



Updated Scheme of Delegation Approved March 2018

	Powers retained by the Members	Powers delegated to the Trust Board	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Vision	Vision	Vision	Vision
V1	Set the Vision for Trust in accordance with Ethos contained in the Articles of Association	Work with the members, the CEAO and the LGBs to determine corporate planning and strategy for the Trust and its academies	Work with the board, the Trust Board and the LGBs to support the delivery of corporate planning and strategy for the Trust and its Academies	Work with the Trust Board and the CAEO Board to deliver and inform corporate planning and strategy for the Trust and its academies
V2	Evaluate the effect of Corporate policies against the Vision and Ethos of the organisation	Determine the corporate planning and strategy for the Trust and its Academies. Apply the Trust vision at both Trust and academy levels	Deliver the Trust vision in a way appropriate to the specific qualities and community characteristics of each academy	Promote the Trust's vision, in a way appropriate to the specific qualities and community characteristics of the Academy

V3		Manage the delivery of the Trust vision in ways appropriate and specific to each of its academies and their contexts		
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	Powers retained by the Members	Powers delegated to the Trust Board	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Compliance	Compliance	Compliance	Compliance
C1	Ensure compliance with the provisions of the Articles and Funding Agreements	Ensure compliance with all statutory regulations and Acts of Parliament governing the operation of the Academy, including, without limitation all charity and company laws and all health and safety regulations	Implement actions required to secure compliance with all statutory regulations and Acts of Parliament governing the operation of the Academy, including, without limitation all charity and company laws and all health and safety regulations	Understand the implications of noncompliance with all statutory regulations and Acts of Parliament governing the operation of the Academy, including, without limitation all charity and company laws and all health and safety regulations and report any noticeable instances of non-compliance by the Academy to the Central Team

C2		Monitor actions required to secure compliance with the provisions of the Governance arrangements and the Funding Agreements	Implement actions to comply with the provisions of the Governance arrangements and the Funding Agreements	
C3		Monitor actions required to secure compliance with the Academies Financial Handbook	Implement actions to ensure compliance with the Academies Financial Handbook	Understand the implications of noncompliance with the Academies financial handbook and report any noticeable instances of noncompliance by the Academy to the Director of Finance.
C4		Ensure that all required information is published at either Trust or at local level and is available either on the website or from the signposted source	Establish protocols to ensure that all required information is published and is available either on the website or from the signposted source.	Ensure that all required information is published and is available on the Academy website or from the signposted source

	Powers retained by the Members	Powers delegated to the Trust Board	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Governance	Governance	Governance	Governance
G1	Ensure the Trust Board follow good Governance practice and have appropriate checks, balances and scrutiny in respect of decision-making.	Ensure that the Trust is managed efficiently and effectively by the CEO and Executive Team.	To Manage the day-to-day running of the Trust and submit reports as appropriate to the Trust Board or its Committees.	To support the management of the Academy and consider appropriate reports and when necessary forward issues of Governance to the Trust for either consideration or approval.
G2	Ensure that the Trust Board establish clear communications links between Member, the Board, LGB and Academies.	Draw up instruments of Governance (IOG) and any amendments thereafter.	Advise the Board in relation to constructing instruments of Governance and any amendments thereafter	To ensure that the Governing Body complies with the Instrument of Governance. (IOG)
G3	To participate in the appointment of the Chief Executive	Appointment of Governors of the LGB and participate in the appointment and removal of Headteachers	To support the Trust Board, the LGB in appointment, and the removal of Headteachers and ensure that LGB comply with IOG and all appointments to LGB are approved by the Trust.	Assist with the appointment of staff and parent governors where requested

G4		Monitor the performance of the Local Governing Body	Scrutinise the performance of the Local Governing Body and Report to the ITT/ Performance Committee	Contribute to the Governor development programme by undertaking a biennial self-review.
G5		Evaluate the effectiveness of governor development		Appoint the clerk to the LGB and notify the Central Team.
G6		Scrutinise and approve academy specific registers of	Ensure that the Register of business interests is	Maintain a register of governors business and

		Governor business and personal interests	maintained and published on the Academy Website	interests and publish on the Academy Website
	Powers retained by the Members	Powers delegated to the Trust Board	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Governance	Governance	Governance	Governance
G7		Withdraw delegated powers from the LGB and, if necessary, disband it. To remove Individual Governors in cases of misconduct.	Advise the Board in relation to the appointment (and removal) of the Chair and Vice Chair of a permanent or temporary Governing Body	Discharge duties in respect to pupils with special needs, safeguarding and health and safety and ensure that appropriate action is taken by the responsible persons

G8	To Monitor that the approved Business Plan complies with the Ethos of the Trust.	To approve the strategic planning and quality assurance policies to deliver the Trust Business Plan.	Advise the Trust Board on strategic direction, forward planning and quality assurance	Convene a full Governing Body meeting at least three times in a school year
G9			The power to deal with matters of an urgent nature after consulting with either the Chair of the Trust for Trust Board issues, the Chair of the Resources Committee for Resources issues and the Chair of the ITT/ Performance issues and publication of an Urgent	

			Decision notice to the Directors and Members	
	Powers retained by the Members	Powers delegated to the Trust Board	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Policies	Policies	Policies	Policies
P1	To ensure that the policies comply with the Articles of Association.	Review and approve Corporate policies developed by the Central Team	To prepare policies for approval by the Trust Board or one of its Committees and to ensure that LGB are made aware of changes in Policy through reporting to the LGB	To adopt the approved Policy at a local level and appoint a LGB Committee of the LGB to Monitor and report on the approved Policy to the CEO and the Trust Board.
P2	To Monitor that the approved policies comply with the Ethos of the Trust.	Approve other Trust wide policies such as health & safety, DBS, safeguarding etc.	To prepare policies for approval by the Trust Board or one of its Committees and to ensure that LGB are made aware of changes in Policy through reporting to the LGB	To adopt the approved Policy at a local level and appoint a LGB Committee of the LGB to Monitor and report on the approved Policy to the CEO and the Trust Board.
P3		Oversee the implementation & compliance for all mandatory policies	Implement and comply with all mandatory policies as required	To understand the implications of noncompliance with policy and advise the CEO of any noticeable

P4		Determine the admissions policy and arrangements for the academies in accordance with admissions law and DFE codes of practice	In conjunction with the LGB, put in place other local and academy specific policies and procedures as required	In conjunction with the CEO put in place other local and academy specific policies and procedures as required
P5		Approve the implementation of a Trust wide complaint handling policy. Support the	Ensuring compliance with to the Trust complaint handling policy and reporting annually to the Trust Board.	Support the Headteacher and the Trust in adhering to the complaint handling policy and managing any

		Headteacher and the Trust in adhering to the complaint handling policy, managing any escalated complaints in line with this		escalated complaints in line with this
	Powers retained by the Members	Powers delegated to the Trust Board or the ITT/ Performance Committee	Powers delegated to the Chief Executive and Accounting Officer/ Chief Executive Performance	Powers delegated to the Local Governing Body
	Educational Performance	Educational Performance	Educational Performance	Educational Performance
E1	Have oversight of performance, Standards and outcomes on a Trust and individual academy basis	Take the ultimate accountability for the academic performance of all student outcomes across all keystages	Through the line management of the Headteacher be accountable for the performance outcomes of each individual academy	Have an awareness of all Academy targets and how the Academy is performing in relation to them To provide support and challenge to the Headteacher in relation to Academy targets

E2		Set and agree the education targets of the academies. Performance Committee	Contribute to the setting of Academy wide targets in conjunction with the Trust Board	Evaluate the Academy selfevaluation process including an assessment of the impact of its own work
E3		Overall accountability for and distribution of the decisions affecting performance, standards and outcomes at Trust and Academy level	Accountable for the overall performance of the academy in line with Trust, DFE and OFSTED expectations and targets.(performance management)	Monitor and evaluate the maintenance of good order and discipline, managing expectations around exclusions and ensuring the Academy is acting in line with statutory guidance of pupil exclusion
E4		Accountability for ensuring the Trust delivers on the promotion of British Values of tolerance, fairness, justice and equity	Responsibility for ensuring the Trust delivers on the promotion of British Values of tolerance, fairness, justice and equity	
E5		Overall accountability for and	Responsible for implementing	

		distribution of decisions taken to provide support and intervention as appropriate to the academies Performance Committee	the Academy Development Plan which outlines the actions for ensuring every child receives a good standard of education as defined by OFSTED	
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	Powers retained by the Members	Powers delegated to the Trust Board or Resources Committee	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Appointments	Appointments	Appointments	Appointments
A1	To participate in the process of the appointment of the post of Chief Executive and Accounting Officer. Ratification of appointment of Executive Team (at Trust Board Meeting)	The appointment of the Chief Executive and Accounting Officer and Participation in the appointment of senior members of the Central Team	Ensure that processes are in place for making staff appointments to the Trust and the academies.	To support the Headteacher in appointing Academy based staff
A2		Participation in the appointment of Headteacher appointments in academies	Advise the LGB and facilitate the appointment of Headteachers and Deputy Headteachers within Academies	Support the Trust to appoint the Headteachers and Deputy Headteachers

A3		Ensure that the Trust and its academies are compliant with appropriate pay scales and policies (Resources Committee)		Support the Headteacher with other appointments of staff and in a way consistent with any policy or procedure as may be determined by the Trust ,including compliance with any pay terms and adoption of any standard
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				contracts or terms and conditions for the employment of staff approved the Trust Board
	Powers retained by the Members	Powers delegated to the Trust Board or ITT/ Performance or the Resources Committee	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	HR and Performance	HR and Performance	HR and Performance	HR and Performance

HRP1	Performance Management of the Trust Board	Performance Management of the Executive Team	Performance Management of the Headteachers and Central team staff.	To oversee and contribute to the performance management of the Academy against its approved targets, supporting the Headteacher and the academy SLT.
HRP2				Scrutinise local HR activity and policy, including the process for local performance reviews for members of staff
HRP3			Deliver appropriate and inclusive local CPD programmes for Academy staff	Scrutinise the effectiveness of local CPD programmes for Academy staff
HRP4		To act as the final adjudicator for the Trust in respect of hearings and / or appeals subject to the	Ensure that any claims and disputes for all staff on behalf of the Trust, including	Support hearings and/or appeals subject to appropriateness of level and relevant Trust policy

		appropriateness of level and relevant Trust policy	matters of suspension, dismissal or other formal processes subject to relevant Trust policy are reported in an appropriate manner to the Resources Committee	
HRP5		Approve any changes proposed by the Central Team in relation to staff terms and conditions	Ensure that local HR activity and policy is secure with reference to the Resources Committee, including the process for local performance reviews for members of staff and in particular ensuring that it is within the parameters established by the Trust	To oversee and receive regular reports at a local level the HR Policies and Procedures of the Trust and where necessary seeking the Support of the Central Team to ensure compliance. Take actions and determine matters in order to assist the Headteacher in delivering HR policy in the Academy

HRP6			Ensure the salaries and other payments in Academies are equitable in relation to role, context and value (in consultation with the Resources Committee)in order to avoid pay claims either internally or across the Trust	
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HRP7		To scrutinise compliance with Equality and Diversity legislation.	Comply with the Equality Act 2010 and all aspects of discrimination law	
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	Powers retained by the Members	Powers delegated to the Trust Board.	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Training	Training	Training	Training
T1	Ensure that appropriate and timely training is provided to Directors and is evaluated accordingly			
T2		Determine the development needs of governors and put in place and approve appropriate development programme	Put in place, in conjunction with the Central Team, procedures for the proper professional and personal development of Trust all staff	Ensure all statutory training needs (safeguarding / safer recruitment) are adhered to

T3		Provide appropriate and timely training to governors and undertake appropriate evaluation	Establish a governor development programme	Contribute to the CPD / Training provision within the Academy, review and feedback to the Trust assessing its appropriateness in terms of meeting the needs of the Academy.
T4				

			Provide and/or support continuing professional development for Headteachers, Academy staff and Central Staff.	
T5			Establish, in conjunction with Principals, procedures for the proper professional and personal development of all staff	
	Powers retained by the Members	Powers delegated to the Trust Board or Resources Committee	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Finance	Finance	Finance	Finance

F1		<p>Establish a funding model for use across the Trust and the academies Implement the Trust funding model for use across the Trust and the Academies</p>	<p>Develop and propose the academy annual budgets with support the Resources Committee and LGB in relation to resource allocation and value for money</p>	<p>Consider the Academy's required funding and support in relation to the annual budgetary process</p>
F2		<p>Agree the recommendation of the Resources Committee regarding the Central Trust and Academies annual budgets and determine the proportion of the overall academy budgets to be delegated to individual academies</p>	<p>Recommend to the Resources Committee, the Trust and the Academies annual budgets and following viability modelling, proposals in relation to the proportion of the overall academy budget to be delegated to individual academies</p>	<p>Ensure compliance with the overall financial plan for the Academy as determined by the Board</p>

			Ensure that the financial performance of the academy, including but without limitation, responsibility for compliance with the financial and accounting requirements detailed within the funding agreement	
	Powers retained by the Members	Powers delegated to the Trust Board or Resources Committee	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Finance	Finance	Finance	Finance

F3		Approve procurement policies and procedures for the Trust, Evaluate value for money of academies in relation to progress and standards	Evaluate value for money of academies in relation to progress and standards Establish a contract register for the Trust.	Enter into contracts on behalf of the Trust so far as they relate to the Academy provided that the Headteacher shall first obtain the written consent of the Central Team in order to enter into any contracts or expenditure subject to financial regulations as approved by the Resources Committee
F4	Appoint external auditors		Regularly monitor and review Academies cash-flow and expenditure in accordance with policies determined by the Resources Committee.	Immediately inform the Director of Finance of any need for significant unplanned expenditure and work with the Trust to

				explore options for identifying available funding

F5	Review the annual statutory financial accounts	Consider and evaluate Trust and academies performance against key performance indicators set by the Board in relation finances	Keep proper Trust accounts and proper records in relation to the accounts and financial activities	Keep proper Trust accounts and proper records in relation to the accounts and financial activities
F6		Approve levels of financial delegation and protocols.	Develop proper levels of delegation and protocols, in conjunction with the Director of Finance	Observe proper levels of financial and legal delegation and protocols, in conjunction with the Headteacher.

F3		<p>Approve procurement policies and procedures for the Trust, Evaluate value for money of academies in relation to progress and standards</p>	<p>Evaluate value for money of academies in relation to progress and standards Establish a contract register for the Trust.</p>	<p>Enter into contracts on behalf of the Trust so far as they relate to the Academy provided that the Headteacher shall first obtain the written consent of the Central Team in order to enter into any contracts or expenditure subject to financial regulations as approved by the Resources Committee</p>
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F4	<p>Appoint external auditors</p>		<p>Regularly monitor and review Academies cash-flow and expenditure in accordance with policies determined by the Resources Committee.</p>	<p>Immediately inform the Director of Finance of any need for significant unplanned expenditure and work with the Trust to explore options for identifying available funding</p>
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	Powers retained by the Members	Powers delegated to the Trust Board or Resources Committee	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Finance	Finance	Finance	Finance
F7		Put in place guidelines, establish processes and monitor the Trust and academies maintenance of assets and appropriate registers	Support the Trust Board in the management of the risk policy and the corporate risk register for the Trust	Monitor local risk management strategies and ensure academy-level resource is applied appropriately

F8		Arrange for the auditing of the Trust and its academies statements of accounts		

			Provide to the Resources Committee and the Trust Board, the annual statutory financial ac Seek value for money and be able to demonstrate that value for money has been achieved	Implement a cost effective curriculum model and staffing plan in line with Trust KPI's
	Powers retained by the Members	Powers delegated to the Trust Board or Resources Committee	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Assets and Premises	Assets and Premises	Assets and Premises	Assets and Premises
AP1	To ensure the Trust Board has appropriate systems, records and registers to meet statutory requirements	Responsibility for Health and Safety Regulations.	Ensure, compliance with Health and Safety Regulations.	Challenge, support and monitor local processes for Health and Safety management

AP2	To monitor that any purchase or sale of land and assets accords with the ethos and vision of the trust	Determine that all Trust assets are appropriate insured including the land and buildings used by the Academies	Ensure all Trust assets are appropriately insured, including the land and buildings used by the academies	Ensure the safety of the users of and visitors to the Academy buildings and facilities
AP3	To ensure that the Estates Management Strategy accords with the ethos and the vision of the Trust	Approve local estates management strategies Approve a local estates management plan for the Academy that will identify the suitability of buildings and facilities in light of long term curriculum needs and the need for and availability of capital investment to meet their responsibility to ensure	With The Chief Operating Officer, support the Headteacher and LGB in the development of a local estates management strategy for the Academy that will identify the suitability of building and facilities in light of long term curriculum needs and the need for ad	Determine, with the support of the Chief Operating Officer , a local estates management plan for the Academy that will identify the suitability of buildings and facilities in light of long term curriculum needs and the need for and availability of capital investment to meet their
		the buildings and facilities are maintained to a good standard	availability of capital investment to meet their responsibility to ensure the buildings and facilities are maintained to a good standard	responsibility to ensure the buildings and facilities are maintained to a good standard
AP4		Approve the disposal or acquisition of land or interests in land to be used by the Trust or its academies	Put in place appropriate arrangements for the maintenance of the Academy estate and submit to the Resources Committee for approval.	Monitor and evaluate the quality of building maintenance and the conditions of the local estate to ensure it is fit for purpose

	Powers retained by the Members	Powers delegated to the Trust Board	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Services	Services	Services	Services
S1		Approve the scope of Central Executive services to be delivered by the Trust on behalf its Academies Determine the scope of externally provided services	Recommend the scope of Central Executive services and externally provided services to be delivered by the Trust on behalf of its Academies	Scrutinise the scope of both central and externally provided services
S2		Ensure all academy services provide value for money	Provide a central service model to academies which is value for money	Question Headteachers in order to ensure that all services provide value for money and are of good quality
S3	Ratify at a Trust Board Meeting	Appointment of Chief Executive and Accounting Officer		

S4	To be informed in respect of the appointment of the Executive Team	Participate in the appointment of the Executive Team and establish the posts and grading's.	To deliver a process to appoint members of the Executive Team as approved by the Trust.	
	Powers retained by the Members	Powers delegated to the Trust Board	Powers delegated to the Chief Executive and Accounting Officer	Powers delegated to the Local Governing Body
	Services	Services	Services	Services
S5		Approval of the of the Trust public relations strategy including press management, branding and reputation management	Lead on the development and implementation of a Trust public relations strategy including press management, branding and reputation in line with trust vision, ethos and reputation	Support the Trust and the Academy in relation to any public relations activities to project the activities of the Trust and the Academies to the wider community
S6			Report all press related activity in a timely and appropriate manner to the central team in order to enable appropriate execution of the Trust's public relations strategy	Report all press related activity in a timely and appropriate manner to the central team in order to enable appropriate execution of the Trust's public relations strategy

