

THE
NEW GUILD
TRUST

Scheme of Delegation

Appendix 1 : *table of specific delegated duties*

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

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Area	Decision	Delegation				
		Members	Trust Board	CEO /CFO	LGCB	Exec Board
Governance framework						
People	Members: Appoint/Remove	✓ <u>A</u>	A	A		
	Trustees: Appoint/Remove	✓ <u>A</u>	A	A		
	Role descriptions for members	✓ /A		<u>A</u>		
	Role descriptions for trustees/chair/ specific roles/committee members:		✓	A		
	Trust Committee chairs: appoint and remove	✓	<u>A</u>	A		
	LGCB chairs: appoint and remove		✓	<u>A</u>	A	A
	LGCB Committee member: elected		✓		A	<u>A</u>
	Staff/Parent LGCB committee member: elected				✓	A
	Clerk to the Trust: appoint and remove		✓	A		
	Clerk to the LGCB: 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 LGCB/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 - LGCB		✓	A	A	<u>A</u>
	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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		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	✓	<u>A</u>	
	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	✓	<u>A</u>	
	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	<u>A</u>	
	Trust's staffing structure: Executive Board		✓	A			
	School staffing structure draft proposal and final for any that involve potential redundancy / post deletions : approval			✓	A	<u>A</u>	
	School staffing restructure implementation			C	A	✓	<u>A</u>
	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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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	✓	<u>A</u>
Holding to account						
Holding to account	Trust Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment):		✓	<u>A</u>	C	A
	School Level Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment):		C	A	✓	<u>A</u>
	Reporting arrangements for progress on key priorities:		✓	<u>A</u>	✓	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)		✓	<u>A</u>	A	C
	Performance management of academy Executive Board :Rest of the Exec Board- Head of School, Deputy Head, Assistant Head, School Business Managers			A	✓	<u>A</u>
	Performance management of other school staff				✓	A
	Trustee monitoring: Attendance at meetings		✓	A		
	LCGB member monitoring: Attendance at meetings			A	✓	<u>A</u>

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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	✓	<u>A</u>
Develop trust wide procurement strategies and efficiency savings programme		✓	A			