

APPENDIX B – OUR SCHEME OF DELEGATION

		Members	Trust Board	Trustees (sub committee where noted)	CEO (or delegated via Exec)	HoCA	LAC	Principal
<p>KEY TO ABBREVIATIONS: A= Accountable for the action R=Responsible for making the action happen M=Responsible for monitoring the action on behalf of the Board I=Responsible for informing those accountable ARC=Audit and Risk Committee FRC=Finance and Resources Committee SOC=Standards and Outcomes Committee PAPP=Pay and People Performance Committee LAC=Local Academy Committee</p>								
Strategy and Leadership								
Strategy	Set strategic objectives of the Trust		A/R		I			
	Set strategic objectives of academies		A		R		M	I
	Develop the ethos of the Trust		A/R		I			
	Develop the ethos of academies		A		R		M	I
	Ensure Trust Board has skillset to run the Trust		A/R		I	I		
	Ensure LACs have skillset to deliver agreed functions		A		M	M	R	I
	Evaluate Board effectiveness		A/R		I	I		
Scrutiny	Scrutinise Trust performance against strategic aims and KPIs		A	R (SOC, FRC, PAPP)	R		I	I
	Scrutinise academies' performance against strategic aims and KPIs		A	M (SOC, FRC, PAPP)	M	M	R	I

		Members	Trust Board	Trustees (sub committee where noted)	CEO (or delegated via Exec)	HoCA	LAC	Principal
<p>KEY TO ABBREVIATIONS: A= Accountable for the action R=Responsible for making the action happen M=Responsible for monitoring the action on behalf of the Board I=Responsible for informing those accountable ARC=Audit and Risk Committee FRC=Finance and Resources Committee SOC=Standards and Outcomes Committee PAPP=Pay and People Performance Committee LAC=Local Academy Committee</p>								
Compliance	Comply with obligations in Funding Agreement and AFH		A	M (FRC)	R	I		
	Comply with regulations affecting the Trust		A	M (all)	R	I		
	Comply with legal obligations in respect of individual academies		A		M		M	R
	Ensure appropriate financial controls are in place		A	M (FRC, ARC)	R			
	Ensure Trust register of business interests complete and conflicts of interest procedure in place		A	M (ARC)	M	R		
	Ensure academy register of business interests complete and conflicts of interest procedure in place		A		M		R	I
Risk	Implement and monitor a Trust risk register		A	M (ARC)	R	I		
	Implement and monitor an academy risk register		A		M		M	R

		Members	Trust Board	Trustees (sub committee where noted)	CEO (or delegated via Exec)	HoCA	LAC	Principal
<p>KEY TO ABBREVIATIONS: A= Accountable for the action R=Responsible for making the action happen M=Responsible for monitoring the action on behalf of the Board I=Responsible for informing those accountable ARC=Audit and Risk Committee FRC=Finance and Resources Committee SOC=Standards and Outcomes Committee PAPP=Pay and People Performance Committee LAC=Local Academy Committee</p>								
Appointments	Appoint and remove Trustees (Member appointments)	A/R	I					
	Appoint and remove co-opted Trustees		A/R					
	Appoint and remove LAC members		A		M	R	I	I
	Appointment of company secretary and clerk to the Board		A		R			
	Appointment of clerk to LACs		A		M	R	I	I
Policies	Review and approve Trust wide statutory policies		A	R (as appropriate)	M	I		
	Review and approve other Trust-wide policies				A	R		
	Ensure the implementation of Trust-wide policies within academies				M	M	M	A/R
Delegations	Review and approve ToRs for all Trust Board sub-committees including LACs		A	M	I	R	I	

<div style="border: 1px solid black; padding: 5px;"> <p>KEY TO ABBREVIATIONS: A= Accountable for the action R=Responsible for making the action happen M=Responsible for monitoring the action on behalf of the Board I=Responsible for informing those accountable ARC=Audit and Risk Committee FRC=Finance and Resources Committee SOC=Standards and Outcomes Committee PAPP=Pay and People Performance Committee LAC=Local Academy Committee</p> </div>		Members	Trust Board	Trustees (sub committee where noted)	CEO (or delegated via Exec)	HoCA	LAC	Principal
		Training and development	Implement a development programme for Trustees		A		M	R
	Implement a development programme for LAC members				A	R	I	I
Educational leadership								
Performance	Monitor performance of each academy against agreed development plan		A	M (SOC)	R		M	I
	Setting and reviewing KPIs for the Trust		A	M (SOC)	R		I	I
	Ensuring appropriate CSI for quality of teaching and outcomes			M (SOC)	A/R		M	
	Setting curriculum for the academies and reviewing effectiveness			M (SOC)	A		M	R
	Ensure academy performance improves in line with development plans				M		M	A/R
Student issues	Decisions relating to individual students (exclusions, complaints)				M	M	A	R

		Members	Trust Board	Trustees (sub committee where noted)	CEO (or delegated via Exec)	HoCA	LAC	Principal
<p>KEY TO ABBREVIATIONS: A= Accountable for the action R=Responsible for making the action happen M=Responsible for monitoring the action on behalf of the Board I=Responsible for informing those accountable ARC=Audit and Risk Committee FRC=Finance and Resources Committee SOC=Standards and Outcomes Committee PAPP=Pay and People Performance Committee LAC=Local Academy Committee</p>								
Safeguarding	Ensuring Trust-wide safeguarding procedures comply with relevant legislation and guidance		A	M (ARC)	R			
	Ensuring all safeguarding requirements are complied with (inc DBS, DSL etc)		A	M (ARC)	M		M	R
Stakeholder engagement	Promoting partnerships and community engagement			M (all)	A		I	R
Calendars	Setting term dates			M (SOC)	A		I	R
	Setting opening and closing times of academies			M (SOC)	A		I	R
Admissions	Set admissions policy		A	I (SOC)	R	I	I	I
Ofsted	Monitoring and responding to Ofsted outcomes		A	M (SOC)	R		M	I
	Ensuring support is provided to academies for Ofsted inspections			M (SOC)	A/R		M	I

		Members	Trust Board	Trustees (sub committee where noted)	CEO (or delegated via Exec)	HoCA	LAC	Principal
<p>KEY TO ABBREVIATIONS: A= Accountable for the action R=Responsible for making the action happen M=Responsible for monitoring the action on behalf of the Board I=Responsible for informing those accountable ARC=Audit and Risk Committee FRC=Finance and Resources Committee SOC=Standards and Outcomes Committee PAPP=Pay and People Performance Committee LAC=Local Academy Committee</p>								
Financial								
Appointments	Appointment of Audit and Risk Committee		A	R		I		
	Appointment of Accounting Officer and Chief Financial Officer		A	R (FRC)				
	Appointment of external auditors	A/R	I	I (ARC)				
	Appointment of internal auditors		A	R (ARC)	I			
Funding model and budget	Agree Trust-wide funding model		A	R (FRC)	I			
	Formulate and set Trust-wide budget		A	M (FRC)	R			
	Determine academy budgets			M (FRC)	A/R			
	Determine academy financial procedures			M (FRC)	A/R			
	Ensure delivery of annual Trust-wide budgets			M (FRC)	A/R			
	Ensure delivery of annual academy budgets				M		M	A/R
	Ensure compliance with academy financial procedures				M		M	A/R

		Members	Trust Board	Trustees (sub committee where noted)	CEO (or delegated via Exec)	HoCA	LAC	Principal
<p>KEY TO ABBREVIATIONS: A= Accountable for the action R=Responsible for making the action happen M=Responsible for monitoring the action on behalf of the Board I=Responsible for informing those accountable ARC=Audit and Risk Committee FRC=Finance and Resources Committee SOC=Standards and Outcomes Committee PAPP=Pay and People Performance Committee LAC=Local Academy Committee</p>								
Financial delegation	Establish appropriate Trust-wide financial delegations		A	M (FRC)	R			
Investment and growth	Agree Trust-wide investment and growth policy		A	R (FRC)	I			
Operations and HR								
Appointments and dismissals	CEO		A/R					
	Principals at each academy			M (PAPP)	A/R		I	
	Cross-Trust staff			M (PAPP)	A/R			
	Academy SLT				M		I	A/R
	Data Protection Officer		A	M (ARC)	R			
Remunerations	Approve remuneration of CEO and other senior executives deemed appropriate		A	R (PAPP)		I		

		Members	Trust Board	Trustees (sub committee where noted)	CEO (or delegated via Exec)	HoCA	LAC	Principal
<p>KEY TO ABBREVIATIONS: A= Accountable for the action R=Responsible for making the action happen M=Responsible for monitoring the action on behalf of the Board I=Responsible for informing those accountable ARC=Audit and Risk Committee FRC=Finance and Resources Committee SOC=Standards and Outcomes Committee PAPP=Pay and People Performance Committee LAC=Local Academy Committee</p>								
HR policies and Terms and Conditions	Establish Trust-wide HR policies as required by law (inc recruitment, disciplinary, grievance)		A	M (PAPP)	R			
	Set Terms and Conditions of Employment		A	M (PAPP)	R			
	Set policy and process for appraisals and performance management		A	M (PAPP)	R			
Procurement	Setting Trust-wide procurement policies		A	M (FRC)	R			
	Entering into contracts			M (FRC)	A/R		I	I
Finance and operations services	Determining central operating model			M (FRC)	A/R		I	I
	Overseeing effectiveness of central services			M (FRC)	A/R		M	I
	Arranging Trust insurance		A	M (ARC)	R	I		
Premises and assets	Acquiring and disposing of Trust land and assets		A	M (FRC)	R		I	I
	Changing use of assets		A	M (FRC)	R		I	I
	Determining Trust-wide asset management strategy			M (FRC)	A/R			

		Members	Trust Board	Trustees (sub committee where noted)	CEO (or delegated via Exec)	HoCA	LAC	Principal
<p>KEY TO ABBREVIATIONS: A= Accountable for the action R=Responsible for making the action happen M=Responsible for monitoring the action on behalf of the Board I=Responsible for informing those accountable ARC=Audit and Risk Committee FRC=Finance and Resources Committee SOC=Standards and Outcomes Committee PAPP=Pay and People Performance Committee LAC=Local Academy Committee</p>								
Health and safety	Ensuring Trust is compliant with all relevant H&S legislation and expectations		A	M (ARC)	R		M	I
Information management	Ensuring Trust is compliant with all information and data related legislation and expectations		A	M (ARC)	M	R	M	I
Media and PR	Overseeing all external Trust reputational matters			M (ARC)	A/R		M	I