Scheme of Delegation

Appendix 1 ***: table of specific delegated duties***

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| Key  |
| Level 1: Members Level 2: Board of trustees of the multi academy trust Level 3: Chief executive officer / Chief Finance OfficerLevel 4: Local community governing board committee (LCGB) Level 5: Executive Board (Heads, Head of Schools, Deputy Heads, Assistant Heads and School Business Managers) |
| Purple box Function cannot be legally carried out at this level.  |
|  |
| * - Approval

**A** - Action**A**  - Main fulfilling action **S**  - Support and Information**C**  – Communication  |
| Area  | Decision  | Delegation |
| **Members** | **Trust Board** | **CEO /CFO** | **LGCB** | **Exec Board** |
| **Governance framework** |  |  |  |
| **People**  | Members: Appoint/Remove  |  **A** |  A | A  |   |   |
| Trustees: Appoint/Remove  |  **A** |  A |  A |   |   |
| Role descriptions for members  |  /A |   | **A**  |   |   |
| Role descriptions for trustees/chair/ specific roles/committee members:  |   |   | A  |   |   |
| Trust Committee chairs: appoint and remove  |   | **A** | A  |   |   |
| LCGB chairs: appoint and remove  |   |   | **A**  | A  | A  |
| LCGB Committee member: elected |   |  |  | A  | **A** |
| Staff/Parent LCGB committee member: elected  |  |  |  |  | A |
| Clerk to the Trust: appoint and remove |  |  | A |  |  |
| Clerk to the LCGB: appoint and remove |  |  | A |  |  |
|  **Systems and** **structures**       | Governance structure (committees) for the trust: establish and review annually  |   |   | A  | C  | C  |
| Articles of association: agree and review |  | A | A |  |  |
| Terms of reference for trust committees (including audit if required, and scheme for school committees): agree annually  |    |   | A  |  C | C  |
| Terms of reference for LCGB/local committees: agree and review annually  |   |   | A  | C  |  C |
| Skills audit: complete and recruit to fill gaps - Trust |   |   | A  |  |  |
| Skills audit: complete and recruit to fill gaps - LCGB |  |  | A | A | **A** |
| Annual self-review of trust board and committee performance: complete annually (Trust/Finance) |   |   |  A |   |   |
| Succession plan - Trust Level Planning for CEO/CFO/Chairs/Heads/Exec |  |  | A |  | S |
|  | Succession plan – School LevelBelow exec Board – Middle Leaders, Governance, Family Support Workers |  |  |  S |  | A |

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| Area  | Decision  | Delegation |  |
| **Members** | **Trust Board** | **CEO /CFO** | **LGCB** | **Exec Board** |
| **Being Strategic**  |  |  |  |  |
|     **Being** **Strategic**              | Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; Accounting and Finance Policies (disposal of assets); complaints; expenses; safeguarding, health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, exclusions, conduct and grievance:  |   |   | A  |  C | C |
| Determine school level policies which reflect the school's ethos and values. |   |   | A |  | **A**  |
| Central spend / top slice:  |   |   | A  |   |  S |
| Management of risk: establish register for all schools, review and monitor – Trust Level |   |   | A |  | S |
| Management of risk: establish register, complete, review and monitor – School Level |  |  | A |  | **A** |
| Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine  |   |   | A  | C  | S |
| Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine  |   | C  |  | A  | **A** |
| Trust's staffing structure: Executive Board |  |  | A |  |  |
| School staffing structure draft proposal and final for any that involve potential redundancy / post deletions : approval |  |  | A |  | **A** |
| School staffing restructure implementation  |  | C | A |  | **A** |
| Chief executive officer: Appoint and dismiss  |   |   |   |   |   |
| Academy Executive Leaders : Appoint and dismiss  |   |  | A | S  |   |
|  | School Staffing : Appoint  |  |  | S |  | A |
|  | School Staffing : Dismiss |  |  | A |  | A |

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| Area  | Decision  | Delegation |  |
| **Members**  | **Trust Board**  | **CEO/CFO**  | **LGCB**  | **Executive Board**  |
|    **Being****Strategic**  | Final Budget plan to support delivery of trust key priorities: agree  |   |  | A | S | S |
| Draft Budget plan to support delivery of school key priorities: agree  |  | C |  A |  | **A** |
|
| **Holding to account** |
| **Holding to account** | Trust Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment):  |   |   | **A** | C | A  |
| School Level Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): |  | C | A |  | **A** |
| Reporting arrangements for progress on key priorities:  |   |   | **A** |   | A  |
| Performance management of the Chief Executive Officer: undertake  |   |   |   |   |   |
| Performance management of academy Executive Board : Most Senior Leader eg Headteacher (check appointment of external reviewer)  |   |   | A |  C | C |
| Performance management of academy Executive Board :Rest of the Exec Board- Head of School, Deputy Head, Assistant Head, School Business Managers |  |  | A |  | **A** |
| Performance management of other school staff |  |  |  |  | A |
| Trustee monitoring: Attendance at meetings |    |   | A  |   |   |
|  LCGB member monitoring: Attendance at meetings |   |   | A  |   | **A**  |

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| Area  | Decision  | Delegation |
| **Members**  | **Trust Board**  | **CEO/CFO**  | **LGCB**  | **Executive Board**  |
| **Ensuring financial probity** |
|    **Ensuring financial probity**   | Chief financial officer for delivery of trusts detailed accounting processes:  |   |  | A |  |  |
| Trust's scheme of financial delegation: establish and review  |   |  | A | C | C |
| School's scheme of financial delegation: establish and review  |   |  | A | C | C |
| External auditors' report: receive and respond  |   |  | A | C | C |
| CEO pay award:  |   |  |  |  |  |
| Executive Board pay award:  |   |  | A | S |  |
| Staff appraisal procedure and pay progression: monitor and agree  |   | C | S |  | A |
| Staff annual inflation (cost of living)increment |  |  | A | C | C |
| Benchmarking and trust wide value for money: ensure robustness  |   |  | A | S | S |
| Benchmarking and academy value for money: ensure robustness  |   |  | A |  | **A** |
| Develop trust wide procurement strategies and efficiency savings programme  |   |  | A |  |  |