

# Scheme of Delegated Authority Trust



## Scheme of Delegated Authority

Strategy and Leadership	Members	Trustees	CEO	LAC	Headteacher
1. Set strategic objectives and KPIs of the Trust in line with the strategic plan	Receive Strategic Plan with KPI's	Review, Challenge and Approve	Draft and develop	Attend trust strategy day CoG	Attend trust strategy day
2 Set strategic objectives for the Academies		Review and adopt	Review, Challenge and Approve Ensure academy plans encompass trust strategic objectives Consolidate Academy plans and present an overview to the Trustees for info'	Review, Challenge and Approve	Draft and develop individual Academy Objectives in line with Trust strategy and KPIs and academy context
3. Deliver strategic objectives of the Trust and monitor performance against KPIs		Review and monitor performance	Deliver & Report to Trustees		
4. Deliver strategic objectives of the Academies		Review	Review and monitor performance via sch imp team Report progress to Trustees	Review and monitor performance	Deliver/achieve objectives Report progress to LAC, CEO and school improvement team
5.Compliance: Funding Agreement- comply with all obligations including the Academy Trust Handbook		Monitor Trust wide compliance	Monitor and report to Trustees Take action to mitigate noncompliance Deliver compliance with policies	Monitor individual academy compliance	Deliver & Report to LAC, CEO & CFO Deliver compliance with policies - COO
6. Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety		Monitor Trust wide compliance	Monitor and report to Trustees Take action to mitigate noncompliance Deliver compliance with policies.	Monitor individual academy compliance	Deliver & Report to relevant Executive team lead Deliver compliance with policies

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7. 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	Receive Annual Accounts	Review and approve Trust policies and controls to ensure compliance	Develop policies, checks & balances to ensure proper financial oversight Deliver compliance with policies	Monitor individual academy compliance in relation to SEND, PP, Sports premium and any additional time and project related government funding allocations	Deliver & Report to CEO & CFO Deliver compliance with policies and controls
8. Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions		Review and approve Trust policies and processes to ensure compliance Record Trustees conflicts of interest and connected party transactions Review annually conflicts of interest and connected party transactions of each LAC	Develop policies and processes Deliver compliance with policies	Annual completion of DOI form Monitor individual academy compliance Report annually conflicts of interest and connected party transactions to the Trustees	Deliver & Report to LAC & CEO Deliver compliance with policies
9. Appointments of Trustees– ensuring processes in place for appointment of trustees (including ensuring that the Trustees have the skills to run the Trust)	Appoint in accordance with the Articles of Association	Appoint in accordance with Articles of Association	Ensure processes are developed in accordance with Articles of Association		
10. Appointment of Members	Other Members in accordance with Articles of Association				

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Strategy and Leadership	Members	Trustees	CEO	LAC	Headteacher
11. Appointments of Governors ensuring processes in place for appointment of Governors (including ensuring that the Governors have the skills to support and challenge the Academies)		Appoint Chair and Vice Chair of Governors Appoint co-opted Governors	Recommend Co-opted Governors to Trustees	Appoint Staff and Parent Governors as per Annex 1 Recommend Co-opted Governors to Trustees Review Governor competency and performance and report to Trustees Elect Chair and Vice Chair annually for TB approval	Refer any new proposed governor appointments to the Lead Governance Professional to action the recruitment process
12. Removal of Members / Trustees / Governors	Removal of fellow Members and Trustees in accordance with Articles of Association	Removal of Governors when appropriate	Ensure processes are in place for the removal of Governors when appropriate and recommend when appropriate	Comply	Comply
13. Removal of LAC		Review and Approve AIB members	Recommend AIB appointments Inform Headteacher	Comply	Comply
14. Appointment of Clerk – Board and LACs		Appoint the Clerk to the Board & LACs			
15. Appointment of Auditors	Appoint external auditors	Appoint internal scrutineers and recommend external auditors	Monitor performance in role as Accounting Officer		Comply
16. Policies – review, approve and monitoring of Trust Wide Policies (including all HR policies, curriculum, admissions, DBS, charging and remissions policies, health & safety and safeguarding)		Review and Approve Trust wide policies	Develop Trust wide polices for Board approval Deliver compliance with policies Report material non compliance to the Board	Adopt all policies approved by the Board and monitor compliance Review and approve academy specific policies	Develop academy specific polices for LAC approval Deliver compliance with Trust and academy policies Report noncompliance to the LAC and the CEO

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17. Prepare Terms of Reference for Trust Board		Develop, approve and comply	Develop and comply		
18. Prepare TofR for Sub-Committees including LACs		Develop and approve	Recommend	Comply	
19. Training programme for trustees and governors		Approve and comply	Ensure a programme is developed	Comply	
20. Trust expansion – RSC and due diligence procedures		Develop and recommend in line with strategic plan Approve	Develop, recommend, and deliver		

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Education and Curriculum	Members	Trustees	CEO	LAC	Headteacher
1. Academy Improvement Plan for each Academy in line with strategic aims of the Trust		Receive an overview and regular updates on academy progress ensure consistency with Trust strategic plan	Review and challenge the Academy Improvement Plan(s) with the Sch Imp Team Inform trustees of progress	Review and challenge Academy Improvement Plan supported by Sch Imp team.	Work with the Sch imp team to produce the academy's Improvement plan Review – the improvement plan
2 Key Performance Indicators – setting and reviewing performance of the Trust & the Academies		Set Trust wide KPIs  Review performance against KPIs	Delivering against the KPIs Report performance against KPIs to the appropriate trust board committee and the full board	Monitoring & challenging progress against academy imp plan KPIs	Delivering against the KPIs Reporting progress against KPIs to LAC & CEO and Sch imp team
3. Set Admissions Policy		Approve	Review	Comply in consultation with Headteacher	Deliver
4. Admissions decisions		Sit on appeal panel when required	Determine and approve	Review and monitor	Advise, recommend and report to CEO
5. Student Issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)		Review, challenge and approve policy Sit on exclusions and suspensions panel when required	Developing policy and ensuring compliance Report compliance to Trustees	Monitor compliance with Trust wide policy Sit on exclusions panel when required	Manage Student issues (including attendance, exclusions punctuality and disciplinary matters for each Academy)
6. Academy Hours – setting the opening and closing times for each Academy		Determine and Approve	Determine	Comply	Comply
7. Term dates and length of Academy Day		Determine and Approve	Determine	Comply	Comply
8. Academy lunch – ensure provided to appropriate nutritional standards		Approve catering provision	Monitor	Review	Deliver

## Scheme of Delegated Authority Trust



Education and Curriculum	Members	Trustees	CEO	LAC	Headteacher
09. Provision of free school meals to those meeting criteria			Monitor	Review	Deliver
10. To monitor the educational outcomes for all year groups		Review, challenge and monitor	Challenge, monitor and review Report to trustees	Monitor	Determine in consultation with Sch Imp Team
11. To monitor all aspects of safeguarding, equality, SEND and pupil welfare		Approve	Ensure implementation and review Report to trustees	Monitor	Determine in consultation with SILS and in accordance with trust policies
12. Approve academy pupil premium and sports premium strategies and frameworks		Approve	Review and monitor funding and report to trust board	Monitor outcomes of SP and PP strategy	Determine in consultation with Sch Imp Team
13. Approve academy census information prior to DfE submission			Receive and Review		Determine and comply
14. Curriculum Design (Intent, Implementation and Impact) –		Approve	Determine	Monitor	Determine in consultation with the CEO & Sch Imp Team

## Scheme of Delegated Authority Trust

Safeguarding	Members	Trustees	CEO	LAC	Headteacher
1. Safeguarding Policies (Trust wide and Local as per policy schedule)		Review and approve Trust wide policies Safeguarding to be a standing item at every trust board meeting	Develop Trust wide polices for Board approval Deliver compliance with policies Report material non-compliance to the Board	Review and monitor compliance with SG Policies Report noncompliance of Trust-wide policies to CEO or School Imp Lead	Contextualise Trustwide SG Policies Deliver compliance with Trust policies Report noncompliance to the LAC, Sch iMp Lead and the CEO
2. Single Central Register		Approve Trust wide standardised SCR reporting.	Develop Trust wide standardised SCR reporting	Monitor SCR completion and compliance.	Comply with SCR reporting.
3. Record Keeping (of children at risk)			Review	Monitor	Determine
4. Continuing Professional Development (ensure that all staff, volunteers and visitors are appropriately and sufficiently trained to fulfil their safeguarding responsibilities).		Review and confirm appropriate records are kept Confirm compliance	Ensure Implementation	Monitor and report via KPI reporting and safeguarding audits	Determine
5. Safeguarding Practices including: Induction Safeguarding Updates and statutory training		Review and Approve Comply	Develop and Implement Comply	Monitor and report Comply	Comply

# Scheme of Delegated Authority Trust



Financial – See Summary of Financial Delegations (Section 7)	Members	Trustees	CEO	LAC	Headteacher
1. Funding Model -agreeing a funding model across the Trust and (develop an individual funding model for the Academies) so as to secure the Trust's financial health in the short term and the long term		Review and approve Funding Model	With support from CFO recommend funding model to the Trustees for approval	Comply with the overall financial plan for the Academy	Comply with the overall financial plan for the Academy Share overview with LAC
2. Trust Annual Budget – formulating and setting the Trust wide budget		Review, challenge and approve Review submission of Trust budget to the ESFA	CEO & CFO prepare Trust budget CEO and/or CFO presents budget to the Trustees for approval		
3. Academy Annual Budgets – formulating and determining the proportion of the overall budget, to be delegated to each Academy		Challenge and approve	Review and challenge. Present to Trustees for approval.	Oversight of draft budget linked to Academy Improvement Plan	Develop Academy budget linked to Academy Improvement plan with oversight from the School Improvement Team and CFO.
4. Monitor income and expenditure across the Trust to ensure delivery of the annual budgets		Challenge and approve Trust wide financial reporting	Review and challenge Academy financial reporting. CFO prepares Trust wide financial monitoring reports for trustees		Deliver against agreed budget
5 Financial Policies (including procurement) – establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements and the Academy Trust Handbook		Review and approve Trust-wide policies	Develop with the support of the CFO Trust wide policies for Board approval Deliver compliance with policies Report material non-compliance to the Board		Deliver compliance with Trust policies Report non-compliance to the CEO /CFO



# Scheme of Delegated Authority Trust



Financial – See Summary of Financial Delegations (Section 7)	Members	Trustees	CEO	LAC	Headteacher
6. Approving annual accounts	Review and adopt annual accounts	Review and approve Annual Accounts	Ensure the preparation of the annual financial statements Arrange for auditing of annual report and accounts Ensure compliance with regulatory filing requirements Keep proper records in respect of the Trust		Comply and provide information to assist the Trust in preparation of the Annual Accounts
7. Corporate Risk Register		Review, challenge and approve Monitor compliance	Ensure corporate risk register is maintained by CFO. Report compliance to Trustees	Review and monitor Academy risk register and report compliance to CFO	Ensure Academy risk register is maintained. Report compliance to the LAC.

# Scheme of Delegated Authority Trust



HR and Operations	Members	Trustees	CEO	LAC	Headteacher
<b>1. Appointing the Chief Executive Officer</b>		<b>Appoint</b>			
<b>2. Appointing the Chief Financial Officer and other Executive leader roles</b>		<b>Appoint</b>	<b>Sit on appointment panel which must also include TWO Trustees. Recommend appointment to Trustees.</b>		
<b>3.Appointing the Headteacher at each Academy (Article 107)</b>		<b>Approve and appoint in consultation with the CEO and Chair of LAC</b>	<b>Recommend appointment to the Trustees Sit on appointment panel along with one Trustee and Chair of LAC</b>	<b>Chair of LAC (or nominee) to sit on appointment panel with CEO and Trustee</b>	
<b>4. Appointing of additional central team Trust Staff (in line with recruitment policy)</b>		<b>Review necessity and approve additional appointments</b>	<b>Appoint in line with Trust Policy and budget.</b>		
<b>5. Appointing Academy Senior Leadership Staff</b>			<b>Sit on panel or delegate.</b>		<b>Appoint in line with Trust Policy and Budget. CEO to sit on panel and agree appointment</b>
<b>6. Appointing Academy Staff</b>					<b>Appoint in line with Trust Policy, AIP and Budget.</b>
<b>7. Restructuring Academy Staff</b>		<b>Approve</b>	<b>Review and recommend</b>	<b>Review</b>	<b>Develop with CFO and Sch Imp Team and report to CEO</b>
<b>8. Establishing Trust wide HR Policies (including recruitment, discipline, capability, grievance, absence and performance management policies) in accordance with all appropriate regulations</b>		<b>Review and approve Trust-wide policies</b>	<b>To lead the development, with the COO, Trust wide policies for Trustee approval Deliver compliance with policies Report material non compliance to Trustees</b>	<b>Monitor compliance</b>	<b>Deliver compliance with Trust policies Report non-compliance to the LAC and the CEO</b>

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HR and Operations	Members	Trustees	CEO	LAC	Headteacher
9. Performance Management together with pay reviews (in line with the Trust's pay policy and all statutory regulations)		<p>Conduct CEO PMR</p> <p>Receive reports in respect of appraisal arrangements and outcomes for the Executive and Headteachers</p> <p>Review appeals in respect of Headteachers and Executive</p> <p>Determine and approve pay for CEO, Executive Team, Headteachers, SLT and UPR.</p>	<p>Conduct the Executive and Headteachers PMRs in accordance with policy</p> <p>Ensure executive team conduct PMRs in accordance with policy for all staff</p> <p>Review appeals in respect of SLT and UPR report to the Trustees</p> <p>Report and recommend pay for executive team, HT, SLT and UPR to Trustees</p>		<p>Conduct SLT PMRs in line with Trust Policy and make recommendations to the CEO.</p> <p>Ensure senior leaders conduct PMRs in accordance with policy for all other staff</p>
10. Setting Terms and Conditions of Employment and Staff Handbook		<p>Review, challenge and approve</p>	<p>Develop and present Terms and Conditions of Employment and Staff Handbook to Trustees</p> <p>Ensure T&amp;Cs and Employment Handbook are maintained and current</p> <p>Deliver and Comply</p>		<p>Deliver and Comply</p>
11. Dismissing Trust staff (in accordance with the Trust disciplinary and capability policies or for reason of redundancy)		<p>Dismiss in respect of the CEO and Executive Team.</p> <p>Review SLT &amp; HT dismissals.</p> <p>Monitor all other staff dismissals.</p>	<p>Dismiss in accordance with employment law and trust policy.</p> <p>Inform trustees of all SLT dismissals (inc HT)</p> <p>Review in respect of all other staff</p>		<p>Dismiss staff in accordance with employment law &amp; trust policies</p> <p>Report staff dismissals to LAC and CEO</p>

# Scheme of Delegated Authority Trust



		Sit on employment panels as required			
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HR and Operations	Members	Trustees	CEO	LAC	Headteacher
12. Determining and allocating central services provided by the Trust to the Academies		Review, challenge and approve	Recommend, distribute and deliver. Report to trustees.	Comply	Comply
13. Overseeing the effectiveness of services provided centrally by the Trust		Review and monitor	Deliver and report to the Trustee		
14. Asset and Premises Maintenance Strategy and Estates Strategy – determining use of Academies’ premises and ensuring premises are adequately maintained		Review , challenge and approve Monitor compliance	Recommend, implement and report. Ensure compliance with trust policies	Monitoring compliance	Implement and comply with strategy
15. Approve or reject proposals for the acquisition or disposal of land and buildings including changing use of assets	Adopt	Review, challenge and seek appropriate approval	Recommend		
16. Arranging insurance for the Trust		Approve	Deliver		
17. Media and PR - overseeing public relations activities to protect the activities of the Trust and the Academies to the wider community		Determine Trust wide approach and/or policy	Deliver and comply	Comply	Comply
18. Academy Prospectus				Review and Approve	Prepare and Recommend
19. Trust web site (including Academy websites)		Receive compliance reports	Prepare and recommend Ensure compliance	Monitor compliance	Prepare and comply
20. Decisions to close academy for health and safety reasons			Approve and report to Chair of TB s as soon as practical	Monitor	Recommend closure to CEO for approval
21. Manage a data breach and FOI		Review, monitor and respond to ICO recommendations	Deliver, comply and report to Trustees	Monitor	Deliver and comply. Report immediately to CEO

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22. GDPR		Review , monitor and respond when required to do so	Deliver, comply and report to Trustees	Monitor	Deliver and comply Report to CEO and LAC
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