

Scheme of Delegation

Note: Delegation is subject to compliance with legal and regulatory requirements and the Trust's policies and procedures

Definitions:

Accountable	Is ultimately accountable for the task, action document or decision
Leads	Ensures the necessary work is done to complete a task, course of action or document
Advises	Advises on (e.g.) the development of a document or on a proposed course of action

		Members	Board	CEO	LSC	HT
1	Strategy and performance					
1.1	Set vision and Trust strategic objectives	Advises	Accountable	Leads	Advises	Advises
1.2	Adopt additional or variant objectives to fit local context		Accountable	Advises	Advises	Advises
1.3	Set KPIs to monitor progress against vision and objectives including expectations for pupil outcomes		Accountable	Leads	Advises	Advises
1.4	Monitor local KPIs and identify need for corrective action				Accountable	Leads
1.5	Ensure corrective action taken as required		Accountable	Leads		
1.6	Prepare Trust and School Improvement Plans		Accountable	Leads		

1.7	Monitor progress against Trust Improvement Plan and identify need for any corrective action			Leads	Advises	Advises
1.8	Monitor progress against School Improvement Plans and identify need for any corrective action			Advises	Accountable	Leads
1.9	Ensure corrective action taken as required		Accountable	Leads		

		Members	Board	CEO	LSC	HT
2	Appointments and governance					
2.1	Appoint/remove members in accordance with Articles	Leads / Accountable				
2.2	Appoint CEO as a Director in accordance with Articles	Accountable	Leads			
2.3	Recommend Directors for appointment in accordance with Articles	Accountable	Accountable			
2.4	Receive Trust annual accounts	Accountable	Leads			
2.5	Appoint Trust auditors	Accountable	Leads	Advises		
2.6	Establish arrangements for appointing and removing (and appoint/remove as required):					
2.6a	Board members, officers and committees		Leads / Accountable			
2.6b	LSC members, officers and committees		Leads / Accountable			
2.6c	CEO and Accounting Officer		Leads / Accountable			
2.6d	Head Teachers		Accountable	Leads		

2.6e	Senior Leaders		Accountable	Leads		
2.6f	Staff working at Trust level			Leads / Accountable		
2.6g	Staff working at School level					Leads / Accountable
2.6h	Board / company secretariat		Accountable	Leads		
2.6i	LSC clerks		Accountable	Leads		
2.7	Arrange appropriate training for Board/LSC members		Accountable	Leads	Advises	Advises
2.8	Arrange appropriate training for Board Secretariat/LSC clerks		Accountable	Leads	Advises	Advises
2.9	Record interests of Board members and manage any conflicts		Board chair with secretary's support			
2.10	Record interests of LSC members and manage any conflicts		LSC chair with clerk's support			
2.11	Conduct Board self-review		Accountable			
2.12	Conduct review of Chair's performance		Accountable			
2.13	Conduct LSC self-review				Accountable	

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3	Staffing					
3.1	Set staff complement consistent with budget and plans		Accountable	Leads		
3.2	Set organisation structure		Accountable	Leads		
3.3	Set staff terms and conditions		Accountable	Leads		
3.4	Decide staff CPD programme			Leads / Accountable		Advises
3.5	Ensure CPD delivered (Trust-level staff)			Leads / Accountable		
3.6	Ensure CPD delivered (School-level staff)			Advises		Leads / Accountable
3.7	Review CEO performance and salary		Leads / Accountable			
3.8	Review Heads' performance and salary		Accountable	Leads	Advises	

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4	School hours and admissions					
4.1	Set dates of academic year		Accountable	Leads	Advises	Advises
4.2	Set school hours		Accountable	Leads	Advises	Advises
4.3	Set admissions policy		Accountable	Leads	Advises	Advises
4.4	Take local admissions decisions as needed in line with policy				Accountable	Leads
4.5	Manage admissions and appeals		Accountable	Leads	Advises	Advises

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5	Policies and procedures					
5.1	Determine which policies and procedures are to be set at Trust level and which at school level		Accountable	Leads	Advises	Advises
5.2	Establish Trust-level policies and procedures and keep up to date		Accountable	Leads	Advises	Advises
5.3	Establish School-level policies and procedures and keep up to date		Accountable	Leads	Advises	Advises
5.4	Monitor compliance with policies and procedures applicable at Trust level and identify any issues		Accountable	Leads		
5.5	Monitor compliance with policies and procedures applicable at school level and advise Board of any issues				Accountable	Leads
5.6	Ensure corrective action re 5.4 and 5.5 taken as required		Accountable	Leads		

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6	Operations					
6.1	Appoint advisers (solicitors, accountants etc)		Accountable	Leads		
6.2	Manage legal claims		Accountable	Leads		
6.3	Manage day to day media relations relating to Trust-level activities			Leads / Accountable		
6.4	Manage day to day media relations relating to School-level activities			Advises		Leads / Accountable
6.5	Manage media relations in relation to issues potentially impacting on Trust or school reputation		Accountable	Leads		
6.6	Establish Trust and school website design and content policy		Accountable	Leads		
6.7	Maintain Trust website pages			Leads / Accountable		
6.8	Maintain School website pages			Advises		Leads / Accountable
6.9	Establish Trust and school prospectus design and content policy		Accountable	Leads		
6.10	Prepare and maintain Trust prospectus		Accountable	Leads		

6.11	Prepare and maintain School prospectus		Accountable	Leads	Advises	Advises
6.12	Secure GDPR compliance		Accountable	Leads		
6.13	Establish Trust-wide critical incident policies and procedures		Accountable	Leads	Advises	Advises
6.14	Implement critical incident policies and procedures applicable at Trust level			Leads / Accountable		
6.15	Implement critical incident policies and procedures applicable at School level					Leads / Accountable
6.16	Manage FOI requests		Accountable	Leads	Advises	Advises

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7	Finance					
7.1	Establish Trust funding model		Accountable	Leads	Advises	Advises
7.2	Set overall budget for Trust and each school		Accountable	Leads	Advises	Advises
7.3	Set detailed budgets for Trust and individual schools		Accountable	Leads	Advises	Advises
7.4	Monitor spending against budget for Trust-level activities and identify need for any corrective action		Accountable	Leads		
7.5	Monitor spending against School budget and identify need for any corrective action		Accountable	Advises	Advises	Leads
7.6	Ensure corrective action re 7.4 and 7.5 taken as required		Accountable	Leads		
7.7	Prepare and review management accounts		Accountable	Leads		
7.8	Prepare and approve statutory accounts		Accountable	Leads		
7.9	Prepare VAT returns			Leads / Accountable		
7.10	Arrange insurances		Accountable	Leads		

7.11	Propose and approve borrowing		Accountable	Leads		
7.12	Make and manage investments where permitted		Accountable	Leads		
7.13	Approve change of use of assets where permitted		Accountable	Leads	Advises	Advises
7.14	Make grant applications		Accountable	Leads	Advises	Advises
7.15	Carry out and review benchmarking / best value studies		Accountable	Leads		

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8	Land and premises					
8.1	Acquire and dispose of Trust land where permitted		Accountable	Leads	Advises	Advises
8.2	Develop premises maintenance strategy		Accountable	Leads	Advises	Advises
8.3	Advise on local maintenance priorities in line with strategy			Advises	Accountable	Leads
8.4	Ensure corrective action taken re 8.3 as required		Accountable	Leads		

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9	Regulatory compliance and risk management					
9.1	Ensure compliance with law and regulations applicable to Trust-level activities		Accountable	Leads		
9.2	Monitor compliance with law and regulations applicable to School-level activities and advise Board of any issues			Advises	Accountable	Leads
9.3	Ensure compliance with Funding Agreement, and Church Supplemental Agreement where applicable					
9.4	Ensure Trust and school-level risk registers are kept current		Accountable	Leads		
9.5	Review management of significant risks applicable to Trust-level activities		Accountable	Leads		
9.6	Review management of significant risks applicable to School-level activities			Advises	Accountable	Leads
9.7	Review and act on audit recommendations		Accountable	Leads		

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10	Assurance					
10.1	Agree programme of assurance activities based on outcomes and criteria in Risk Management Framework viz: Teaching & Learning Ethos Resources Safeguarding Health and Safety GDPR Compliance Governance		Accountable	Leads		
10.2	Carry out Trust-level assurance monitoring in line with programme and advise Board of any issues		Accountable	Leads		
10.3	Carry out school-level local assurance monitoring in line with programme and advise Board of any issues		Advises	Accountable	Leads	
10.4	Ensure corrective action re 10.3 and 10.4 taken as required		Accountable	Leads		