



# **2017 / 2018**

# **Scheme of Delegation**

✓ Action to be undertaken at this level

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A Provide advice and support to those accountable for decision making

Area	Decision	Delegation						
		Members	Trust Board	TB Finance Committee	TB Standards Committee	CEO	Local Governing Bodies	Academy Principal
Governance framework								
People	Members: Appoint/Remove	✓						
	Trustees: Appoint/Remove	✓	A					
	Role descriptions for members	✓						
	Role descriptions for trustees/chair/ specific roles/committee/council members: agree	A	✓			A		
	Local governing bodies / chairs: appoint and remove		✓			A	✓	A
	Clerk to Trustees: appoint and remove		✓			A		
	Clerk to academy committee/council: appoint and remove		✓			A		
	CEO: Appoint/Remove		✓			A		
	Trust Officers: Appoint/Remove		✓			A		
	Headteachers: Appoint/Remove Deputy Headteacher / Assistant Headteacher		✓			A		
	Academy Staff: Appoint/Remove		✓				A	✓

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Systems and structures	Articles of association: review and agree	✓	A			A	A	
	Governance structure (committees) for the trust: establish and review annually		✓			A	A	
	Terms of reference for board committees and scheme of delegation for local governing bodies: agree annually		✓			A	A	
	Local governing bodies skills audit: complete and recruit to fill gaps					A	✓	
	Trustee Academy committee Audit: complete and review to fill gaps	✓	A			A		
	Annual self-review of trust board and committees: complete annually		✓			A		
Systems and structures	Annual Self Review of Trust Board	A	✓					
	Annual self review of local governing bodies/councils: complete annually		A			A	✓	
	Chair's performance:	✓						
	Trustee / local governing body /council member contribution: review annually	✓	✓			✓		
	Succession: plan		✓			A		
	Annual schedule of business for trust board: agree	✓	A			A		

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	Annual schedule of business for local governing body/council: agree	✓	✓			A		
Reporting								
Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓			✓		
	Annual report on performance of the trust: submit to members and publish		✓				A	
Being Strategic								
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓			A		
	Determine school level policies which reflect the school's ethos and values to include e.g. academy ethos & values. E.g. curricular behaviour.		✓			A	A	A
	Central spend / top slice: agree		✓			A		
	Management of risk: establish register, review and monitor		✓			A		
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓

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		Members	Trust Board	TB Finance Committee	TB Standards Committee	CEO	Local Governing Bodies	Academy Principal
Being Strategic	Trust 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
	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	✓
	Chief executive officer: appoint and dismiss		✓			A		
	Academy principal : appoint and dismiss		✓			✓		
	Budget plan to support delivery of trust key priorities: agree		✓			A		
	Budget plan to support delivery of school key priorities: agree		✓					A
	Trust's staffing structure: agree		✓			A		
	School staffing structure: agree						A	✓

Holding to account								
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓			A		
	Reporting arrangements for progress on key priorities: agree		✓			A		
	Performance management of the Chief Executive Officer: undertake		✓					
	Performance management of academy principal : undertake					✓	A	
	Performance management of academy staff						A	✓
	Trustee monitoring: agree arrangements	✓						
	Academy committee overall performance monitoring: agree arrangements		✓				A	

Ensuring financial probity								
Ensuring financial probity	Appoint Chief financial officer for delivery of trusts detailed accounting processes		✓			A		
	Trust's scheme of financial delegation: establish and review		✓			A		
	School's scheme of financial delegation: establish and review		✓			A		
	External auditors' report: receive and respond		✓			A		
	CEO pay award: agree		✓					
	Academy principal pay award: agree		✓			A		
	Staff appraisal procedure and pay progression: review and agree					A		✓
	Benchmarking and trust wide value for money: ensure robustness		✓			A		
	Benchmarking and academy value for money: ensure robustness		✓			A		
	Develop trust wide procurement strategies and efficiency savings programme		✓			✓		
	Review and approve trust wide procurement strategies and efficiency savings programme		✓			A		