

**Inclusion** is at the  
**heart** of our trust



# Scheme of Delegation

September 2024



Area	Tasks	Responsible
Legal Responsibility and Statutory Compliance	Legally responsible for the charity, schools and their governance	<b>Trustees</b>
	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	<b>CEO</b>
Vision and Values	Agree the overall vision, values and culture of the Trust	<b>Trustees</b>
Strategy	Propose and implement the Trust's Strategic and Operational Plan	<b>CEO</b>
	Approve and review progress of the Trust's Strategic and Operational Plan	<b>Trustees</b>
	Propose and implement School Development Plan	<b>Headteacher</b>
	Approve School Development Plan	<b>LGC</b>
	Review progress of individual school's School Development Plan	<b>LGC</b>
	Propose and implement the Trust's Risk Register	<b>COO</b>
	Approve and monitor the Trust's Risk Register	<b>Trustees</b>
Central Services	Determine the scope of central services delivered by the Trust	<b>CEO</b>
	Ensure central services provide value for money	<b>CEO</b>
Governance	Establish Trust Board committees and LGCs	<b>Trustees</b>
	Recommend changes to governance structures, Terms of Reference.	<b>CEO</b>
	Approve changes to governance structures, Terms of Reference	<b>Trustees</b>
	Recommend changes to Articles of Association	<b>CEO</b>
	Approve changes to the Articles of Association	<b>Members</b>
	Recommend changes to the Scheme of Delegation	<b>CEO</b>
	Approve changes to the Scheme of Delegation	<b>Trustees</b>

Area	Tasks	Responsible
	Recommend requests from other schools to join the Trust	<b>CEO</b>
	Approve requests from other schools to join the Trust	<b>Trustees</b>
	Appoint a CEO/ Accounting Officer	<b>Trustees</b>
	Appoint the Chair of Trustees	<b>Trustees</b>
	Appoint the Vice Chair of Trustees	<b>Trustees</b>
	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.	<b>Trustees</b>
	Commission an external review of governance every 3 years	<b>Trustees</b>
	Recommend the appointment or removal of LGC members	<b>CEO</b>
	Approve the appointment or removal of LGC members	<b>Trustees</b>
	Recommend the appointment of an LGC Chair	<b>CEO</b>
	Approve appointment of an LGC Chair	<b>Trustees</b>
	Conduct election of parent members of LGC	<b>LGC/School</b>
	Review performance of the LGCs	<b>CEO</b>
	Ensure that the Trust keeps a Register of Interests for Members, Trustees and LGC members	<b>CEO</b>
	Recommend appointment of external auditors	<b>CFO</b>
	Approve appointment of external auditors	<b>Members</b>
	Recommend appointment of internal auditors	<b>CFO</b>
	Approve appointment of internal auditors	<b>Trustees</b>
Local Governance	Recommend and implement Curriculum Policy	<b>Headteacher</b>
	Approve Curriculum Policy	<b>CEO/LGC</b>

Area	Tasks	Responsible
	Accountable for the overall standards of Quality of Education across the Trust	<b>CEO</b>
	Hold CEO to account for the overall standards of Quality of Education across the Trust	<b>Trustees</b>
	Hold headteacher to account for the overall standards of Quality of Education in their school	<b>LGC</b>
	Provide an overview of the curriculum to the LGC	<b>Headteacher</b>
	Report on the Quality of Education to Trustees	<b>LGC</b>
Finance	Prepare Trust budget plans for the financial year	<b>CFO/CEO</b>
	Approve Trust budget plans for the financial year	<b>Trustees</b>
	Monitor the Trust budget termly	<b>Trustees</b>
	Approve a Charging and Remissions Policy	<b>CEO</b>
	Agree budget holders in each school	<b>Headteacher</b>
	Approve all purchase orders, invoices and contracts over £100,000	<b>Trustees</b>
	Approve all purchase orders, invoices and contracts up to £100,000	<b>FRAC</b>
	Approve all purchase orders, invoices and contracts up to £60,000	<b>CEO</b>
	Approve all purchase orders, invoices and contracts up to £20,000	<b>CFO</b>
	Approve orders up to £1,000 in primary schools	<b>School Business Manager</b>
	Approve orders up to £5,000 in primary schools	<b>Headteacher</b>
	Approve orders up to £5,000 in secondary schools which are good or outstanding	<b>School Business Manager/ Headteacher</b>
	Approve orders up to £2,000 in sponsored and RI schools	<b>School Business Manager/ Headteacher</b>

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

Area	Tasks	Responsible
	Ensure compliance with SEND Code of Practice	<b>Trustees</b>
Admissions	Recommend and implement admissions arrangements in line with the School Admissions Code	<b>CEO</b>
	Approve admissions arrangements	<b>Trustees</b>
Discipline and Exclusions	Recommend a Behaviour for Learning Policy	<b>Headteacher</b>
	Approve a Behaviour for Learning Policy	<b>CEO/Trustees</b>
	Implement a Behaviour for Learning Policy	<b>Headteacher</b>
	Monitor behaviour and attendance across all schools in the Trust providing support and challenge to the CEO	<b>Trustees</b>
	Monitor behaviour and attendance in their school providing support and challenge to the headteacher	<b>LGC</b>
	Form a panel to review the permanent exclusion of a pupil	<b>LGC</b>
	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	<b>LGC</b>
	Form a panel for a Suspension Hearing when a suspension takes a pupil's total number of exclusions above 15 in a term	<b>LGC</b>
	Review when requested suspensions below 5 days	<b>LGC</b>
	Organise an independent panel if there is an appeal of a permanent exclusion	<b>LGC</b>
Staffing	Appoint headteachers	<b>CEO</b>
	Appoint Executive Team	<b>CEO</b>
	Approve changes to Trust Central Team staffing structure	<b>CEO</b>
	Recommend changes to Executive Team structures	<b>CEO</b>
	Approve changes to Executive Team structures	<b>Trustees</b>

Area	Tasks	Responsible
	Appoint senior leaders in schools	<b>Headteacher</b>
	Appoint other staff in schools (apart from headteacher)	<b>Headteacher</b>
	Recommend changes to school staffing structure	<b>Headteacher</b>
	Approve changes to school staffing structure	<b>CEO</b>
	Performance review of CEO	<b>Trustees (Pay Committee)</b>
	Suspend/ dismiss CEO	<b>Trustees</b>
	Approve pay scale of CEO, Executive Team and headteachers	<b>Trustees (Pay Committee)</b>
	Performance review Executive Team and headteachers	<b>CEO &amp; Executive Leaders</b>
	Suspend/dismiss headteachers	<b>CEO</b>
	Suspend/dismiss Executive Team	<b>CEO</b>
	Approve performance review of all school staff (apart from headteacher)	<b>Headteacher</b>
	Recommend suspension/dismissal of school staff (apart from headteacher)	<b>Headteacher</b>
	Approve any suspension/ dismissal/ severance/ compensation payments	<b>CEO/CFO</b>
	Performance review of Central office staff	<b>CEO/CFO</b>
	Suspend/dismiss central office staff	<b>CEO</b>
Links with parents, carers and guardians	Develop effective links with parents, carers and guardians	<b>Headteacher</b>
	Engage with stakeholders by actively collating information on their views, and sharing school information, to create a dialogue and ensure high standards of communication	<b>LGC</b>
Policies and Practices	Define a list of Trust-wide and school-wide policies	<b>CEO</b>
	Implement and maintain Trust-wide policies	<b>CEO</b>
	Monitor implementation of Trust-wide policies	<b>Trustees</b>

Area	Tasks	Responsible
	Implement and maintain school-wide policies	<b>Headteacher</b>
	Monitor implementation of school-wide educational policies	<b>LGC</b>
	Provide appropriate buildings and other insurance	<b>CFO</b>
	Develop Trust capital strategy	<b>CEO/CFO</b>
	Approve Trust capital strategy	<b>Trustees</b>
	Develop school maintenance strategy	<b>Headteacher</b>
	Approve school maintenance strategy	<b>CEO</b>
Health and Safety	Recommend and implement Health and Safety Policy	<b>CEO</b>
	Approve Health and Safety Policy	<b>Trustees</b>
	Recommend and implement a Business Continuity Plan	<b>CFO</b>
	Recommend and implement a Risk Management Strategy	<b>COO</b>
	Approve a Risk Management Strategy	<b>Trustees</b>
Ofsted Inspections	Represent the Trust during inspections	<b>CEO</b>
	Overall responsibility during inspections	<b>Headteacher</b>
	Represent the school during inspections	<b>Trustees and LGC</b>

