Scheme of Delegation
2022-23

Key
Level 1: Members
Level 2: Board of trustees of the multi academy trust
Level 3: Chief executive officer
Level 4: Local governing committee (LGB)
Level 5: Academy Headteacher
Function **cannot** be legally carried out at this level.

✓   Action to be undertaken at this level

A   Provide advice and support to those accountable for decision making

<>   Direction of advice and support

Area	Decision	Delegation				
		Members	Trust Board	CEO/ Executive	LGB	Academy Headteacher
People						
People	Members: Appoint/Remove	✓				
	Directors: Appoint/Remove	✓				
	CEO: Appoint/suspend/approve		✓			
	Executive: Appoint/suspend/approve		✓			
	Role descriptions for Directors/chair/specific roles/committee members: Agree		✓	<A		
	Trust Committee Chairs: Appoint/remove		✓			
	LGB Chairs: Appoint/remove		✓	<A	<A	<A
	Clerk to the Board: Appoint and remove		✓			
	Company Secretary to Board: Appoint and remove		✓			
	Headteacher/Exec Head: Appoint/suspend/remove		✓	<A	<A	
	Deputy Headteacher: Appoint/suspend/remove		✓	<A	<A	<A
	Teaching Staff: Appoint/suspend/remove			A>	A>	✓
	Non-teaching staff: Appoint/suspend/remove			A>	A>	✓
	Clerk to LGB: Appoint/suspend/remove		✓	<A	<A	
	Variations to agreed academy staffing structure/establishment: Approve/Reject			✓	<A	<A

Area	Decision	Delegation				
		Members	**Trust Board**	**CEO/ Executive**	**LGB**	**Academy Headteacher**
	Schools wishing to join the Trust: Approve/reject		✓	<A		
Systems and Structures						
Systems and Structures	Articles of association: Agree and review	✓	<A			
	Governance structure (Committees) for the Trust: Establish and review annually		✓	<A		
	Terms of reference for Trust Committees (including audit if required, and scheme for school Committees): Agree annually		✓	<A		
	Structure of Local Governing Committees: Agree and review		✓	<A	<A	<A
	Skills audit for Trust Board and LGB members: Complete and recruit to fill gaps		✓	<A>	✓	<A
	Annual Trust assessment of the Trust Board and Committees: Complete annually		✓	<A		
	Annual self-review of LGB performance: Complete annually			A>	✓	<A
	Trust Chair's performance: Carry out 360 review periodically		✓	<A	<A	<A
	Trustee / Committee member contribution: Review annually		✓	<A		
	Succession: Plan		✓	<A>	✓	<A
	Director support and CPD programme: Agree and implement		✓	<A		
	Governor support and CPD programme: Agree and implement			✓	<A	<A
	Annual calendar of meetings: Agree		✓	<A		
	Annual calendar of meetings for LGB: Agree			✓	<A	<A

Area	Decision	Members	Trust Board	CEO/Executive	LGB	Academy Headteacher
	LGB procedures and practice: Review and agree			✓	<A	<A
Reporting						
Reporting	Trust governance details on Trust and academies' websites: Ensure			✓		
	Academy governance details on academy website: Ensure			✓	<A	
	Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: Establish and publish		✓	<A>	✓	
	Annual report on performance of the Trust: Submit to members and publish		✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: Submit		✓	<A		
	Annual report on work of LGB: Submit to Trust and publish				✓	<A
Being Strategic						
	Trust's vision and strategy: Agree key priorities and key performance indicators (KPIs): Determine: Agree		✓	<A		
	Academy's mission and strategy within the ethos and mission of the trust: Agree key priorities and key performance indicators (KPIs): Determine: Agree			A>	✓	<A
	The vision, aims and values of the Trust: Review and monitor		✓	<A	<A	<A
	The mission, vison and aims of individual academies: Review and monitor		A>	A>	✓	<A

Area	Decision	Delegation				
		Members	Trust Board	CEO/ Executive	LGB	Academy Headteacher
Being Strategic	Company and Charity Law: Ensure compliance		✓			
	Services to be procured on behalf of individual academies: Identify		✓	<A		<A
	Centrally procured services procured to ensure best value: Identify and agree		✓	<A		<A
	Management of risk: Establish register, review and monitor		✓	<A>	✓	A
	Engagement with stakeholders		✓	✓	✓	✓
	Academy Improvement Strategy Plans: Approve		✓	<A		
	Academy Curriculum: Delivery			A>	✓	✓
	Academy Prospectus: Approve			A>	✓	<A
	Budget plan to support delivery of Trust key priorities: Agree		✓	<A		
	Standards of teaching: Monitor and improve			A>	✓	<A
	Central Trust Compliance Policies: Agree and Review		✓	<A>		✓
	Central Trust Compliance Policies: Implement and monitor				✓	✓
	Trust's staffing structure within agreed budget: Agree		✓	<A		

Area	Decision	Delegation				
		Members	Trust Board	CEO/ Executive	LGB	Academy Headteacher
	Academy staffing structure within agreed budget: Agree			A>	✓	<A
	Trust business continuity/disaster recovery: Approve, planning and oversight		A>	✓	<A	<A
	Academy business continuity/disaster recovery: Planning and oversight			✓	<A	<A
	Changes in government and other national policies: Plan and implement response		✓	<A		
	Buildings Development (Maintenance) Plan: Develop and implement			✓		<A
	Estates/(Property) Management Plan: Develop and oversee			✓		<A
	Change the academy category: Publish proposals		✓			
	School term dates, holidays and session times: Agree and approve		✓	<A>	✓	<A

Holding to Account

Area	Decision	Members	Trust Board	CEO/ Executive	LGB	Academy Headteacher
Hold to Account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): Agree		✓	<A>	✓	<A
	Reporting arrangements for progress on key priorities: Agree (cross reference with KPIs)		✓	<A>	✓	<A
	Performance management of the Chief Executive Officer:		✓			

Area	Decision	Delegation				
		Members	Trust Board	CEO/ Executive	LGB	Academy Headteacher
	Performance management of academy Headteacher:		✓	✓	✓	
	Targets for pupil achievement: Agree			✓	✓	<A
Ensuring Financial Probity						
Financial Probity	Chief financial officer for delivery of Trust's detailed accounting processes: Appoint		✓	<A		
	Trust's scheme of financial delegation: Establish and review		✓	<A		
	Academy's scheme of financial delegation: Establish and review		✓	<A		
	Funding Agreements: Ensure compliance		✓			
	External auditors' report: Receive and respond		✓	<A	✓	<A
	CEO pay award: Agree		✓			
	Academy Headteacher pay award: Agree		✓	<A	<A	
	Staff appraisal procedure and pay progression: Monitor and agree		✓	<A>	<A>	✓
	Proposed individual academy budget: Develop			A>		✓
	Individual academy budget: Approve		✓			
	Monthly academy expenditure: Monitor				A>	✓

Area	Decision	Members	Trust Board	CEO/ Executive	LGB	Academy Headteacher
<A	Variation to the budget without the overall academy budget going into deficit: Approve			✓	<A	<A
	Expenditure outside the agreed budget: Approve		✓	<A		
	Local Governing Committee expenses scheme: Approve		✓			
	Benchmarking and Trust value for money: Ensure robustness		✓	<A		
	Benchmarking and academy value for money: Ensure robustness		✓	<A>	✓	<A
	Develop Trust wide procurement strategies and efficiency savings programme: Develop			✓		