

Scheme of Delegation document 2019/20

This document is currently subject to an on-going review by the Board.

	Finance	Human Resources	Site, Assets and Contracts	Educational Outcomes	Strategic Vision / Governance
Members	<p>Approve appointment of external auditors and legal teams</p> <p>Receive annual accounts and external audit</p>	<p>Appoint / remove Trustees in accordance with the Articles</p>	<p>Approve any service contracts for Trustees</p>	<p>Receive and Q/A annual report</p>	<p>Review Articles of Association</p> <p>Receive and Q/A annual report</p> <p>Name the trust</p>
Board of Trustees	<p>Overseeing the finances, including the internal audit</p> <p>Establishing a fair funding model for use across the trust; approve annual budget</p> <p>Agreeing each academy's budget and the schemes of financial delegation and limits</p> <p>Compliance with the Academies Financial Handbook, funding agreement and audit targets</p> <p>Oversight of finances in each academy; sign off and report annual accounts</p> <p>Determination of, after consultation with each academy, the extent of services provided and funded centrally (procurement)</p> <p>Appoint accounting officer (CEO)</p> <p>Approve anti-fraud and whistle-blowing policies</p>	<p>Overseeing Executive Headteacher and academy Headteacher appointments</p> <p>Establishing equitable pay and HR related policies that are consistent in all academies in the trust</p> <p>Determination of, after consultation with each academy, where centralised staff may provide best value and efficient service to academies in the trust</p> <p>Appoint Company Secretary / Clerk to the Trustees / FD</p> <p>Appraisal of CEO</p>	<p>Establishing a process for local management and maintenance of assets and appropriate registers</p> <p>Overseeing significant capital developments, estate expansions and bids</p> <p>Agreeing, after consultation, any joint use of buildings</p> <p>Adopt a trust-wide procurement policy</p> <p>Set delegated levels of authority for contracts</p> <p>Set up and approve Trustee expenses</p> <p>Approve insurance arrangements i.e. RPA</p> <p>Ensure trust-wide Health and Safety Policy implemented</p> <p>Manage risk and business continuity</p> <p>Oversee brand/marketing for trust and academies</p>	<p>Overseeing standards and outcomes of the trust's academies e.g. KS2 outcomes, GCSE results.</p>	<p>Core vision and operating model of the trust, including symbiotic working between trust academies</p> <p>Review and amend Constitution, scheme of delegation and TOR of trust committees and LGCs – to include 'reserved matters'</p> <p>Approach to admissions, including PAN/NOR negotiations</p> <p>Power to change and, if required, withdraw delegated powers from a LGC</p> <p>Overseeing strategic development of the trust; review and planning of potential trust expansion e.g. incorporating additional schools into the trust</p> <p>Review and implement core policies of the trust; agree 'delegated policies' list</p> <p>RSC liaison</p>

	<p>Seeking value for money and ensuring resources are applied appropriately at academy level</p> <p>Monitoring and reviewing expenditure regularly; approve the annual budget for each academy for submission to Trustees</p> <p>Maintaining proper accounting records and preparing expenditure and balance sheets</p> <p>Supporting the trust board in relation to the annual budgetary process</p> <p>Ensure provision of free school meals, as appropriate</p> <p>To maintain a register of business interests</p> <p>Observe the Financial Scheme of Delegation</p> <p>Comply with the Academies Financial Handbook</p> <p>Ensure that Pupil Premium, Service Premium and similar focused funding is deployed effectively</p>	<p>Managing staff appointments in line with safer recruitment expectations (except at Headteacher level)</p> <p>Reviewing the impact of staff appraisal processes and professional development</p> <p>Leading the effective deployment of staff in keeping with the academy's budget</p>	<p>Notifying the trust of any changes to fixed assets used by the academy</p> <p>Management of buildings maintenance, decoration and smaller capital projects</p> <p>Ensuring compliance with all health and safety and related regulation e.g. fire safety</p> <p>Enter into contracts up to the limits of delegation and within agreed budget</p> <p>Review the academy's risk register</p> <p>Review site inspection reports and related information pertaining to the premises and health and safety</p>		
--	--	--	--	--	--

	Finance	Human Resources	Site, Assets and Contracts	Educational Outcomes	Strategic Vision / Governance
Academy Local Governing Committees (LGCs)		<p>Implement the trust's pay policy and ensure a pay committee exists to approve pay recommendations and hear appeals</p> <p>Hearings and appeals – grievance, disciplinary, absence and capability procedures (including suspension of staff)</p>		<p>Holding the academy's senior leadership team to account for academic performance, safeguarding and provision</p> <p>Performance management of the academy Headteacher</p> <p>Regularly reviewing performance and progress monitoring data</p> <p>Oversight of the quality of teaching, learning and assessment; ensure a broad and balanced curriculum in line with the trust's vision</p> <p>Ensuring the academy has appropriate support and intervention strategies in place to deliver high quality teaching and learning</p> <p>Appoint designated governor for safeguarding; ensure completion of SCR (single central record)</p> <p>Approve educational trips</p> <p>Oversight of behaviour, safety and welfare of pupils</p> <p>Annual target setting for each academy in the trust</p> <p>Oversight of key performance indicators and external audits on a trust and individual academy basis</p>	<p>Appoint (and remove) Chairs and Vice Chairs of LGCs</p> <p>Local vision and strategy in keeping with trust agreements</p> <p>Approve and review Academy improvement plans and self-evaluations.</p>

				<p>Commission intervention, as required, to support any academy requiring improvement</p> <p>Ensure a broad and balanced curriculum provided (in line with funding agreement)</p> <p>Ensure trust-wide SEND and Child Protection (safeguarding) policies implemented effectively</p> <p>Ensure appropriate spending and impact of service and pupil premium funding</p>	
--	--	--	--	---	--

The Scheme of Delegation document is determined by the Trustees and should be followed in conjunction with the:

- Scheme of Governance
- Scheme of Financial Delegation/Limits (and Academies Financial Handbook)
- Agreed Terms of Reference for the Trust and LGC Academy Committees
- Articles of Association
- Funding Agreement