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 Officer  Level 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 Level  Below 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 |  |  |