

Appendix 1 - Scheme of Delegation

Area	Decision	Delegation					
		Members	Board of Trustees (FGB)	Committee	Individual trustee	Head Teacher/ Accounting Officer	Governance Manager
People - Members & Trustees	Members: appoint & remove Members	✓					
	Members- appoint & remove Trustees	✓	✓				
	Agree a Role Description for Members	✓					
	Agree a Role Descriptions for trustees/chair/ specific roles/committee members		✓	<A			
	Parent Trustee - arrange process of election		✓			<A	<A
	To appoint and remove Committee Chairs			✓			
	To appoint and remove the Clerk to board		✓				
Systems and structures	Articles of Association: review and pass resolution if an amendment is required (change to Members)	✓	<A	<A		<A	<A
	To establish and review annually the Governance structure (committees) for the trust		✓	<A		<A	<A
	To agree annually on the Terms of Reference for trust committees (including audit if required, and scheme of delegation.		✓	<A			
	To carry out a Trust Skills audit and take appropriate action to fill gaps		✓				<A
	To carry out an annual self -review of trust board and committee performance		✓				<A
	Chair’s performance: carry out 360 review periodically		✓				

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	To check that all statutory policies are in place and published on the website		✓				
	To agree an annual schedule of business for trust board		✓	<A		<A	
Reporting	To ensure Trust governance details on trust website					<A	✓
	Register of all interests, business, pecuniary, governance of other educational establishments for members/trustees: establish and publish						✓
	Annual report on performance of the trust: submit to members and publish		✓	<A		<A	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		<A	<A
	To determine whether to publish a home school agreement (not statutory)					✓	
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met					<A	✓
	Responsibility for ensuring governor data complies with General Data Protection Guidelines						✓
	To publish and update at least annually a SEN information report		✓			<A	

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	(meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)						
Strategic	Imbed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓	
	To establish and agree a Pay policy		✓			<A	
	Management of risk: establish register, review and monitor		✓			<A	
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓
	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		<A	
Financial Probaity	Appoint a senior executive leader as the accounting officer and a chief financial officer for delivery of trusts detailed accounting processes		✓	<A			
	Establish and review the Trust's Scheme of Delegation and Financial Delegation.		✓	<A	<A	<A	
	Establish an audit committee		✓	<A			
	Approve a balanced budget each financial year and submit to the ESFA		✓	✓			
	Appoint a registered statutory external auditor and prepare annual financial statements in line with ESFA's academies accounts direction.		✓	<A		<A	

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	Participate in annual accounts consolidation exercises as communicated by the DfE.		✓	✓			
	Refer potentially novel and contentious transactions to ESFA for explicit prior authorisation.		✓				
	Ensure that the trust has adequate Insurance cover or has opted into the academies risk protection arrangement.		✓	✓			
	To establish and review a Staff appraisal procedure and pay progression policy annually.		✓	<A		<A	
	To review and if appropriate approve Head Teacher's pay award annually		✓				
	Benchmarking and academy trust value for money: ensure robustness		✓	<A		<A	
	Develop trust procurement strategies and efficiency savings programme			✓		<A	
	To maintain a published register of interests, including the business and pecuniary interests of members and trustees.		✓			<A	
	To monitor the impact of pupil premium funding and year 7 catch-up funding.		✓	✓		✓	
	To establish & review a school Health and Safety and Data Protection Policy and ensure regulations are followed. To ensure there is an appointed person in charge of first aid.		✓	✓		<A	

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	To establish and agree charging and remissions policy		✓	✓		<A	
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria		✓	✓		<A	
	Make sure that the school's admissions arrangements comply with the School Admissions Code and are fair clear and objective		✓	✓			
	Establish an Independent appeals panel where there are admission appeals.		✓				
Attendance	To maintain a register of Attendance and to review and analyse the data					✓	
Behaviour and exclusions	To review all permanent and fixed term exclusions where the student is absent for more than 15 days in a term. Convene a meeting to consider re-instating an excluded pupil and consider parents' representations about an exclusion, where requested by parents.		✓		✓	<A	
	Arrange a suitable full-time education for any pupil of compulsory school age who has a fixed term exclusion of more than five school days.		✓			✓	
	To determine a behaviour and discipline policy that promotes good behaviour among students and defines sanctions to be adopted when students misbehave.		✓			✓	
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16		✓			✓	

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	Make sure that all students are provided with independent careers advice and sex education advice from year 8 to year 13		✓			✓	
	To agree enrichment / extra-curricular offers including any additional services required		✓	✓		<A	
Parents and the Community	Make sure all required information is on the school website		✓			✓	
	To set the times of school sessions and the dates of school terms and holidays		✓			✓	
	Approve a complaints procedure		✓				
	Establish a complaints panel to consider formal complaints about the school and any community facility or service it provides		✓			<A	
	Make sure the school complies with the Freedom of Information Act 2000.		✓			✓	
	Make sure the provision of free school meals to those students meeting the criteria. To ensure the school nutritional standards are met.		✓			✓	
Pupil Wellbeing	Appoint a designated teacher (s) to promote the educational achievement of looked after children (LAC)		✓			✓	
	Check that the school complies with statutory guidance on safeguarding.		✓	✓		✓	
Safeguarding	Make sure that the safeguarding arrangements take into account the procedures and practice of the LA, as		✓	✓		✓	

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	part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board.						
	To nominate a member of the board to liaise with the designated officer(s) from the relevant LA and partner agencies if allegations are made against the Head teacher.		✓			<A	
	Monitor the implementation of the child protection policy.		✓			✓	
	Appoint a member of staff to be the designated safeguarding lead.					✓	
	To provide effective support for any employee facing an allegation.		✓			✓	
Special Educational Needs	Designate a member of the Governing Body to have an oversight of the school's arrangements for SEND.					<A	
	Make sure that necessary special education provision is made for any student who has SEN and monitor its effectiveness.		✓			✓	
	Make sure that parents are notified by the school when special educational provision is being made for their child.					✓	
	Make sure the school produces and publishes online its school SEN information report.		✓			✓	
	Co-operate with the LA in developing their local offer.					✓	
	Make sure the school follows the statutory SEND Code of Practice.		✓			✓	

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	Make sure there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school.					✓	
	Make sure the teachers in the school are aware of the importance of identifying those students who have SEN and provide appropriate teaching.					✓	
Staffing Matters	Appoint a Head Teacher or Chief executive		✓				
	To undertake the Performance Management of the Head Teacher.		✓				
	To undertake the Performance Management of the staff					✓	
	Make sure that Safer Recruitment Procedures are applied		✓			✓	
	To determine and establish trust policies, which reflect the ethos and values including appraisal, capability, conduct, grievance and absence.		✓			<A	
	To produce and maintain a central record of recruitment and vetting					✓	
	Make sure Employment Law and Guidance documents are followed in practice.		✓			✓	
	Approve staffing Structure changes		✓	✓		✓	
	Dismiss the Head Teacher		✓				

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