



# Scheme of Delegation

<b>Policy area:</b>	Governance
<b>Approved by:</b>	Board of Trustees
<b>Approval date:</b>	April 2024
<b>Implementation date:</b>	Immediate
<b>Version:</b>	V2
<b>Review cycle:</b>	Annual
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<b>Publication:</b>	Public





## STRATEGY AND LEADERSHIP

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Ensure that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds (Finance Policy and Scheme of Financial Delegation)		✓	✓		✓	✓		
Determine the management and governance structure of the trust		✓			<A			
Determine a funding model for the trust and individual funding models for the schools  <i>(funding models will be designed to secure the trust's financial health in the short and long term)</i>		✓	<A		<A	<A	C	C
Approve the financial management structure for the trust including:  1. Setting the central spend/top slice and reviewing annually  2. Determining the proportion of the overall budget to be delegated to each school (including uses of contingency funds/ balances)		✓	<A		<A	<A		
Determine the central services provided to the schools by the trust		✓		<A	✓ <A>		C	C

## STRATEGY AND LEADERSHIP

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Create and maintain the business risk register for the trust			C		C	✓	C	C
Approve the business risk register for the trust. Review and ensure effective management.		✓	✓		<A	<A	<A (schools)	<A (schools)
Ensure effective engagement with stakeholders (MAT)		✓			✓			
Ensure effective engagement with stakeholders (school)					✓		✓	✓
Appoint Chief Executive Officer (CEO)/Accounting Officer		✓						
Appoint school headteachers		✓		<A	<A			
Set policy in relation to the terms and conditions of employment for all staff (including holiday entitlements, sickness absence etc.)		✓		<A	<A			
Approve the trust budget plan to support the delivery of trust key priorities.		✓	<A		<A	<A		
Approve the school budget plan to support the delivery of school key priorities (within delegated financial authority)		✓	<A		<A>	<A>		✓
Determine the staffing structure for the trust.		✓	<A		<A	<A		

## STRATEGY AND LEADERSHIP

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Determine each school's staffing structure within delegated financial authority and subject to long-term budget implications		✓	<A		<A>	<A>	C	C
Ensure effective engagement with parents and community		✓					✓	✓
Determine auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment)		✓			<A			

## GOVERNANCE FRAMEWORK

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Approve the Articles of Association <i>(review annually)</i>	✓	<A						
Review and approve the governance structure of the trust <i>(review annually)</i>		✓			<A			
Review & approve the Scheme of Delegation for the trust <i>(review annually)</i>		✓			<A	<A		

## GOVERNANCE FRAMEWORK

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Review & approve the constitution and terms of reference for the trust (including the LGBs and other standing committees) <i>(review annually)</i>		✓			<A			
Approve the constitution and terms of reference for ad-hoc governance committees in accordance with the relevant policy and procedures (e.g appeals) .		✓ <i>(trustees)</i>					✓ <i>(governors)</i>	
Appoint or remove trustees <i>(see Articles of Association)</i>  <i>Note: Members will appoint the majority of trustees. The trustees may co-opt some trustees. Some trustees may be elected by parents. See Articles of Association</i>	✓	✓						
Appoint co-opted governors <i>(see Articles of Association)</i>		✓					✓	
Appoint parent governors <i>(see Articles of Association)</i> <i>Appoint via parent election or a selection process if an election is unsuccessful</i>		✓					✓	
Remove trustees or governors from holding office <i>(see Articles of Association)</i>		✓					<A	

## GOVERNANCE FRAMEWORK

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Appoint or remove the chair of the board of trustees <i>(see Articles of Association)</i>		✓						
Appoint the chair of the Finance, Audit & Risk Committee		C	✓		<A			
Remove the chair of the Finance, Audit & Risk Committee		✓	C					
Appoint the chair of the HR, Education & Standards Committee		C		✓	<A			
Remove the chair of the HR, Education & Standards Committee		✓		C				
Appoint or remove the chair of the LGB		✓			<A		C	
Appoint or remove the chairs of LGB committees as required							✓	
Approve roles descriptions for members	✓	<A			<A			
Approve role descriptions for trustees		✓			<A			
Approve role descriptions for governors		✓			<A			C
Appoint the clerk to the board of trustees		✓			<A			
Appoint the clerk to each local governing body		✓			<A>		C	C



## GOVERNANCE FRAMEWORK

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Ensure the skill sets of trustees and governors meet the needs of the trust. Update skills audit annually and on appointment. <i>Use to inform recruitment, allocation of roles &amp; responsibilities and succession planning.</i>		✓ <i>(trustees)</i>					✓ <i>(governors)</i>	
Appoint 'link' trustees Roles: <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• The PREVENT Duty</li> <li>• SEND</li> <li>• Health &amp; Safety</li> <li>• Equality &amp; Diversity</li> <li>• Staffing &amp; performance management</li> </ul>		✓	C	C				
Appoint 'link' governors Roles: <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• The PREVENT Duty</li> <li>• SEND</li> <li>• Health &amp; Safety</li> <li>• Equality &amp; Diversity</li> <li>• Accessibility</li> <li>• Looked After Children</li> <li>• Anti-bullying</li> </ul>							✓	✓
<b><i>For schools Ofsted rated below good and/or where improvements are identified:</i></b>		✓						

## GOVERNANCE FRAMEWORK

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Appoint governors into 'link governor' roles Roles: <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• The PREVENT Duty</li> <li>• SEND</li> <li>• Health &amp; Safety</li> <li>• Equality &amp; Diversity</li> <li>• Accessibility</li> <li>• Looked After Children</li> <li>• Anti-bullying</li> </ul>								
Review & approve scheme of delegation for the trust <i>(review annually)</i>		✓			<A	<A		
Complete annual self-review of the board of trustees and committees. <i>Submit to members</i>		✓	C		C			
Complete annual self-review of the local governing body.							✓	
Approve arrangements for the oversight and monitoring of trustees	✓	C						
Approve arrangements for the oversight and monitoring of local governors		✓					C	

## GOVERNANCE FRAMEWORK

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
360° Review of chair role: carry out periodically (BofD and AGB)		✓					✓	
Plan for external review of governance (BofT and LGB). <i>(consider periodically)</i>		✓			C		C	
Determine the annual schedule of governance business for the board of trustees		✓			<A			
Determine the annual schedule of business for the Finance, Audit & Risk Committee		✓			<A	<A		
Determine the annual schedule of business for the HR, Education & Standards Committee		✓		C	<A			
Determine the annual schedule of business for the LGBs		✓			<A>	<A>	C	C
Produce an annual report on the work of the LGB and submit to the board of trustees <i>(Autumn term)</i> .							✓	✓
Produce the annual report and annual accounts  Submit to:		✓			✓ (Accounting Officer)			

## GOVERNANCE FRAMEWORK

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
<ul style="list-style-type: none"> <li>• Members</li> <li>• ESFA (31 Dec)</li> <li>• Companies House (31 May)</li> </ul> Publish on website (31 Jan)								
Ensure submission and appropriate approval of all reports and returns required by the ESFA		✓			✓ (Accounting Officer)	✓		
Review and approve (or delegate the approval of) trust-wide policies which reflect the trust's ethos and values and meet statutory requirements.  <i>See list of MAT policies, and delegated approval list &amp; review plan</i>  NB: 1. <i>The board of trustees determines which policies should be put in place at the trust level. All other policies will be at school level)</i> 2. <i>Facilitate discussions with unions where appropriate</i>		✓	✓	✓		<A		
Review and approve (or delegate the approval of) school policies to meet statutory requirements.  <i>See list of MAT policies, and delegated approval list &amp; review plan</i>  Includes: Admissions criteria, school behaviour policy, online safety policy, SEND							✓	✓

## GOVERNANCE FRAMEWORK

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
policy and information report, administration of medicines, school accessibility plan, school equality duty information report, child protection/safeguarding policy, school curriculum, school uniform policy and any other school specific policies  <i>See each school's list of school level policies</i>								

## EDUCATION & CURRICULUM

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Set the overarching trust approach to curriculum & assessment, with regard to statutory requirements  <i>(CEO will deliver at operational level)</i>		✓		<A		<A		<A

## EDUCATION & CURRICULUM

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Create and approve the School Improvement/Development Plan for each school.  <i>Update annually, in line with the strategic aims of the trust (teaching and learning, equalities, accessibility etc.)</i>					A>		C	✓
Monitor and review the delivery of the objectives set out in the School Improvement/Development Plan.  <i>Review at each LGB meeting</i>					✓		✓	
Ensure appropriate levels of support, challenge and intervention are in place to support the quality of teaching and delivery of education outcomes				✓	<A>		✓	✓
Determine the curriculum for each school & review its effectiveness				✓	✓		C	✓
Ensure that the statutory requirements for children with special needs are met, that they are given support for learning and the curriculum offer for this group of pupils is ambitious.				✓	✓		✓	✓
Ensure that the statutory requirements of curricular content e.g. RSE & Health Education are delivered consistently				✓	✓		✓	✓
Ensure the Pupil Premium and Looked After Children funding is spent appropriately (i.e. improving				✓	✓		✓	✓

## EDUCATION & CURRICULUM

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
educational outcomes and narrowing the achievement gap)  <i>(Trustees and governors will review and challenge to ensure value for money/ ROI (return on investment).</i>								
Ensure collective worship arrangements meet statutory requirements (for schools without religious character).							✓	✓
Approve the overarching admissions policy for the trust.  <i>Notes:</i>  <i>1. The board of trustees is the admissions authority for the trust)</i>  <i>2. It is currently trust policy that each school participates in the Local Authority co-ordinated scheme</i>		✓			<A		C	C
Review & approve the PAN and intake admissions criteria for each school.  <i>Note:</i>  <i>1. Headteachers submit any proposed changes and consult to meet statutory requirements</i>  <i>2. LGBs review &amp; confirm proposals</i>  <i>3. Trustees approve in their role as the admissions authority.</i>		✓			<A>		C	C

## EDUCATION & CURRICULUM

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Administer and make intake admission arrangements/decisions <i>Note: It is trust policy that each school participates in their Local Authority co-ordinated scheme</i>					A>			✓
Administer and make in-year admission arrangements/decisions <i>Note: It is trust policy that each school participates in their Local Authority co-ordinated scheme</i>					A>			✓
Administer and make admission appeals decisions. <i>Note: This may be outsourced or delivered in-house</i>					A>			✓
Evaluate the performance of the schools by: <ul style="list-style-type: none"> <li>▪ Reviewing progress against SDP/SIP objectives</li> <li>▪ Holding each school's leadership to account for academic performance, curricular offer, quality of care and quality of provision</li> <li>▪ Monitoring the overall effectiveness and efficiency of</li> </ul>				✓	✓		✓	✓



## EDUCATION & CURRICULUM

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
leadership and management at the schools <ul style="list-style-type: none"> <li>▪ Receiving reports on the quality of teaching and learning and making recommendations to the board of trustees.</li> </ul>								
Carry out the school self-evaluation (SEF) process, identifying the areas for improvement with particular regard to outcomes and success criteria.				C	C		C	✓
Review priorities <i>Consider the aims and priorities for raising standards of achievement in each of the schools' strategic plans.</i>					A>		✓	✓
Report termly to the LGBs and the board of trustees on school educational performance Notes: 1. <i>Headteachers report to the CEO and LGB</i> 2. <i>CEO reports to the board of trustees</i>					✓			✓
Ensure that each school is meeting statutory requirements with regard to their statutory responsibilities e.g. attendance, punctuality, discipline.		✓			✓		✓	✓

## EDUCATION & CURRICULUM

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
<p>Report on pupil issues (including attendance, exclusions, punctuality and disciplinary matters for each school)</p> <p><i>Notes:</i></p> <ol style="list-style-type: none"> <li>1. <i>Headteachers report to the CEO and LGB</i></li> <li>2. <i>CEO reports to the board of trustees</i></li> </ol>					✓			✓
Ensure the provision of free school meals to those meeting the criteria								✓
<p>Provide support to the schools during an Ofsted Inspection</p> <ul style="list-style-type: none"> <li>▪ The board of trustees will liaise with Ofsted where MAT is inspected</li> <li>▪ The board of trustees will assist with a school inspection.</li> <li>▪ The CEO will ensure the trust is prepared for inspection and manage the process from a trust perspective</li> <li>▪ The CEO will support the LGBs and headteachers for individual school inspections</li> </ul>		✓			✓		✓	

## ENSURING FINANCIAL PROBITY

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO	CFO	Local Governing Body	Headteachers
Ensure compliance with all obligations as set out in the Funding Agreement, the Academy Trust Handbook and as set by the ESFA		✓	✓		✓	✓		✓
Establish a financial controls framework (including policies and procedures) to ensure compliance with the trust's financial and reporting requirements		✓	C			<A		
Approve the trust's scheme of financial delegation (setting delegated authority limits for financial transactions). Monitor compliance and review annually		✓	C		<A	<A		
Appoint Chief Financial Officer (CFO) <i>(responsible for delivery of the trust's detailed accounting processes)</i>		✓	<A					
Appoint the Accounting Officer (CEO)		✓	<A					
Appoint the Finance, Audit & Risk Committee		✓						
Appoint internal auditors			✓		<A	<A		
Recommend the appointment of external auditors to the members		✓	<A			<A		
Appoint external auditors	✓							
Receive the external auditors' report	✓	✓	<A		<A	✓		

## ENSURING FINANCIAL PROBITY

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO	CFO	Local Governing Body	Headteachers
Ensure implementation of audit recommendations			✓		✓	✓		✓
Prepare the annual report and accounts					✓	<A		
Approve the annual report and accounts		✓			✓			
Approve the establishment of bank accounts and approve bank mandates in the name of the trust			✓		<A	<A		
Determine an investment policy in line with the Academy Trust Handbook and the trust's scheme of financial delegation		✓	C			<A		
Formulate the trust's annual budget					C	✓		
Approve the trust's annual budget		✓	<A		<A	<A		
Formulate each school's annual budget					A>	✓		✓
Approve each school's annual budget		✓	<A		<A	<A		
Ensure expenditure is managed in line with the annual budgets and financial controls framework		✓	<A			<A		
Manage expenditure in line with the annual budgets. <i>(see Scheme of Financial Delegation)</i>					✓ (trust including schools & central team)	✓ (trust including schools & central team)		✓ (school)
Set reporting requirements to inform budget monitoring and oversight			✓		C	C		
Produce monthly financial reports for the board of trustees						✓		

## ENSURING FINANCIAL PROBITY

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO	CFO	Local Governing Body	Headteachers
To include: <ul style="list-style-type: none"> <li>▪ Management accounts</li> <li>▪ Balance sheet</li> <li>▪ Cashflow</li> <li>▪ Creditors and debtors</li> <li>▪ Forecasts</li> </ul> Note: <i>Report to the board any material issues with delivery against the annual budget and matters of concern</i>								
Produce monthly financial reports for the LGBs  To include: <ul style="list-style-type: none"> <li>▪ Management accounts summary</li> </ul> Note: <i>Report to the LGB any material issues with delivery against the annual budget and matters of concern</i>						✓		
Develop trust-wide procurement strategies and efficiency savings programme in accordance with the Scheme of Financial Delegation			A>		✓	✓		C
Review and approve trust-wide procurement strategies and an efficiency savings programme in accordance with the Scheme of Financial Delegation			✓		✓	✓		
Conduct regular financial benchmarking					✓	✓		

### ENSURING FINANCIAL PROBITY

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO	CFO	Local Governing Body	Headteachers
Ensure robust benchmarking to inform financial decision-making			✓		<A	<A		
Ensure value for money in all financial decision making <i>(delegated approvals in accordance with the Scheme of Financial Delegation)</i>		✓	✓		✓	✓		✓
Ensure that a register of business interests is maintained for the trust & each school and effective procedures are in place to deal with any conflicts of interest and connected party transactions		✓				✓	✓	

### HUMAN RESOURCES (HR)

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO	CFO	Local Governing Body	Headteachers
Appoint the CEO		✓		<A				
Appoint the CFO and other senior central team staff <i>(in accordance with the approved staffing structure)</i>		✓						

## HUMAN RESOURCES (HR)

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO	CFO	Local Governing Body	Headteachers
Appoint the headteachers at each school <i>(in accordance with the approved staffing structure)</i> Notes: CEO and local governor to sit on the appointment panel with a senior trust representative & a trustee		✓		<A	<A		<A	
Appoint central team staff -excluding senior positions <i>(in accordance with the approved staffing structure)</i>					✓			
Appoint school leadership team (SLT) (excluding headteacher) <i>(in accordance with the approved staffing structure)</i>					C		C	✓
Appoint school staff (excluding headteacher and SLT) <i>(in accordance with the approved staffing structure)</i> Note: The headteacher may invite a representative of the AGB to be part of the selection and/or interview panel <i>(subject to safer recruitment training)</i>							A>	✓

## HUMAN RESOURCES (HR)

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO	CFO	Local Governing Body	Headteachers
<p>Approval of trust-wide HR policies (<i>in accordance with all appropriate legislation</i>)</p> <p>Policies will include:</p> <ul style="list-style-type: none"> <li>• Safer recruitment</li> <li>• Staff disciplinary</li> <li>• Staff appraisal &amp; capability</li> <li>• Staff grievance</li> <li>• Staff absence</li> </ul>		✓		<A	<A			C
<p>Determine trust-wide pay policy</p> <p><i>Note: the current policy is to follow National Pay Agreements for teaching &amp; support staff</i></p>		✓		<A	<A	<A		
<p>Performance management of the CEO including setting appraisal objectives, pay reviews, and administering the capability procedure.</p> <p><i>Note: All actions in line with the trust's pay, appraisal and capability policies and statutory requirements. HR advice to be sought as appropriate.</i></p>		✓		<A				C



## HUMAN RESOURCES (HR)

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO	CFO	Local Governing Body	Headteachers
Performance management of the central team staff including setting appraisal objectives, pay reviews, and administering the capability procedure. <i>Note: All actions in line with the trust's pay, appraisal and capability policies and statutory requirements. HR advice to be sought as appropriate.</i>					✓			
Performance management of the headteachers including setting appraisal objectives, pay reviews, and administering the capability procedure. <i>Note: All actions in line with the trust's pay, appraisal and capability policies and statutory requirements. HR advice to be sought as appropriate.</i>					✓			C
Performance management of school staff including setting appraisal objectives, pay reviews, and administering the capability procedure. <i>Note: All actions in line with the trust's pay, appraisal and capability policies and statutory requirements. HR advice to be sought as appropriate.</i>								✓
Approve CEO pay award ( <i>seek external consultancy advice as required</i> )		✓		<A				
Approve central team staff pay awards		✓						

## HUMAN RESOURCES (HR)

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO	CFO	Local Governing Body	Headteachers
Approve headteachers' pay award <i>(CEO to advise trustees)</i>					✓			
Approve school staff pay awards								✓
Conduct the disciplinary procedures in relation to the CEO. <i>HR advice to be sought as appropriate</i>				✓				
Conduct the disciplinary procedures in relation to the headteacher and central trust staff (except headteachers). <i>HR advice to be sought as appropriate</i>					✓			
Conduct the disciplinary procedures in relation to school staff (except headteachers). <i>HR advice to be sought as appropriate</i>								✓
Authorise the suspension and reinstatement (after suspension) of a member of staff. <i>HR advice to be sought as appropriate</i>		✓			✓			✓
Dismissal of <b>all</b> staff (in accordance with the trust's disciplinary and capability policies). <i>HR advice to be sought as appropriate</i>				✓				

## HUMAN RESOURCES (HR)

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO	CFO	Local Governing Body	Headteachers
<i>Note: Decision delegated to the HRES Committee in case an Appeal Panel is required. This will be formed from trustees not previously involved in the case.</i>								

## OPERATIONS

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Approve and review the asset management and maintenance strategy and review		✓	<A			<A		
Approve change of use of assets		✓	<A		<A	<A		C
Ensure appropriate insurance arrangements are in place for the trust.			✓		<A	<A		
Determine the opening & closing times for the schools		✓			<A			<A
Determine the term dates and length of the school day for each school		✓			<A			<A

## OPERATIONS

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Determine the INSET dates for each school (annual trust-wide date(s) to be agreed with the CEO).					A>			✓
Ensure the trust website complies with statutory requirements for the publication of information		✓			✓	<A		
Ensure each school's website complies with statutory requirements for the publication of information					A>	A>	✓	✓
Authorise the suspension or permanent exclusion of a pupil in accordance with statutory requirements (as set out in the Suspension and Exclusion Policy)								✓
Form an exclusion panel to consider a suspension or permanent exclusion in accordance with statutory requirements (as set out in the Suspension and Exclusion Policy)							✓	
Conduct complaints in accordance with the trust complaints policy. <ul style="list-style-type: none"> <li>• Form a review panel to consider Stage 2 complaints</li> <li>• Form an appeal panel to consider the decision of the review panel</li> </ul>		✓					✓	✓

## OPERATIONS

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Ensure effective information management systems are in place (including adopting and following policies for information security) and compliance with the Freedom of Information and Data Protection legislation.		✓			<A			
Oversee the effectiveness of services provided centrally by the trust					✓			C
<p>Ensure that the trust and each school has effective safeguarding arrangements which comply with all statutory guidance including:</p> <ol style="list-style-type: none"> <li>1. Ensuring each school has a safeguarding policy which is reviewed annually in line with KCSiE</li> <li>2. Ensuring each school has an appointed Designated Safeguarding Lead (DSL)</li> <li>3. Ensuring each school has effective recording and reporting procedures</li> <li>4. Maintenance of the single central record.</li> <li>5. Ensuring that 'Safer Recruitment' practices are followed</li> <li>6. Ensuring effective training for all staff, governors and volunteers</li> </ol>		✓			✓		✓	

## OPERATIONS

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Determine use of the trust's premises		✓			<A	<A	C	C
Authorise rentals and leases of school premises in accordance with the trust Scheme of Financial Delegation					✓	A>	A>	✓
Acquire and dispose of trust assets, land and premises (including leasehold) in accordance with the trust's Financial Management Policy, the Scheme of Financial Delegation and the Academy Trust Handbook.  Note: ESFA approval required for some acquisitions and disposals		✓		<A	<A		C	C
Approve the change of use of assets in accordance with the trust's Financial Management Policy, the Scheme of Financial Delegation and the Academy Trust Handbook.		✓		<A	<A		C	C
Ensure effective premises management and compliance with statutory requirements		✓	✓				✓ (school)	<A
Fulfil statutory requirements for checks, tests and maintenance of records to maintain school premises and ensure site safety.								✓
Ensure effective health & safety management at school level and compliance with statutory requirements		✓			✓		✓	<A

**OPERATIONS**

Decision/Action	Members	Board of Trustees	Finance, Audit & Risk Committee	Human Resources, Education & Standards Committee	CEO <i>(may delegate specific tasks)</i>	CFO	Local Governing Body	Headteachers
Fulfil statutory requirements for effective health & safety management including the completion of annual audits, follow-up actions and annual quality assurance reports to trustees in the summer term.								✓
Authorise whole school or class closures in order to ensure the safety of staff and pupils.  <i>Note:</i>  <i>Circumstances will include:</i> <ul style="list-style-type: none"> <li>• <i>Industrial action by staff</i></li> <li>• <i>Extreme weather conditions</i></li> <li>• <i>Unsafe premises</i></li> <li>• <i>Insufficient staff on premises</i></li> <li>• <i>'Acts of God' making premises unsafe</i></li> <li>• <i>A 'critical incident'</i></li> </ul> All decisions must be notified to the CEO, LGB, and board of trustees								✓

## Key

✓	Action to be undertaken at this level
A	Provide advice and support to those accountable for decision making
C	Consult with
< >	The direction of advice and support
LGB	Local Governing Body
CEO	Chief Executive Officer
CFO	Chief Financial Officer

### Notes:

In this Scheme the phrases used above have the following meanings:

**Deliver/delivery:** An individual/group has responsibility for undertaking a 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 school level. In both cases, it may be that the CEO or headteacher delegates the particular task to an individual or group better positioned to perform the operation and/or with an appropriate skills set.

**Determine:** An individual/group has delegated responsibility for ensuring that the particular task is completed and determining how the trust or schools should undertake the task including determining appropriate milestones and targets to be reported against.

**Report:** An individual/group has delegated responsibility for reporting on the delivery of tasks.

**Review:** An individual/group has delegated 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.