

## Scheme of Delegation Grid

MEMBERS' RESPONSIBILITIES		
	Function	Action
1	Annual Report & Accounts (approved by Trust Board)	Receive
2	Articles of Association	Review and agree
3	Direction to trustees to take specific action	By special resolution
4	External Auditors	Appoint
5	Failing Trust	Dissolve <i>(in conjunction with the DfE)</i>
6	Members <i>(additional)</i>	Appoint/remove
7	Trustees <i>(up to 11)</i>	Appoint/remove
8	Name of Organisation	Change

Key	✓	Function/decision-making are at this level	C	In consultation with, prior to decision-making	CFO	Chief Finance Officer	COM	Trust Board Committee
	DoE	Director of Education	ECM	Estates & Compliance Manager	FAR	Finance, Audit & Risk Committee (Embrace)	HT	Headteacher / Principal
	LGC	Local Governing Committee	REM	Remuneration Committee	SC	Standards Committee (Embrace)	TB	Trust Board
	TL	Trust Leader						

Note: Trust Board level decisions may be delegated to a board committee, but not to the Trust Leader (TL), Local Governing Committee (LGC) or Headteacher (HT)

Function			Action	TB	COM	TL	LGC	HT
EDUCATION, CURRICULUM AND STANDARDS								
1	Admission & Attendance Registers	Trust	Ensure compliance with regulations	✓				
			Monitor attendance data	✓	SC			
		School	Maintain					✓
			Monitor attendance data				✓	
2	Behaviour Policy			Add school level detail & implement				✓
				Approve			✓	
				Monitor effectiveness			✓	
3	Careers Guidance			Ensure compliance with statutory requirements			✓	
				Deliver				✓
				Monitor			✓	
4	Curriculum Policy <i>(balanced and broadly based – including RE, RSHE, Collective Worship)</i>			Ensure compliance with statutory requirements	✓	SC	C	
				Develop and establish			C DoE	✓
				Implement				✓

Function					Action	TB	COM	TL	LGC	HT	
					Monitor provision				✓		
					Monitor effectiveness			✓ DoE			
					Publish on school website					✓	
5	Early Years Foundation Stage Framework <i>(if applicable)</i>				Delivery in line with statutory requirements					✓	
					Monitor				✓		
6	Exclusions & Suspensions			Suspension	Issue					✓	
				Permanent exclusion	Must consult TL before issuing			C		✓	
				Panels <i>(in line with requirements of current <a href="#">DfE statutory guidance</a>)</i>	Review			C	✓		
				Data	Trust wide	Monitor	✓	SC			
					School	Monitor				✓	
7	Pupil Premium Spend Strategy & Primary PE & Sports Premium Strategy				Implement and report as required					✓	
					Scrutinise/discuss rationale with HT/PP Lead & monitor impact				✓		
8	Quality of Education Provision, Standards and Outcomes			Trust wide	Ensure			✓			
				Monitor	✓	SC	C DoE				
				School	Responsible for					✓	
					Monitor				✓		
9	School Performance Data <i>(targets/expectations)</i>				Set			C		✓	
					Monitor progress against targets			✓ DoE	✓		
					Oversight	✓	SC				
10	SENDCO				Ensure appointed				✓		
11	SEND <i>(Code of Practice / policy / staff training)</i>				Ensure compliance with statutory requirements	✓					
					Implement <i>(at school level)</i>					✓	
					Monitor <i>(at school level)</i>				✓		
12	School Improvement Plan <i>(in line with trust priorities)</i>			School	Write			C		✓	
				Approve			✓				
				Trust	Monitor implementation & impact				✓		
						✓					
ESTATES MANAGEMENT, HEALTH & SAFETY, and IT											
13	Buildings Insurance and Personal Liability Insurance				Ensure in place	✓	FAR				
14	Capital Allocations				Review school estates plan			✓	C	C	

Function				Action	TB	COM	TL	LGC	HT
				Monitor trust estates strategy	✓	FAR			
				Approve projects £100k	✓	FAR			
				Approve projects up to £100k			✓		
15	Health and Safety  <i>(Legal duty of care to protect the health, safety and welfare of employees and that non-employees are not exposed to risks to their health &amp; safety)</i>	Annual school H&S audits		Check completed & recommendations implemented	✓	FAR	C ECM		
		Awareness		Ensure staff aware of responsibilities			✓		✓
		Culture	Trust	Develop across trust			✓ ECM		
			School	Develop across school					✓
		Governance	Trust	Monitor effectiveness of policy & implementation <i>(H&amp;S trustee)</i>	✓	FAR			
			School	Monitor effectiveness of policy & implementation <i>(H&amp;S governor)</i>				✓	
		Implementation		Implement policy					✓
		Policy		Review and approve	✓	FAR			
		Regulatory compliance	Trust	Ensure	✓	FAR	C ECM		
			School	Monitor			C ECM	✓	
		Statutory training	Trust	Ensure up-to-date and compliant			✓		
			School						✓
16	Monitoring & Filtering Provision		School	Ensure reviewed annually				✓	
17	IT Strategic Plan			Set & approve			✓		
				Monitor	✓	FAR			
18	Premises Improvement Programme		Trust Wide	Review	✓	FAR			
			School	Review annually with ECM				C	✓
			School	Annual site walk <i>(ECM &amp; H&amp;S gov)</i>				✓	
FINANCE, AUDIT & RISK									
19	Annual Report & Audited Accounts			Approve and present to members	✓				
20	Auditors <i>(external)</i>		Appointment	Recommend to members	✓				
21	Auditors' Report <i>(external)</i>			Receive and respond	✓				
22	Benchmarking & Trust-wide Value for Money			Ensure robustness	✓	FAR	✓		
23	Budget Plans <i>(to support delivery of key priorities)</i>		School	Prepare proposed budget & submit for review & approval			✓ CFO	C	C
				Review & propose to Trust Board for approval	✓	FAR			
				Approve <i>(annually - July)</i>	✓				

Function			Action	TB	COM	TL	LGC	HT
		Trust	Implement individual school budget					✓
			Monitor (termly - optional)				✓	
			Approve	✓				
			Monitor (minimum three times a year)	✓	FAR			
24	Central Service Contribution (within Financial Procedures)		Review and determine (annually)	✓		C	C	C
25	Charging and Remissions Policy		Review & approve	✓	FAR			
			Publish on school website					✓
26	Contracts/Orders up to delegated limits (within Financial Procedures)		Approve (differs, according to financial limits)			✓ CFO		✓
27	Debts (school)		Monitoring					✓
			Write off (differs according to limits in Financial Procedures)	✓	FAR	✓		
28	ESFA required reports and returns		Ensure submitted	✓				
29	Financial Procedures (including financial scheme of delegation)		Approve	✓	FAR			
			Implement at school level					✓
30	Financial Scheme of Delegation (within Financial Procedures)		Review (annually or at times of change in trust management/structure)	✓	FAR			
31	Financial Transaction Limits (see Financial Procedures)		Establish/agree/review decision levels and limits	✓	FAR	C		
			Communicate throughout trust			✓		
32	Fixed Assets (expenditure over £5,000)		Report to central finance team					✓
			Authorise disposal			✓ CFO		
33	Insurance Arrangements (within Financial Procedures : Risk Protection Arrangements – RPA)		Ensure in place (annually)	✓	FAR			
34	Internal Audit Plan & Controls (annual programme of internal scrutiny – financial & non-financial)		Approve	✓	FAR			
			Monitor	✓	FAR			
			Monitor relevant school level audits				✓	
35	Lettings Charges	School	Agree			C ECM	C	✓
36	Management Accounts and Forecasts (for current year and beyond)		Receive & consider (monthly)	✓	Chair			
			Receive & consider (when board meets)	✓	FAR			
37	Related Party Transactions		Approve in advance of transaction			✓		
38	Risk Register (managing risks to ensure the effective operation of the trust)	Trust	Oversight of strategic risks across the trust	✓	FAR			
		School	Oversight of school-level risks (at least termly)				✓	C

Function		Action	TB	COM	TL	LGC	HT
39	Transfers (virements) Between Budget Headings <i>(see Financial Procedures)</i>	Approve			CFO		
GOVERNANCE: PEOPLE							
40	Accounting Officer	Appoint & dismiss	✓				
41	Chair & Vice Chair <i>(elected annually at first meeting of academic year)</i>	Trust Board	Elect <i>(annually)</i>	✓			
		LGC	Elect <i>(annually) (subject to TB approval)</i>			✓	
			Approve LGC Chair	✓			
42	Health & Safety Trustee & Governor	Trustee	Appoint/remove	✓			
		Governor				✓	
43	Governance Professional <i>(clerk)</i>	Trust Board	Appoint/remove	✓			
		LGC				✓	
44	Finance Trustee <i>(must have relevant skill set / experience of financial matters)</i>	Ensure appointed	✓				
45	Local Governors <i>(not applicable for elected parent &amp; staff governors)</i>	Appoint/remove	✓				
46	Local Governor Election <i>(parent &amp; staff governors)</i>	Arrange				C	✓
47	Safeguarding Trustee & Governor <i>(strategic responsibility for trust/school wider safeguarding arrangements)</i>	Trustee	Appoint/remove	✓			
		Governor				✓	
48	SEND Trustee & Governor <i>(oversight of trust/school SEND arrangements)</i>	Trustee	Appoint/remove	✓			
		Governor				✓	
49	Skills Audit	Trust Board	Complete <i>(2-yearly)</i>	✓			
		LGC				✓	
50	Succession Planning	Trust Board	Review	✓			
		LGC				✓	
51	Trust Board Committee Chairs <i>(see LGC chair above)</i>	Appoint/remove	✓				
52	Trust Board Finance, Audit & Risk Committee	Appoint	✓				
53	Trustees <i>(co-opted only) *see Members' section re appointing other trustees (front page)</i>	Appoint/remove	✓				
GOVERNANCE: FUNCTION							
54	Annual Report on Trust Performance	Submit to members & publish on website <i>(annually)</i>	✓				
55	Articles of Association	Ensure compliance with	✓				
56	Code of Conduct for Trustees & Governors <i>(expectations)</i>	Set <i>(annually)</i>	✓				
57	ESFA Reports and Returns Requirements	Delivery			✓		
		Ensure compliance	✓				
58	Freedom of Information Publication Scheme	Ensure in place			✓ ECM		
59	GDPR and Data Protection/Retention <i>(regulatory compliance)</i>	Trust	Ensure	✓	FAR		

Function				Action	TB	COM	TL	LGC	HT	
				<i>School</i>	Monitor			✓		
60	Governance Arrangements, Meeting Attendance & Register of Interests			<i>Trust Board</i>	Ensure maintained & published on trust website	C		✓		
				<i>LGC</i>				✓	C	C
61	Governance Structure for the Trust ( <i>ensuring transparency</i> )				Establish/review	✓				
62	Inspections			<i>Ofsted</i>	Ensure parents notified				✓	
				<i>Ofsted &amp; SIAMS (S48)</i>	Attend ( <i>if/when required</i> )	✓		✓	✓	✓
					Ensure report shared with parents					✓
63	Scheme of Delegation				Review ( <i>2-yearly</i> )	✓		C	C	C
64	Terms of Reference			<i>Trust Board committees</i>	Review & approve ( <i>annually</i> )	✓				
				<i>LGC</i>		✓				
65	Website Compliance			<i>Trust</i>	Monitor statutory compliance			✓		
				<i>School</i>					✓	
HUMAN RESOURCES										
66	Appeals: HR-related				Consider	At one level above the initial decision maker				
67	Appointments			<i>Central team</i>	Appoint			✓		
				<i>Trust Leader</i>	Appoint ( <i>with Diocesan Corporate Member involvement &amp; consent</i> )	✓				
				<i>Chief Finance Officer</i>	Appoint	✓		C		
				<i>Headteachers</i>	Appoint ( <i>CoE with Diocesan Corporate Member involvement &amp; consent</i> )	✓		C	C	
					Recommend appointment ( <i>on behalf of recruitment panel</i> )			✓		
				<i>Senior leadership team</i>	Appoint			C	C	✓
				<i>Teachers and support staff</i>	Appoint ( <i>in liaison with CFO/HR/ DoE if staffing costs are 'Amber High' or above</i> )			C		✓
68	Dismissal ( <i>following a hearing process</i> )			<i>Trust Leader</i>	Dismiss	✓				
				<i>Headteacher</i>	Dismiss	✓		C	C	
	<i>Other staff (school)</i>	<i>Gross misconduct</i>	Dismiss	✓		C	C	C		
		<i>Misconduct</i>				C	✓	C		
		<i>Other (with equality implications)</i>		✓		C	C			
		<i>Other (with no equality implications)</i>				C	C	✓		
	<i>Other staff</i>	<i>Gross misconduct</i>		✓		C				
		<i>Misconduct</i>		✓		C				

Function				Action	TB	COM	TL	LGC	HT
		(central team)	Other (with equality implications)		✓		C		
			Other (with no equality implications)		C		✓		
69	Pay policy (including executive pay)			Approve	✓	FAR			
70	Performance Management		Policy & procedure	Approve and review	✓				
			Trust Leader	Ensure undertaken	✓				
			Headteacher/exec head/ head of school/school improvement leads)	Ensure undertaken			✓	C	
			Teachers	Ensure undertaken					✓
71	Salary Review Recommendations		Trust Leader	Approve	✓	REM			
			Headteacher/exec head/ head of school/school improvement leads)	Approve	✓	REM	C	C	
			Teachers	Approve				✓	C
72	Settlement Agreements			Approve (in accordance with ESFA requirements)	✓		C	C	C
73	Staffing Contractual Changes		School	Consider and implement (in liaison with CFO/HR Manager)			C		✓
			Central team	Consider and implement (in liaison with CFO/HR Manager)			✓		
74	Staffing Structure		School	Approve structure developed by head			C	✓	C
			Central team	Approve structure developed by TL	✓		C		
75	Suspension:		Trust Leader	Suspend & lift	✓				
				Lift	✓				
			Headteacher/exec head/ head of school	Suspend	C		✓	C	
				Lift	✓		C	C	
			All other staff (school)	Suspend			C	C	✓
				Lift			C	✓	C
			All other staff (central team)	Suspend	C		✓		
				Lift	C		✓		
76	Warnings/Final Warnings		School	Issue (outside of hearing process)			C		✓
			Central team	Issue (outside of hearing process)	C		✓		
77	Wellbeing, Workload & Working Conditions			Oversee	✓				

Function				Action	TB	COM	TL	LGC	HT		
SAFEGUARDING											
78	Designated Safeguarding Lead			School	Ensure appointed				✓		
Trust				✓							
79	Designated Teacher for Looked After Children			School	Ensure appointed				✓		
80	Disclosure & Disbarring Service Checks (DBS) & Section 128 Checks			Trust wide	Ensure carried out	✓					
				School					✓		
81	Safeguarding		Audit	School	Ensure completed (min annually)			✓	✓	✓	
				Trust		✓					
			Child protection and safeguarding policy			Set & approve trust-wide policy	✓				
						Approve local version of policy				✓	
						Implement			✓		✓
			Compliance	Trust	Oversight/monitor	✓					
				School	Oversight/monitor					✓	
			Training (staff, volunteers, trustees, governors)			Ensure completed/compliance (at appropriate level)	✓			✓	✓
82	Single Central Record			Trust	Monitor completion of SCR	✓					
				School					✓		
VISION, ETHOS AND STRATEGY											
83	Admissions		Policy (by 28 February)		Set & Approve	✓					
			Appeals		Ensure in line with Appeals Code	✓					
			Deferred entry requests		Approve					✓	
			Delayed entry requests (at normal points of entry)		Approve				✓		
			Oversubscription of places		Approve allocation of places				✓		
84	Age Range Change			Consider, consult & propose	✓		C	C	C		
85	Business Continuity Plans			All	Develop/establish			✓			
				Trust	Monitor effectiveness	✓					
				School	Monitor effectiveness				✓		
86	Equality Information (How schools comply with Public Sector Equality Duty)			Trust	Ensure overall compliance with legislation	✓					
					Review equality objectives (4-yearly)		✓				
				School	Implement						✓
					Monitor					✓	
87	PAN (Published Admission Number) Change			School	Consider, consult & propose	✓		C	C	C	



Function			Action	TB	COM	TL	LGC	HT
88	Policies ( <i>Delegation of Policies Schedule</i> )	Trust wide	Write			✓		
			Approve ( <i>board or TL, according to policy schedule</i> )	✓		✓		
			Implement					✓
			Monitor	✓				
			Publish online ( <i>as required</i> )			✓		
		School level	Write					✓
			Approve ( <i>LGC or head, according to policy schedule</i> )				✓	✓
			Implement					✓
			Monitor				✓	
			Publish online ( <i>as required</i> )					✓
89	School Day Length & Structure ( <i>non-statutory expectation to be 32.5 hrs pw from September 2024</i> )		Propose			C	C	✓
			Approve				✓	
90	School Uniform Arrangements ( <i>following DfE statutory guidance on cost of school uniform</i> )		Review & Approve				✓	
91	Stakeholder Engagement ( <i>annual survey of staff, pupils, and parents</i> )		Ensure completed			C	✓	C
			Review				✓	
92	Strategic Plan and Key Priorities ( <i>fostering Equality, Diversity &amp; Inclusion and considering wellbeing &amp; workload</i> )	Trust	Set	✓		C		
			Communicate			✓		
			Review progress	✓				
		School	Set			C	✓	C
			Communicate					✓
			Review progress				✓	
93	Term Dates		Set & approve			C	C	✓
94	Values and Positive Culture ( <i>including promotion of fundamental British values</i> )	Trust	Set	✓		C		
			Communicate			✓		
		School	Set			C	✓	C
			Communicate					✓
95	Vision	Trust	Set	✓		C		
			Communicate			✓		
		School	Set			C	✓	C
			Communicate					✓
96	Whistleblowing Procedures		Set	✓				
			Publish on trust's website			✓		