



Scheme of Delegation

In this document the phrases used have the following meanings:

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed.

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

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.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO this will be at Trust level. In the case of the Headteacher this will be at Academy level.

Comply: the individual/group will follow agreed policies and procedures.

Report: the individual/group that has responsibility for reporting on the delivery of tasks. In the case of (i) the CEO they will be making reports to the Board and/or LGB (as appropriate), (ii) the LGB they will be making reports in relation to their Academy to the Board and/or CEO (as appropriate) and (iii) the Headteacher they will be making reports in relation to their Academy to the CEO and/or LGB (as appropriate).

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 task is delivered appropriately. In the case of (i) the Board they will be reviewing the CEO and/or LGB (as appropriate), (ii) the CEO they will be reviewing the Headteacher and (iii) the LGB they will be reviewing the Headteacher and his leadership team.

CEO: the Trust's Chief Executive Officer and/or the Trust's executive team as determined by the CEO.

Headteacher: the Academy's Headteacher and/or the Academy's executive team as determined by the Headteacher.

Governors: the Local Governing Body of each Academy.

Directors: the Board of Directors of the Trust.

Members: the Members of the Trust.

| | Develop Recommend | Consult | Determine | Deliver Comply | Report | Review | |
|----------------------|---|-----------|-------------------|----------------|---|---|---|
| STRATEGY AND LEADERS | Strategic objectives of the Trust | Directors | Members | Directors | CEO | CEO | Directors |
| | Strategic objectives of the Academies | Governors | CEO / Headteacher | Directors | Headteacher | Headteacher / Governors / CEO | Governors / CEO / Directors |
| | Trust Development Plan | CEO | Directors | Directors | CEO | CEO | Directors |
| | Compliance: Funding Agreement - comply with all obligations including the Academies Financial Handbook | | | | Headteacher for Academy / CEO for Trust | Headteacher for Academy / CEO for Trust | Governors & CEO for Academy / Directors for Trust |
| | Compliance: Regulatory - with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety) | | | | Headteacher for Academy / CEO for Trust | Headteacher for Academy / CEO for Trust | Governors & CEO for Academy / Directors for Trust |
| | Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds | Directors | CEO | Directors | CEO / Headteacher | CEO / Headteacher | Directors / Governors |
| | Compliance - completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions | Directors | | Directors | Governors / Directors | Governors | Directors |

| | | Develop Recommend | Consult | Determine | Deliver Comply | Report | Review |
|----------------------|--|----------------------------------|-----------------|----------------------|-------------------------------|---|---|
| STRATEGY AND LEADERS | Appointment of Directors | Directors (recommend to Members) | Members | Members | Members | | Members |
| | Appointment of Governors | Single Purpose Panel | CEO / Directors | Single Purpose Panel | Single Purpose Panel | | Directors |
| | Appointment of LGB Chair | Directors | CEO / Directors | Directors | Directors | | Directors |
| | Appointment of Clerk - Board and LGBs | Directors | Directors | Directors | | | Directors |
| | Policies - Trust Wide Policies (refer to Annex 4) | CEO | Directors | Directors | CEO | CEO | Directors |
| | Policies - Academy level policies (refer to Annex 4) All academy policies must be determined in line with trust policies/policy statements. | Headteacher | CEO / Governors | Governors | Headteacher | Headteacher (to Governors & CEO) CEO (exceptions to Directors) | Governors CEO Directors (exceptions only) |
| | Terms of reference for LGB's and Committees | Directors | CEO | Directors | CEO / Governors / Headteacher | CEO / Governors / Headteacher | Directors |
| | Performance of Board, Directors, Committees and Clerk | Directors | CEO | Directors | Directors | Directors Independent Assessors | Directors |
| Performance of LGB | Directors | CEO | Directors | Governors | Governors | Directors | |

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|--------------------------|---|-------------------------------|-------------------------|---|---|---|-----------------------------|
| | Training programme for directors and governors | Directors | CEO / Governors | Directors | Directors / Governors | Governors | Directors |
| | | Develop Recommend | Consult | Determine | Deliver Comply | Report | Review |
| EDUCATION AND CURRICULUM | Academy Development Plan - for each Academy in line with strategic aims of the Trust | Headteacher / Governors / CEO | CEO / Governors | Directors | Headteacher | Headteacher | Governors / CEO / Directors |
| | Key Performance Indicators - of the Trust & the Academies | CEO | Headteacher / Governors | Directors | Headteacher for Academy / CEO for Trust | Headteacher for Academy / CEO for Trust | Governors / CEO / Directors |
| | Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes | Headteacher | Governors / CEO | Headteacher | Headteacher - supported by CEO | Headteacher | Governors / CEO / Directors |
| | Curriculum -for the Academies | Headteacher | Governors / CEO | Governors (provided within Trust wide policy) | Headteacher | Headteacher | Governors / CEO |
| | Pupil Premium - value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap | Headteacher | CEO / Governors | Governors | Headteacher | Headteacher / Governors | CEO / Governors / Directors |
| | Trust Funding Model - individual funding model for the Academies) so as to the secure the Trust's financial health in the short term and the long term. | CEO | | Directors | CEO / Governors / Headteacher | | Directors |
| | Trust Annual Budget (formulation) | CEO | | Directors | | | |

| | | Develop Recommend | Consult | Determine | Deliver Comply | Report | Review |
|--|--|-------------------|---------|-----------|----------------|--------|-----------|
| | Trust Annual Budget (execution) within approved budget | | | CEO | CEO | CEO | Directors |

| | | Develop Recommend | Consult | Determine | Deliver Comply | Report | Review |
|--------------------------|--|-------------------|-------------------|-------------|-------------------------------------|-------------------------------------|---|
| EDUCATION AND CURRICULUM | Academy Annual Budgets (formulation) | Governors | Headteacher / CEO | Directors | Headteacher | Headteacher | Governors / CEO / Directors |
| | Academy Annual Budget (execution) within approved budget | | | Headteacher | Headteacher | Headteacher | Governors / CEO / Directors |
| | Delegated Budgets and Finances - in the form of a scheme of delegation of financial authority to the Academies | CEO | | Directors | Headteacher / Governors / CEO | Headteacher / CEO | Directors |
| | Financial Policies - establishment of policies and procedures to ensure compliance with the Trust's financial and reporting requirements | CEO | | Directors | Headteacher / CEO | Headteacher / CEO | Directors |
| | Annual accounts | | | | CEO | CEO | Directors |
| | Corporate Risk Register | | | | Headteacher (Academy) / CEO (Trust) | Headteacher (Academy) / CEO (Trust) | Governors (Academy) / Directors (Trust & Academy) |

| | | Develop Recommend | Consult | Determine | Deliver Comply | Report | Review |
|-----------------|---|--------------------|-----------------------|----------------------|----------------|--------|--------|
| HR & OPERATIONS | Appointment of the CEO | Directors | Members | Directors | Directors | | |
| | Appointment of the Headteachers at each Academy | CEO | Governors / Directors | Single Purpose Panel | CEO | | |
| | Appointment of Trust Staff (in line with recruitment policy) | CEO | Directors | Single Purpose Panel | CEO | | |
| | Appointing Academy Staff | Headteacher | Governors / CEO | Single Purpose Panel | Headteacher | | |
| | Establishment of Trust wide HR Policies (including recruitment , discipline, capability, grievance, pay policy, performance management and absence policies) in accordance with all appropriate regulations | CEO | | Directors | CEO | | CEO |
| | CEO Performance Management Review | Chair of Directors | | Directors | Directors | | |
| | Executive Team’s Performance Management Review including Headteachers | CEO | | Directors | CEO | | |
| | Academy staff Performance Management review | Headteacher | | Governors | Headteacher | | |
| | Terms and Conditions of Employment | CEO | Directors | Directors | CEO | | CEO |
| | Dismissal of CEO | Directors | Members | Directors | Directors | | |

| | | Develop Recommend | Consult | Determine | Deliver Comply | Report | Review |
|----------------------------|--|---|---|---|---|--|-----------------------|
| HR & OPERATIONS | Dismissal of Headteachers, senior Trust staff | CEO | Directors | CEO | CEO | | |
| | Dismissal of all other staff | CEO for Trust / Headteacher for Academy | Directors for Trust / Governors for Academy | CEO for Trust / Headteacher for Academy | CEO for Trust / Headteacher for Academy | Directors for all/ Governors for Academy | |
| | Trust procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy | CEO | | Directors | CEO | CEO | Directors |
| | Determination and allocation of central services provided to the Academies by the Trust | CEO | | Directors | CEO | | Directors |
| | Effectiveness of services provided centrally by the Trust | Directors | CEO | Directors | Directors | | Directors |
| | Asset and Premises Maintenance Strategy - use of Academies' premises and ensuring premises are adequately maintained | CEO | | Governors / Directors | CEO | CEO / Headteacher | Directors / Governors |
| | Acquiring and disposing of Trust land | CEO | | Directors | CEO | CEO | Directors |