

Inclusion is at the
heart of our trust



Scheme of Delegation

September 2023



Area	Tasks	Responsible
Legal Responsibility and Statutory Compliance	Legally responsible for the charity, schools and their governance	Trustees
	Act on behalf of the Trust Board to enable it to discharge its duties in relation to statutory compliance and the performance of schools, including legal requirements as set down in the Articles of Association and the Funding Agreement	CEO
Vision and Values	Agree the overall vision, values and culture of the Trust	Trustees
Strategy	Propose and implement the Trust's Strategic and Operational Plan	CEO
	Approve and review progress of the Trust's Strategic and Operational Plan	Trustees
	Propose and implement School Development Plan	Headteacher
	Approve School Development Plan	QEB
	Review progress of individual school's School Development Plan	QEB
	Propose and implement the Trust's Risk Register	CFO
	Approve and monitor the Trust's Risk Register	Trustees
Central Services	Determine the scope of central services delivered by the Trust	CEO
	Ensure central services provide value for money	CEO
	Identify additional services to be procured for schools	CFO
Governance	Establish Trust Board committees and QEBs	Trustees
	Recommend changes to governance structures, Terms of Reference.	CEO
	Approve changes to governance structures, Terms of Reference	Trustees
	Recommend changes to Articles of Association	CEO
	Approve changes to the Articles of Association	Members

Area	Tasks	Responsible
	Recommend changes to the Scheme of Delegation	CEO
	Approve changes to the Scheme of Delegation	Trustees
	Recommend requests from other schools to join the Trust	CEO
	Approve requests from other schools to join the Trust	Trustees
	Appoint a CEO/ Accounting Officer	Trustees
	Appoint the Chair of Trustees	Trustees
	Appoint the Vice Chair of Trustees	Trustees
	Complete an annual skills audit and self-review to ensure that the desired range of skills and experience are reflected across the board, including financial expertise.	Trustees
	Commission an external review of governance every 3 years	Trustees
	Recommend the appointment or removal of QEB members	CEO
	Approve the appointment or removal of QEB members	Trustees
	Conduct election of parent members of QEB	QEB
	Review performance of the QEBs	CEO
	Ensure that the Trust keeps a Register of Interests for Members, Trustees and QEB members	CEO
	Recommend appointment of external auditors	CFO
	Approve appointment of external auditors	Members
	Recommend appointment of internal auditors	CFO
	Approve appointment of internal auditors	Trustees
Finance	Prepare Trust budget plans for the financial year	CFO/CEO
	Approve Trust budget plans for the financial year	Trustees

Area	Tasks	Responsible
	Monitor the Trust budget termly	Trustees
	Monitor monthly expenditure of budget spend	Trustees
	Approve a Charging and Remissions Policy	CFO
	Agree signatories for budget holders in each school	Headteacher
	Approve all purchase orders, invoices and contracts over £100,000	Trustees
	Approve all purchase orders, invoices and contracts up to £100,000	FRAC
	Approve all purchase orders, invoices and contracts between £20,000 and £30,000	CEO
	Approve all purchase orders, invoices and contracts up to £20,000	CFO
	Approve all budget virements over £20,000	Trustees
	Authorise all budget virements from £15,000 to £20,000	FRAC
	Authorise all budget virements up to £15,000	CFO
	Authorise disposal of assets less than £5,000	FRAC
	Authorise formal tenders over £30,000	FRAC
	Approve orders up to £1,000 in primary schools	School Business Manager
	Approve orders up to £5,000 in primary schools	Headteacher
	Approve orders up to £5,000 in secondary schools which are good or outstanding	School Business Manager/ Headteacher
	Approve orders up to £2,000 in sponsored secondary schools	School Business Manager/ Headteacher
	Propose and Implement Financial Procedures Manual	CFO

Area	Tasks	Responsible
	Approve Financial Procedures Manual	Trustees
	Propose and Implement Reserves and investment Policy	CFO
	Approve Reserves and Investment Policy	Trustees
Commercial Ventures	Propose commercial venture (of educational or non-educational character) within the Trust	CEO
	Approve commercial venture (of educational or non-educational character) within the Trust	Trustees
	Propose cessation of any commercial venture (of educational or non-educational character) within the Trust	CEO
	Cease any commercial venture (of educational or non-educational character) within the Trust	Trustees
	Monitor the impact (educational and financial) of any commercial venture within the Trust	CEO
Safeguarding	Complete and Propose Trust Safeguarding Policy, including Safer Recruitment Policy	CEO
	Approve Trust Safeguarding Policy, including Safer Recruitment Policy	Trustees
	Implement, monitor and report on the effectiveness of the Safeguarding Policy across the Trust	CEO
	Implement, monitor and report on the effectiveness of the Safeguarding Policy across their school	Headteacher
	Hold CEO accountable for Safeguarding across the Trust	Trustees
	Hold headteacher accountable for Safeguarding across their school	QEB
	Implement a Single Central Record system across the Trust and input any new members of staff	CEO
	Implement, maintain and monitor a school-specific Single Central Record of their school	Headteacher
	Appoint a Safeguarding Trustee	Trustees
Appoint a Safeguarding QEB member	QEB	

Area	Tasks	Responsible
SEND	Appoint a SEND QEB member	QEB
	Ensure compliance with SEND Code of Practice	Trustees
Admissions	Recommend and implement admissions arrangements in line with the School Admissions Code	CEO
	Approve admissions arrangements	Trustees
Quality of Education	Recommend and implement Curriculum Policy	Headteacher
	Approve Curriculum Policy	CEO/QEB
	Accountable for the overall standards of Quality of Education across the Trust	CEO
	Hold CEO to account for the overall standards of Quality of Education across the Trust	Trustees
	Hold headteacher to account for the overall standards of Quality of Education in their school	QEB
	Provide an overview of the curriculum to the QEB	Headteacher
	Report on the Quality of Education to Trustees	QEB
Discipline and Exclusions	Recommend a Behaviour for Learning Policy	Headteacher
	Approve a Behaviour for Learning Policy	CEO/Trustees
	Implement a Behaviour for Learning Policy	Headteacher
	Monitor behaviour and attendance across all schools in the Trust providing support and challenge to the CEO	Trustees
	Monitor behaviour and attendance in their school providing support and challenge to the headteacher	QEB
	Form a panel to review the permanent exclusion of a pupil	QEB
	Hold a meeting with parents if requested when a suspension takes the pupil's days out of school above 5 but less than 16 for the term	QEB

Area	Tasks	Responsible
	Form a panel for a Suspension Hearing when a suspension takes a pupil's total number of exclusions above 15 in a term	QEB
	Organise an independent panel if there is an appeal of a permanent exclusion	QEB
Staffing	Appoint headteachers	CEO
	Appoint Executive Team	CEO
	Approve changes to Trust Central Team staffing structure	CEO
	Recommend changes to Executive Team structures	CEO
	Approve changes to Executive Team structures	Trustees
	Appoint senior leaders in schools	Headteacher
	Appoint other staff in schools (apart from headteacher)	Headteacher
	Recommend changes to school staffing structure	Headteacher
	Approve changes to school staffing structure	CEO
	Performance review of CEO	Trustees
	Suspend/ dismiss CEO	Trustees
	Approve pay scale of CEO, Executive Team and headteachers	Trustees
	Performance review Executive Team and headteachers	CEO
	Suspend/dismiss headteachers	CEO
	Suspend/dismiss Executive Team	CEO
	Performance review all school staff (apart from headteacher)	Headteacher
Recommend suspension/dismissal of school staff (apart from headteacher)	Headteacher	
Approve any suspension/ dismissal/ severance/ compensation payments	CEO/CFO	

Area	Tasks	Responsible
Links with parents, carers and guardians	Develop effective links with parents, carers and guardians	Headteacher
	Engage with stakeholders by actively collating information on their views, and sharing school information, to create a dialogue and ensure high standards of communication	QEB
Policies and Practices	Define a list of Trust-wide and school-wide policies	CEO
	Implement and maintain Trust-wide policies	CEO
	Monitor implementation of Trust-wide policies	Trustees
	Implement and maintain school-wide policies	Headteacher
	Monitor implementation of school-wide educational policies	QEB
	Provide appropriate buildings and other insurance	CFO
	Develop Trust capital strategy	CEO/CFO
	Approve Trust capital strategy	Trustees
	Develop school maintenance strategy	Headteacher
	Approve school maintenance strategy	CEO
Health and Safety	Recommend and implement Health and Safety Policy	CEO
	Approve Health and Safety Policy	Trustees
	Recommend and implement a Business Continuity Plan	CFO
	Recommend and implement a Risk Management Strategy	COO
	Approve a Risk Management Strategy	Trustees
Ofsted Inspections	Represent the Trust during inspections	CEO
	Overall responsibility during inspections	Headteacher
	Represent the school during inspections	Trustees and QEB