

Our Scheme of Delegation

The following matrix is based on the legal documents that inform the management and running of the Trust namely:

- The Articles of Association of the Trust
- The Master Funding Agreement
- Supplementary Funding Agreements relative to each Academy
- The Academy Financial Handbook
- Scheme of Delegation
- Advice and guidance of the DfE and/or the ESFA

KEY

R	RESPONSIBLE	The person / group who actually carries out the process or task assignment; responsible for getting the job done
A	ACCOUNTABLE	The person / group ultimately accountable for the process or task being completed appropriately; responsible person (s) are accountable to this group
C	CONSULTED	People who are not directly involved with carrying out the task, but are consulted and may contribute to the shaping
I	INFORMED	Those who receive information about the process or task, or need to stay informed

* Delegated wholly or in part to the Audit and Risk Committee. The Trust Board retains accountability.

** Delegated to a panel comprising a minimum of 3 members of either the Trust Board or the relevant academy's LGB. If not possible then Trustees or members of the LGB of any academy may complete the panel.

*** Delegated to the Pay Committee appointed by Trust Board.

TRUST / ACADEMY LINK

The Scheme of Delegation matrix depends upon effective and timely communication and liaison within and between the Trust and each academy, and identifies the lead responsibility for each duty. Roles are abbreviated as follows:

AC Academy Committee

CEO Chief Executive Officer

TOD Trust Operations Director

TGM Trust Governance Manager

CFO Chief Finance Officer

THPE Trust Head of Property and Estates

Strategy and Leadership	Members	Trust Board	Chief Executive Officer	Local Governing Body	Academy Head Teacher	Trust / Academy Link
Change the name of the company (Trust).	A, R					
Set vision and strategic objectives of the Trust.	C	A	R	C	C	AC
Review and approval of policies (including level of delegation to academies).		A	R	C	C	AC
Manage response to legal claims.		A	R	I	I	TOD
Design and implement the Trust Improvement Plan.	I	A	R	C	C	AC
Design and implement Academy plan in line with strategic aims of the Trust (annual requirement).		I	I	A	R	CEO
Reviewing performance of the Trust.	I	A	R	I	I	AC
Reviewing performance of Academies and reporting to Trust.		I	I	A	R	CEO

Governance	Members	Trust Board	Chief Executive Officer	Local Governing Body	Academy Head Teacher	Trust / Academy Link
Appoint new or remove existing Members.	A/R					
Amend the Articles of Association.	A/R					
Appoint/remove Trustees.	A/R					
Establish and appoint Board Committees, including Audit and Risk, and Standards		A/R				
Appointment of Governors – ensuring processes in place for appointment of governors (including ensuring that the Governors have the skills to run the Academies).		A	C	R	C	AC
Appointment of Trust external auditors.	A		R			
Appointment of Trust internal auditors.		A*	R			
Appointment of Trust Board Company Secretary.		A*	R			
Appointment of Clerk to Local Governing Board.		I	R	C	I	TGM
Appointment of Chairs of LGB.		A		R	I	AC
Prepare scheme of delegation for LGBs.		A/R	C	I	I	AC
Setting governance policies (data protection, information sharing, Freedom of Information (FOI), code of conduct, complaints, whistleblowing)		A	R	C	C	AC
Management of GDPR / FOI requests		A	R	C	C	TOD
Implement central training programme for Trustees and LGBs.		A	R	I	I	TGM
Complete the register of business interests and put in place a procedure to deal with conflicts of interest and connected party transactions.	I	A*	R			CFO
Comply with charity law and company law.	A	A*	R			

Educational Effectiveness and Pupil Behaviour	Members	Trust Board	Chief Executive Officer	Local Governing Body	Academy Head Teacher	Trust / Academy Link
Determining the School Development Strategy		A	R	C	C	AL
Ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes.		A	R	C	C	CEO
Determining Trust Curriculum and Assessment Statements.		A	R	C	C	AL
Determining school curriculum and assessment policy, in line with trust Statement.		A	R	C	C	AL
Reviewing and challenging the value for money of the use of Pupil Premium and other dedicated funding.		C	C	A	R	CEO
Setting term dates and length of the academy day.		I	C	A	R	AC
Analysis and reporting of assessment data, including statutory data		A	R	I	I	AL
Agreeing formal collaborations and partnership.	I	A	R	C	C	AC
To hear pupil exclusions representations and determine outcome.		R**		R		CEO
To annually review the Behaviour Policy and Anti-Bullying Policy and use the exclusion data in comparison with local and national data.				A	R	
To appoint a Clerk to the Disciplinary Committee (who is not a Member, Trustee, Governor or the Chief Executive Officer).		I	R			

Statutory reporting	Members	Trust Board	CEO	LGB	Academy HT	Trust/Academy link
Trust annual accounts	I	A	R			CFO
Response to auditor management letter		A*	R			CEO/AC
Budget Forecast Return and School Resource Management Self-Assessment Tool		A	R			CFO
Other Accounting Returns to the DfE/ESFA		A*	A R			CEO/CFO
Teacher Pension and Local Government Pension End of Year submissions			A			CEO/CFO
Corporation tax return		A*	R			CEO/CFO
VAT compliance		A*	R			CEO/CFO
Compliance with requirements of ESFA funding agreements	A	A*	R			CEO/CFO
Manage strategic risk register.	C	A*	R	I	I	TOD

Financial controls	Members	Trust Board	CEO	LGB	Academy HT	Trust/Academy link
Internal financial control system		A*	R			CEO/CFO
Financial regulations, including delegated limits for financial transactions and budget virements		A*	R			CEO/CFO
Other finance related policies, including procurement, gifts and hospitality, investments, anti-fraud and charges and remissions		A*	R			CEO/CFO
Internal scrutiny plan		A*	R			CEO/CFO
Open new bank accounts		A*	R			CEO/CFO
New credit cards			A R			CEO/CFO

Budget, management reporting and asset management

Trust 3-5 year budget plan		A	R			CEO/CFO
Academy 3-5 year budget plan		A*	I	A	R	CEO/CFO
Monthly management accounts		A*	R			CEO/CFO
Trust funding model, including % contribution to Trust.		A	R	I	I	CEO/CFO
Cashflow forecasting and management		A*	R			CEO/CFO
Maintain asset registers by school/Trust		A* R	I	I		CFO

Operations and Estates	Members	Trust Board	Chief Executive Officer	Local Governing Body	Academy Head Teacher	Trust / Academy Link
Determining and allocating the central services provided to the Academies by the Trust.	I	A*	R	C	C	AC
Overseeing the effectiveness of services provided centrally by the Trust.		A*	R	C	C	AC
Determining use of Academies' premises and ensuring premises are adequately maintained.		A*	R	C	C	THPE
Determining Trust insurance arrangements.		A*	R	I	I	CFO
Determining the Trust Health and Safety Policy		A*	R	I	I	THPE
Carrying out annual Health and Safety audit and maintaining the Health and Safety dashboard		A*	R	I	C	THPE
Setting the Academy business continuity / disaster recovery plan			I	A	C	THPE
Setting the Trust business continuity / disaster recovery plan		A*	R			
Ensuring Academy websites meet statutory requirements.		A	R	I	I	TOD
Determining and overseeing the overall buildings replacement and maintenance schedule and plan.		A*	R	C	C	THPE
Ensure school lunch is provided to appropriate nutritional standards.				A	R	TOD
Ensure provision of free school meals to those meeting criteria.				A	R	TOD
Set Admissions Policy.	I	A	R	C	C	AC
Admission application decisions and appeals.		A	R	C	C	TOD
Maintaining admissions and attendance registers				A	R	TOD

Human Resources & Personnel	Members	Trust Board	Chief Executive Officer	Local Governing Body	Academy Head Teacher	Trust / Academy Link
To determine and review academy staffing structure including any temporary appointments.				A	R	CEO
To determine annually the appraisal and performance management policy.		A/R***	C	I	I	AC
To implement the appraisal and performance management policy.		A	I	I	R	CEO
To determine annually the pay policy.		A/R***	C	I	I	AC
To monitor implementation of the pay policy.		A***	R	I	I	CEO
To manage the annual salary review for the Chief Executive Officer.		A/R***				
To manage the annual appraisal and salary review for the Academy Head Teacher.		A	I	R	R	CEO
To manage the annual salary review, including post- threshold progression for teachers.		A	I	R	R	CEO
To recruit the Chief Executive Officer.		A/R				
To recruit Trust staff.		A	R			
To recruit the Academy Head Teacher.		I	C	A/R		CEO
To recruit staff on the leadership spine.		I	C	A	R	CEO
To recruit all other academy staff.			C	A	R	CEO
To suspend/dismiss the Chief Executive Officer.		A/R				
To suspend/dismiss other staff.		A	R	C	C	CEO
To develop and systematically review policies relating to staffing matters and to make recommendations for adoption/amendment of these to the Board of Trustees. E.g. disciplinary/capability procedures/absence management.		A	R	C	C	AC
To hear appeals made by staff in relation to the above and to ensure that any hearing or appeal panels set up to consider staffing matters are properly convened.		R **		R		CEO
To determine dismissal payments/early retirement.		A	R	I	I	CEO
To agree and monitor a training strategy for teachers, support staff and directors.		I	R	I	C	CEO
To ensure compliance with Equalities legislation.		A	R	C	C	AC

Safeguarding	Members	Trust Board	Chief Executive Officer	Local Governing Body	Academy Head Teacher	Trust / Academy Link
Determining Trust Safeguarding policy, with regard to statutory guidance		A	R	I	I	AL
Appoint Trust DSL		A	R	I	I	AL
Nominate Safeguarding lead Trustee		A	R	I	I	AL
Carrying out DBS checks		A	R	I	I	AL
Maintaining SCR		A	R	I	I	AL
Monitor and review school safeguarding policy and practice and report to Trustees / Governors, including through an annual Safeguarding Audit			A/R	I	I	AL