

Scheme of delegation

Area	Decision	Members	Trust Board	EO	LGB	Academy Headteacher	Clerk / Co sec	ELT	Notes
Governance framework									
People	Members: appoint/ remove	✓							Total members 4. Diocese appoint 1 member (25%). These can be recommended by Members and Trustees. Rotational Chair. Chair has the casting vote.
	Trustee: appoint remove	✓	✓						12 Trustees. Members can remove Chair of Trust. Trustee board can remove Trustee. Diocese appoint 3 Trustees (25%). Chair has the casting vote.
	Role description for members	✓							Taken from official publication Financial handbook /Governors Handbook
	Role descriptions for Trustees/ chair/ specific roles/ committee members: agree		✓	<A				<A	Financial Handbook
	Parent Trustee/ committee member: elected		✓			✓			Members and Trustees appointed for skill set. LGB to have elected parents/ staff Desirable parental Trustees from Secondary and Primary. To fulfill skill set to the board. Makeup of LGB is a delegated responsibility to each LGB. The founding schools (CO, IFS, NJK, PHS) will each have at least one representative on the Trust Board.
	Trust Board Committee chairs: appoint and remove		✓						
	LGB chairs: appoint and remove		✓			✓			In exceptional circumstances, the Trust Board may appoint/remove chair of a LGB.
	LGB members: appoint and remove		✓			✓			In exceptional circumstances, the Trust Board may appoint/remove members of a LGB.
	Appoint and remove Executive Officer (EO)		✓						EO includes role of Accounting Officer.
	Headteacher: appoint and dismiss				✓	✓			A Trustee must be on the appointment/dismissal panel, for a church school this will be a Diocesan Trustee. The EO will also be part of the appointment/dismissal panel. Recruitment policy will include involvement of other Headteachers in the recruitment process.
	Appoint and remove Chief Financial Officer			✓	✓				CFO line managed by EO
	Clerk to board: appoint and remove			✓					
	Clerk to LGB appoint and remove					✓			
Systems and structures	Articles of association: agree and review	✓	<A						Changes may result from updates to the Academies Financial Handbook and legislation change.
	Governance structures (committees) for the Trust: establish and review annually		✓					<A	
	Terms of reference for the Trust committees (including audit) and scheme for school committees: agree annually		✓					<A	To be updated by subcommittee and ratified by board.
	Terms of reference for LGB/ local committees: agree and		✓			✓		<A	This will be delegated to the LGB but approved by the Board of Trustees.

	review annually								
	Trustees skills audit: complete and recruit to fill gaps		✓						
	Governors skills audit: complete and recruit to fill gap				✓				
	Annual self-review of Trust Board and committee performance: completed.		✓					<A	
	Annual self-review of LGB performance: completed.				✓		<A		
	Trustee attendance: review annually		✓						Information would be collated by clerk to governors/ company secretary
	Governor attendance: review annually				✓				Information would be collated by clerk to governors
	Succession plan for Trust and LGB		✓		✓		<A		
	Annual schedule of business for Trust Board: agree		✓	✓					To include information and reporting from CFO
	Annual schedule of business for LGB: agree		A>		✓		<A		
	Due diligence for schools joining MAT		✓	✓				<A	To include information and reporting from CFO
	Decision of inclusion of school to the MAT		✓	<A				<A	To include information and reporting from CFO
Reporting									
Reporting	Trust governance details on Trust and academies' website: ensure		✓	✓				✓	Delegated to EO and company secretary
	Academy governance details on academy website: ensure				✓	✓	✓		Delegated to Headteacher and clerk to LGB
	Register of all interests, business, pecuniary, loyalty for members/ Trustees/ committee members: establish and publish	✓	✓		✓			✓	Managed by clerk/ company secretary
	Annual report on performance of the Trust: submit to members and publish		✓	<A			<A	<A	Collated by EO
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statements demonstrating value for money: submit		✓	<A					Collated by CFO
	Annual report work of LGB: submit to Trust and publish				✓		A		
Being strategic									
Being strategic	Determine Trust wide policies which reflect the Trust's ethos and values.		✓	<A				✓	This will develop over time
	Determine school level policies which reflect the school's ethos								

	and values.		A>	A>	✓	<A				
	Central spend/ top slice: agree		✓	<A	<A			<A	ELT to advise based on per capita amount to deliver services. Calculated by CFO to include all centrally provided services and personnel. Working party to review options.	
	Management of risk: establish register, review and monitor (Financial risk register)		✓	<A	✓	<A			Advice from EO and CFO. Influenced by Academies financial handbook.	
	Engagement with stakeholders	✓	✓	✓	✓	✓		A		
	Trust's 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>	To be included in the Trustees report on the annual accounts.	
	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			To be reported to the Trust Board, to be incorporated into the annual accounts.	
	Budget plan to support delivery of central services: agree		✓	<A				<A	CFO will provide breakdown of costs and recommendations.	
	Budget plan to support delivery of school key priorities: agree				✓	✓			CFO will maintain and overview and advise where necessary.	
	Trust's staffing structure: agree		✓	<A						
	School staffing structure: agree		✓		✓	✓			Reviewed annually by Trust Board with submission from CFO.	
Holding to account										
Holding to account	Auditing and reporting arrangements for matters of compliance.		✓	<A>	✓	<A				
	Reporting arrangements for progress on key priorities: agree		✓	<A>	✓	<A				
	Performance management of Executive Officer: undertake		✓							
	Performance management of Headteacher: undertake			A>	✓				EO to advise LGB	
	Performance management of CFO: undertake			✓						
	Trustee monitoring: agree arrangements		✓	<A						
	LGB member monitoring: agree arrangements				✓	<A				
	Lead the Extended Leadership Team and focus their efforts on improving outcomes for pupils			✓						
	Lead the Raising Achievement team in monitoring individual school performance and report to the board			✓						
	Negotiate support and intervention for any school causing concern			✓						A review of centralised costs for the individual school to be conducted.
	Monitor the impact of support									

	and the effectiveness of the individual school Raising Achievement Plan			✓					
	Monitor the impact of Church school governance	✓							The WDAT appointed Member will be acting as WDAT in its corporate capacity and will therefore be directly accountable to the WDAT board. Reporting will be at least annually.
Ensuring financial probity									
Ensuring Financial Probity	Trust's scheme of financial delegation: establish and review		✓	<A					Advice from CFO and Financial Trustee
	School's scheme of financial delegation: establish and review		✓	<A>	✓	<A			To be ratified by Trust Board
	External auditors' report: receive and respond		✓	<A					In conjunction with EO and CFO
	Agree Executive and CFO pay award		✓						In line with Performance management and pay policies
	Headteacher pay award: agree			A>	✓				In line with Performance management and pay policies. Where the EO is a Headteacher, the advice would come from the Trust Board.
	Centralised staff appraisal procedure and pay progression: monitor and agree		✓	<A				<A	
	School staff appraisal procedure and pay progression: monitor and agree				✓	<A			
	Benchmarking and Trust wide value for money: ensure robustness		✓						Information and recommendation from CFO. Monitoring by CFO
	Benchmarking and academy value for money: ensure robustness				✓				Assistance and advice from CFO
	Develop Trust wide procurement strategies and efficiency savings programme		✓						Delegated to CFO
Education and Curriculum									
Education and the curriculum	To ensure the development of a curriculum policy				✓	<A		<A	
	To implement curriculum policy					✓			
	Responsibility for standards of teaching			A>		✓			Overview held by EO
	Accountability for standards of teaching			✓	✓				
	Responsibility for individual child's education					✓			
	Accountability for individual child's education			✓	✓				Overview held by EO
	Ensure provision of sex education including a written policy				✓	<A			
	To prohibit political indoctrination and ensuring the balanced treatment of political issues				✓	<A			
	Assemble data for pupil assessment and other returns					✓		<A	This may feed into EO/ LGB/ Trust Board

	Deliver post inspection plan			✓		✓		<A	
	Propose targets for pupil achievement			A>		✓			
	Establish a behaviour policy					✓			
	Monitor the behaviour policy			A>	✓				An overview by the EO.
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusion and fixed term exclusions where the pupil is either excluded for a total of 15 days in a term or would lose the opportunity to sit a public examination			A>	✓	<A			Managed move to be considered within Trust before permanent exclusion through ELT.
	To direct reinstatement of excluded pupil				✓				Following appeal.
Staffing and HR									
	Pre-recruitment checks			✓		✓			Centralised services will be EO
	To appoint – SLT member				✓	<A			
	Dismissal of SLT member				✓	<A			
	To appoint other teachers					✓			LGB member to attend.
	To appoint support staff					✓			LGB member to attend.
	To agree a pay policy	✓							Centralised policy
	To agree pay discretions				✓				
	Establishing disciplinary/ capability procedures	✓							Appeals committee at LGB and Trust level to be established.
	Suspension of Headteacher	✓		<A>	✓				In exceptional circumstances, the Trust Board may suspend.
	Ending suspension of Headteacher	✓		<A>	✓				In exceptional circumstances, the Trust Board may end the suspension.
	Suspension of EO	✓							If also Headteacher LGB is to be advised on circumstances of suspension.
	Ending the suspension of the EO	✓							If also Headteacher LGB to be advised.
	Determining staff complement within agreed budget					✓			
	Conducting staff appraisal					✓			
	Approve Headteacher's recommendation for pay awards for staff				✓				
	Formulation and approval of Code of Conduct	✓							
	Management of staff disputes			A>		✓			Board members to be informed of any reputational repercussions. Appeals to LGB

Key

- ✓ Action to be undertaken at this level
- A Provide advice and support to those accountable for decision making
- <> Direction of advice and support
- EO Executive Office to include the role of Accounting Officer
- ELT Executive Leadership team

Agreed 13/07/2017 FINAL VERSION