

Scheme of Delegation (excluding Finance) September 2022

			Trust Board Committees			School Specific	
	Members	Trust Board	Finance & General Purpose (F&GP)	Performance & Standards (P&S)	Audit & Risk (A&R)	Full Governing Body (FGB)	Chief Executive Officer (exclusive of Trustee function)
1. Governance							
1.1	Articles of association	Approve	Adhere to (Propose amendments)	Adhere to	Adhere to	Adhere to	Adhere to
1.2	Appointment and removal of Members	Consider and approve					
1.3	Appointment and removal of Trustees	Consider and approve	Able to recommend				Able to recommend
1.4	Election and removal of Trust Chair, Vice Chair and Trust Board Committees		Approve				
1.5	Appointment of FGB Chair and Vice Chair		Approve Chair			Approve Vice Chair	
1.6	Appointment and removal of committee Members		Approve				
1.7	Appointment and removal of FGB Governors		Approve				
1.8	Determine terms of reference for committees		Approve				
1.9	Extraordinary meetings		Approve				Approve
1.10	Updating Companies House with changes						Approve
1.11	Updating Get Information About Schools						Approve
2. Strategy and Leadership							
2.1	Trust wide policies		Approve	Consider and recommend finance policies	Consider and recommend curriculum based policies		
2.2	Trust vision and strategic plans		Approve				
2.3	Trust Self evaluation		Approve				
2.4	Additional schools (growth)		Approve				
2.5	Change of academy name	Approve	Propose amendments				
2.6	Incorporation or dissolution of company	Approve					
2.7	Admission arrangements		Approve				
2.8	Set term dates, INSET and school day		Approve				
2.9	Pupil admission numbers		Approve				
2.10	Amendments to any school or Trust branding		Approve				
2.11	Cost of legal issues for reputational or claim damage over £10,000		Approve				

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2.12	Cost of legal issues for reputational damage between £5,000 - £9,999			Approve				
2.13	Cost of legal issues for reputational damage up to £4,999							Approve
3. Audit and Risk								
3.1	Appointment or removal of external auditors	Approve	Recommend to Members					
3.2	Statutory returns to ESFA / DFE		Approve					
3.3	Written responses to the DfE or ESFA							Approve
3.4	Gifts and hospitality register		Approve					
3.5	Risk Management		Approve A&R recommendations			Approve		
3.6	Business continuity		Approve					
3.7	Communications strategy		Approve					
3.8	Media and PR							Approve
3.9	School marketing							Approve
4. Compliance								
4.1	Health and safety		Responsible			Approve		
4.2	Estates Management		Responsible		Approve	Approve		
4.3	IT Systems			Approve				
4.4	GDPR		Responsible			Approve		
4.5	Legislation		Approve					
4.6	Publication of governance arrangements		Responsible					
4.7	Complaints		Approval					
5. HR								
5.1	CEO recruitment and appointment		Responsible					
5.2	Staffing structures			Approve				Responsible
5.3	Appraisal and pay		Approve (delegate to Pay Committee)					Recommend
5.4	Setting remuneration		Approve					Recommend
5.5	Workforce planning and duty of care							Responsible
5.6	Trade union relations							Responsible
5.7	Staff training and development							Responsible
5.8	Staff redundancy		Approve					Recommend
5.9	Staffing processes and procedures – probation, capability, absence, discipline & grievance							Responsible
5.10	Payroll processing and pensions		Responsible (legally)	Approve (statutory)		Approve (compliance)		

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5.11	Workforce related statutory returns		Approve					
5.12	Employment tribunal claims		Approve	Recommend			Recommend	
5.13	Settlement claims		Approve	Recommend			Recommend	
5.14	Health & wellbeing of the workforce		Approve	Recommend			Recommend	
5.15	Ill health dismissal						Approve	
5.16	Workforce appeals such as capability, flexible working and disciplinary		Responsible			Can be requested where required		
5.17	Staff absence stage 1						Responsible	
5.18	Staff absence stage 2						Responsible	
5.19	Staff absence management dismissal		Approve					
6. Education and standards								
6.1	Educational performance, academic standards and pupil attendance		Approve		Recommend		Review	Responsible
6.2	School Improvement							Responsible
6.3	MAT OFSTED inspection							Responsible
	School OFSTED inspection							Responsible
6.4	Special Educational Needs and Disabilities							Responsible
6.5	Quality of Teaching							Responsible
6.6	Pupil Premium							Responsible
6.7	Curriculum							Responsible
6.8	Safeguarding							Responsible
6.9	Single Central Record							Responsible