

Scheme of Delegation

Version 2.0 | 20 May 2025



The Trust Scheme of Delegation sets out the structure and operation of Trust governance and defines clear lines of accountability for people within the Trust, who operate at a range of different levels within the organisation. However, it should be remembered that, although decisions may be delegated, the Trust Board as a whole remains responsible for any decision made under delegation.

The Scheme of Delegation is divided into several different areas of responsibility including strategic Governance, reporting, policies, finance, people/HR, compliance, education / curriculum and estates.

Definitions

R	Responsible	The person / group who actually carries out the process or task assignment; responsible for getting the job done
A	Accountable	The person / group ultimately accountable for the process or task being completed appropriately; responsible person(s) is accountable to this group
C	Consulted	People who are not directly involved with carrying out the task, but are consulted and may contribute to the shaping
I	Informed	Those who receive information about the process or task, or need to stay informed
M	Monitor	Monitor and assess progress/implementation/outcomes
*	Delegated committee function	Delegation to appropriate Trust or academy level committee

	AREA	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED	MONITOR	*	Notes
	Strategic Governance	Members: appoint/remove and call a general meeting	Members	Members					Gov Pro will lead the practical arrangements
	Strategic Governance	Directors: appoint/remove (no maximum number of Directors) and call a general meeting (para 50 and 45)	Trust Board	Trust Board			Members		Gov Pro will lead the practical arrangements
	Strategic Governance	Trust Committees and LGBs: appoint/remove	Trust Board	Trust Board			Members		Gov Pro will lead the practical arrangements
	Strategic Governance	Chair of Trustees and Vice-Chair: appoint/remove	Trust Board	Trust Board			Members		Gov Pro will lead the practical arrangements
	Strategic Governance	Chair of Governors: appoint/remove	LGB	LGB			CEO		School to lead the practical arrangements
	Strategic Governance	LGB Members: appoint/remove	LGB	LGB			CEO		School to lead the practical arrangements
	Strategic Governance	Terms of reference for Trust Committees, specific roles or activities	Gov Pro	Trust Board			CEO		
	Strategic Governance	Roles and responsibility descriptors for Trustees and LGB Members:	Gov Pro	Trust Board		LGB	CEO		
	Strategic Governance	Student outcomes, safeguarding, SEND, Quality of Education, behaviour and attendance etc	Headteacher	Trust Board		LGB	CEO		
	Strategic Governance	To hold a full Members' meeting at least once in a school year or a meeting as often as may be required	Gov Pro	Members			CEO		

	AREA	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED	MONITOR	*	Notes
	Strategic Governance	Told hold a full meeting of the Board of Trustees a minimum of three times in a school year or a meeting as often as may be required	Gov Pro	Trust Board			Members		
	Strategic Governance	Preparation of the Trustee and Committee meeting packs and subsequent follow up of minutes and action tracking	Gov Pro	CEO			Trust Board		
	Strategic Governance	To hold a full LGB meeting a minimum of three times in a school year or a meeting as often as may be required	Headteacher	Chair of Govs		LGB	Trust Board		
	Strategic Governance	Preparation of the LGB meeting packs and subsequent follow up of minutes and action tracking	Headteacher	Chair of Govs		Gov Pro	CEO		Guidance on format and content of packs from CEO/Gov Pro
	Strategic Governance	To appoint the IAB and disband an ineffective Local Governing Body	CEO	Trust Board			Members		
	Strategic Governance	Develop and approve Articles of Association	CEO	Trust Board		LGB	Members		
	Strategic Governance	Agree and maintain the Trust Governance structure	CEO	Trust Board		LGB	Members		
	Strategic Governance	Undertake a skills audit for Trust Board	Gov Pro	Trust Board			CEO	F&A	
	Strategic Governance	Undertake a skills audit for LGB level	Headteacher	Chair of Govs		Gov Pro	CEO		

	AREA	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED	MONITOR	*	Notes
	Strategic Governance	Annual external review and internal self-review of Trust Board and Subcommittees	Gov Pro	Trust Board			CEO		
	Strategic Governance	Annual external review and internal self-review of LGBs	Headteacher	Chair of Govs		Gov Pro	CEO		
	Strategic Governance	To agree a pay policy for academy employees	CEO	Trust Board		LGB		F&A	
	Strategic Governance	Review of Chair of Govs performance	Chair of Trustees	Trust Board		CEO	Members		
	Strategic Governance	Succession planning of Chair of Govs	Chair of Govs	Trust Board			Chair of Trustees		
	Strategic Governance	Annual workstream for Trust Board and Committees	CEO	Trust Board			Members		
	Strategic Governance	Develop annual work plan for LGB	Headteacher	Chair of Govs			CEO		
	Strategic Governance	Develop training programme for Members and Trustees	CEO	Trust Board			Members		
	Strategic Governance	Develop training programme for LGBs	Headteacher	Chair of Govs	Gov Pro		CEO		
	Strategic Governance	Determining and allocating central services (top slice) provided to the schools by the Trust	CEO	Trust Board			Members		
	Strategic Governance	Management of risk at Trust level; risk strategy, establish register, review and monitor	CFO	Trust Board		LGB	CEO		

	AREA	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED	MONITOR	*	Notes
	Strategic Governance	Management of risk at school level; interpret and apply to school context then monitor & review	Headteacher	Chair of Govs		CEO	CFO		
	Strategic Governance	Set Trust level vision and strategy, agreeing strategic priorities and KPIs	Trust Board	Trust Board	CEO	LGB	Members		
	Strategic Governance	Manage response to legal claims	COO	CEO		CFO	Trust Board		
	Strategic Governance	Appoint and dismiss Headteachers	CEO	Chair of Govs		LGB	Trust Board		The CEO, at least one Trustee and the Chair of Governors should be involved in a headteacher appointment
	Strategic Governance	Setting Terms and Conditions of Employment and Code of Conduct	CEO	Trust Board		LGB	Members		
	Strategic Governance	Review performance of the Trust	CEO	Trust Board			Members		
	Strategic Governance	Review performance of the schools	Headteacher	CEO		LGB	Trust Board	I&S	I&S re educational performance only
	Strategic Governance	To discharge duties in respect of pupils with special needs by appointing a 'responsible person'	Headteacher	LGB			CEO		
	Strategic Governance	To exercise delegation of specific functions to individuals	Trust Board	Trust Board		CEO	Members		
	Strategic Governance	To consider and/or approve requests from other academies to join the Trust	Trust Board	Trust Board		CEO	Members		
	Strategic Governance	To determine the scope of core and non-core services to be	CEO	Trust Board	COO, Headteacher	LGB			Core services are those included within the top

	AREA	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED	MONITOR	*	Notes
		delivered by the central team on behalf of its schools							slice funding. Non-core services are pan-MAT services which may be funded by schools outside the top slice funding
	Reporting	Annual school development/ improvement plans	Headteacher	Chair of Govs			CEO		
	Reporting	Publication of governance arrangements - Trust	CEO	Trust Board			Members		
	Reporting	Publication of governance arrangements - LGB	Headteacher	Chair of Govs			CEO		
	Reporting	Annual report on the performance of the Trust and accounts; submit and publish	CFO	CEO			Trust Board		
	Reporting	Annual report from Trust Committees; submit and publish	Committee Chairs	Committees			Trust Board		
	Reporting	Annual report from LGB; submit and publish	Chair of Govs	Chair of Govs	Headteacher	LGB	Trust Board		
	Policies	Determine Trust wide policies that reflect the Trusts values and ethos e.g.: Finance, HR, H&S/premises, Data protection	CEO	Trust Board		LGB	Members	F&A	
	Policies	Finance incl. charges & remissions, conflict of interests, gifts & hospitality, lettings, procurement, staff expenses, investment etc	CFO	CEO		LGB	Trust Board	F&A	
	Policies	HR/Staffing policies incl. Capability, Grievance, Attendance Management, Code of Conduct, Appraisal, Disciplinary, Whistleblowing,	COO	CEO		LGB	Trust Board	F&A	

	AREA	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED	MONITOR	*	Notes
		Bullying/ Harassment, Flexible working, Induction etc							
	Policies	H&S/Premises management; accessibility, Health and Safety	COO	CEO		LGB	Trust Board	F&A	
	Policies	Data protection incl. GDPR, FOI, AUP, social media	COO	CEO		LGB	Trust Board	F&A	
	Policies	Trust wide Complaints policy	CEO	Trust Board		LGB	Members		
	Policies	Trust wide Admissions policy	CEO	Trust Board		LGB		I&S	
	Policies	Trust wide Safeguarding incl. Child Protection and eSafety	CEO	Trust Board	Headteacher	LGB	Trust Board		
	Policies	Determine school level policies that reflect the Trusts values and ethos	Headteacher	LGB			CEO		
	Policies	Quality of Education incl. teaching & learning, curriculum policies, marking and feedback etc	Headteacher	LGB			CEO		
	Policies	SEND policy & SEND local offer	CEO	Trust Board	Headteacher	LGB	CEO	I&S	
	Policies	Behaviour	Headteacher	LGB			CEO	I&S	
	Policies	Attendance	Headteacher	LGB			CEO	I&S	
	Finance	Develop the budget plan to support the delivery of Trust priorities	CFO	CEO			Trust Board	F&A	
	Finance	Develop budget plan to support the delivery of school level priorities	Headteacher	CFO		LGB	CEO	F&A	
	Finance	To monitor monthly expenditure at Trust level	CFO	CEO			Trust Board	F&A	

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	Finance	To monitor monthly expenditure at school level	Headteacher	LGB		CEO	CFO		
	Finance	To change any budget headings and/or likely overspends once budgets for year are approved	CFO	CEO		LGBs	Trust Board	F&A	
	Finance	Develop Trust scheme of financial delegation; establish and review financial policies and procedures	CFO	CEO	COO	LGB	Trust Board	F&A	
	Finance	External auditors report; arrange, receive and respond	CFO	CEO			Trust Board	F&A	
	Finance	Trust level - Benchmarking; ensuring value for money	CFO	CEO			Trust Board	F&A	
	Finance	School level - Benchmarking; ensuring value for money	Headteacher	CFO		LGB	CEO		
	Finance	Develop and review Trust wide procurement strategies and efficiencies	CFO	CEO		LGB	Trust Board	F&A	
	Finance	Preparation and approval of annual accounts	CFO	CEO			Trust Board		
	Finance	Agree the investment policy line with the Academies Financial handbook	CFO	CEO			Trust Board		
	Finance	Pupil Premium, Sports Premium and Y7 Catch-up Premium – reviewing and challenging the value for money and impact on outcomes	Headteacher	LGB			CEO	I&S	
	Compliance	Trust level: Register of business interests; completing the register of business interests	Gov Pro	CEO		LGB	Trust Board		

	AREA	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED	MONITOR	*	Notes
	Compliance	School level: Register of business interests; completing the register of business interests	Chair of Govs	Gov Pro		LGB	CEO		
	Compliance	Asset and Premises Maintenance Strategy - determining use of Trust's premises and ensuring premises are adequately maintained	COO	CEO		LGB	Trusr Board	F&A	
	Compliance	Arranging insurance for the Trust	CFO	CEO		LGB	Trust Board	F&A	
	Compliance	Trust Prospectus	CEO	Trust Board			Trust Board		
	Compliance	Acquiring and disposing of Trust land	COO	CEO		CFO	Trust Board		
	Compliance	Regulatory compliance incl. charity law, company law, employment law, health & safety and safeguarding	COO	CEO		LGB	Trust Board		
	Compliance	The Trust and Local Governing Body have due regard for the implementation of the Equality Act	Chair of Govs CEO	CEO	Headteacher	LGB	Trust Board		
	Compliance	Trust level - Auditing and reporting arrangements of compliance incl. Finance, Risk assessment/management	CFO	CEO			Trust Board	F&A	
	Compliance	Trust level - Auditing and reporting arrangements of compliance incl. GDPR, Health and Safety, policies, HR/staffing, Website	COO	CEO			Trust Board	F&A	

	AREA	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED	MONITOR	*	Notes
	Compliance	Trust level - Auditing and reporting arrangements of compliance incl. school policies, Safeguarding,	CEO				Trust Board	I&S	
	Compliance	School level - Auditing and reporting arrangements of compliance incl. Quality of Education, Behaviour and attitudes, Personal development and Leadership & management (OFSTED)	Chair of Govs	CEO	Headteacher	LGB	Trust Board		
	Compliance	Trust level - maintain an accurate oversight of safeguarding measures that ensures effective compliance across the Trust	CEO	Chair of Trustees		LGB	Trust Board		
	Compliance	Trust level - maintain an accurate overview of SEND provision across the Trust	CEO	Chair of Trustees		LGB	Trust Board		
	Compliance	Trust level - maintain an accurate oversight of behaviour (exclusions) and attendance across the Trust	Chair of Govs	CEO		LGB	Trust Board		
	HR	Trust level: staffing structure	CEO	Trust Board				F&A	
	HR	School level: staffing structure	Headteacher	CEO			Trust Board	I&S	
	HR	Appoint Executive Team	CEO	Trust Board					The CEO and a Trustee should be involved in the appointment of a Exec Team members (CFO, COO)
	HR	CEO pay award	Trust Board	Trust Board			Members	Rem	Gov Pro will lead the practical arrangements

	AREA	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED	MONITOR	*	Notes
	HR	Head teachers' pay award	CEO	Trust Board				F&A	
	HR	Trust level: Staff appraisal, annual review and pay progression	CEO	Trust Board			LGB	F&A	
	HR	School level: Staff appraisal, annual review and pay progression incl support staff	Headteacher	CEO		LGB	Trust Board	F&A	
	HR	To appoint a Deputy Head teacher (through a selection panel)	Headteacher	LGB		Trust Board	CEO		The Headteacher, CEO and Chair of Governors should be involved in the appointment of a Deputy Headteacher
	HR	To ensure that an approved appraisal policy in place and review annually	CEO	Trust Board		LGB			
	HR	Maintain accurate and effective and secure employee records across the Trust	COO	CEO		LGB	Trust Board	F&A	
	HR	Maintain accurate and effective and secure employee records within the School	Headteacher	COO		LGB	CEO		
	HR	Appoint and dismiss all other staff	CEO/ Headteacher	Trust Board		CEO	Members	Panel	Delegated to Panel/Appeals Ctee
	HR	Approve requests for additional staff	CEO	CEO		Headteacher	Trust Board		CEO to approve all recruitment prior to advertising to ensure budget sustainability
	HR	Determining staffing levels within agreed budget	Headteacher	LGB		CFO	CEO		
	HR	To undertake annual performance review of Headteachers	CEO	CEO		LGB	Trust Board		

	AREA	TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED	MONITOR	*	Notes
	Education & Curriculum	A rounded view of the 'Quality of Education' including the extent to which the school's curriculum sets out INTENT (knowledge and skills taught, applied and assessed) and IMPACT (outcomes for children)	Headteacher	CEO		LGB	Trust Board	I&S	
	Education & Curriculum	School hours, length of school day and term dates	Headteacher	CEO			Trust Board	I&S	
	Communication	Media and PR – overseeing public relations activities	CEO	Trust Board		LGB			
	Estates	Develop a Trust level Estate Management Strategy and Plan	COO	CEO		LGB	Trust Board		
	Estates	Develop a school level Estate Management Plan	Estates Manager	COO	Headteacher	LGB	COO		