
| | Setting Terms and Conditions of Employment | DETERMINE | ADVISE | | | |
| | Discipline and Grievance Policy | DETERMINE | ADVISE | | IMPLEMENT | |
| | Determining and allocating Central Services provided to the Academies by the Trust | REVIEW | DETERMINE | ADVISE | ADVISE | ADVISE |
| | Overseeing the effectiveness of services provided centrally by the Trust | REVIEW | DETERMINE | ADVISE | ADVISE | ADVISE |
| | Asset and Premises Maintenance Strategy Determining use of Academies' premises and ensuring premises are adequately maintained | DETERMINE | ADVISE (With Trust Facilities -- Manager) | | ADVISE | |
| | Acquiring and disposing of Trust land | DETERMINE | ADVISE (With Finance Director) | | ADVISE | |
| | Media and PR Overseeing public relations activities to project the activities of the Trust and the Academies to the wider community | | DETERMINE | ADVISE | IMPLEMENT ADVISE | IMPLEMENT |
| | Trust Prospectus and Website Including Academy corporate design | | DETERMINE | ADVISE | | ADVISE |
| | Academy Prospectus and Website | | | REVIEW | REVIEW | DETERMINE |

Scheme of Delegation

E: Safeguarding

| | | Executive Board (Directors) | Chief Executive Officer (CEO) | Regional Directors x 2 Secondary x 1 Primary & x 1 Director of Education Support) | Local Academy Board (LAB) | Headteacher/ Head of School |
|---------------------|--|--------------------------------|-------------------------------------|---|------------------------------|--------------------------------|
| SAFEGUARDING | Trust Safeguarding Strategy | DETERMINE | REVIEW | ADVISE | | |
| | General Safeguarding Policies & Procedures | DETERMINE | REVIEW | ADVISE | | |
| | Individual Academy Safeguarding Policy | | | REVIEW | | DETERMINE |
| | Ensure Safeguarding compliance across Trust | DETERMINE | REVIEW | ADVISE | | |
| | Ensure Safeguarding compliance at academy level | | | ADVISE | DETERMINE | REVIEW |
| | Ensure Safeguarding compliance at Alternative Provisions | | | ADVISE | DETERMINE | REVIEW |
| | Monitoring of Safeguarding arrangements at academy level | | | ADVISE | DETERMINE | REVIEW |
| | Monitoring of Safeguarding audits in academies | | | DETERMINE | ADVISE | REVIEW |
| | Provision and monitoring of Safeguarding training | | | | DETERMINE | REVIEW |

Glossary

| | |
|------------------|---|
| ADVISE | The individual/group that should advise and make recommendations on strategy or how a particular task should be completed. |
| IMPLEMENT | The individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. |
| DETERMINE | 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. |
| REVIEW | 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. |

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| Executive Board (Directors) | |
|------------------------------------|--|
| DETERMINE | |
| 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 CEO |
| | Appointment and Dismissal of Executive Headteachers/COO/CFO |
| | Policies |
| | Prepare terms of reference for LAB's and Committees |
| | Appraisal of Trust CEO |
| | 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 |
| SG | Trust Safeguarding Strategy |
| | General Safeguarding Policies & Procedures |
| | Ensure Safeguarding compliance across Trust |
| REVIEW | |
| 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

| Chief Executive Officer "CEO" | |
|-------------------------------|--|
| ADVISE | |
| 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 |
| IMPLEMENT | |
| LG | Strategic objectives of the Trust |
| | Funding Agreement |
| | Regulations |
| | Financial Oversight of the Trust |
| DETERMINE | |
| 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 |
| REVIEW | |
| 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 |

Scheme of Delegation - Summary

| Chief Executive Officer "CEO" | |
|-------------------------------|---|
| HRO | Establishing Trust-wide HR Policies |
| SG | Trust Safeguarding Strategy |
| | General Safeguarding Policies & Procedures |
| | Ensure Safeguarding compliance across Trust |

Scheme of Delegation - Summary

| Regional Directors x 2 Secondary x 1 Primary & x 1 Director of Education Support | |
|--|--|
| ADVISE | |
| 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 |
| SG | Trust Safeguarding Strategy |
| | General Safeguarding Policies & Procedures |
| | Ensure Safeguarding compliance across Trust |
| | Ensure Safeguarding compliance at academy level |
| | Ensure Safeguarding compliance at Alternative Provisions |
| | Monitoring of Safeguarding arrangements at academy level |
| IMPLEMENT | |
| LG | Strategic Objectives of the Trust |
| HRO | Establishing Trust-wide HR Policies |
| DETERMINE | |
| LG | Key Performance Indicators (Academy) |
| | Appraisal of Teaching Staff |
| E | Curriculum (Academy) |
| | Pupil Premium (PP) |
| SG | Monitoring of Safeguarding audits in academies |
| REVIEW | |
| LG | Academy Development Plans (ADP) |
| HRO | Academy Prospectus and Website |
| SG | Individual Academy Safeguarding Policy |

Scheme of Delegation - Summary

| Local Academy Board (LAB) | |
|---------------------------|--|
| ADVISE | |
| 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 |
| SG | Media and PR |
| SG | Monitoring of Safeguarding audits in academies |
| IMPLEMENT | |
| 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 |
| DETERMINE | |
| F | Expenditure and ensuring delivery of Academy annual budgets |
| SG | Ensure Safeguarding compliance at academy level |
| | Ensure Safeguarding compliance at Alternative Provisions |
| | Monitoring of Safeguarding arrangements at academy level |
| | Provision and monitoring of Safeguarding training |
| REVIEW | |
| 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 | |
|----------------------------|--|
| ADVISE | |
| 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 |
| IMPLEMENT | |
| 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 |
| DETERMINE | |
| LG | Academy Development Plans (ADP) |
| E | Quality of Teaching (Academy) |
| | Curriculum (Academy) |
| | Student issues |
| HRO | Academy Prospectus and Website |
| SG | Individual Academy Safeguarding Policy |
| REVIEW | |
| SG | Ensure Safeguarding compliance at academy level |
| | Ensure Safeguarding compliance at Alternative Provisions |
| | Monitoring of Safeguarding arrangements at academy level |
| | Monitoring of Safeguarding audits in academies |
| | Provision and monitoring of Safeguarding training |