

## Scheme of Delegation

	<b>Members</b>	<b>Trust Board TB Finance &amp; Risk Committee TB Standards Committee</b>	<b>LGBs</b>	<b>LABs</b>
<b>People</b>	<ul style="list-style-type: none"> <li>• Appoint Members</li> <li>• Appoint Trustees</li> <li>• Responsible for role descriptions for Members</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibility for agreeing role descriptions for Trustees/Chairs/specific roles/LGB/LAB members, actioned by CEO</li> <li>• Delegate election of Parent Governors to LGBs and LABs</li> <li>• Appoint and remove Trust Board committee Chairs</li> <li>• Ratify appointment and removal of LAB Chairs</li> <li>• Ensure processes are in place for the appointment of Governors, actioned by the Academy Principal in LGBs.</li> <li>• Appoint and remove LAB Governors actioned by CEO</li> <li>• Appoint and remove the Clerk to Trustees, LGBs and LABs, with an agreement to engage the same clerk across the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Elect Parent Governors</li> <li>• Appoint and remove Chair</li> <li>• Appoint and remove LGB Governors</li> <li>• Ensure processes are in place for the appointment of Governors</li> <li>• Involved in the appointment and removal of LGB clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Elect Parent Governors</li> <li>• Recommend appointment and removal of Chair to Trust Board.</li> <li>• Clerk to LAB appointed and removed by CEO</li> </ul>
<b>Systems and Structures</b>	<ul style="list-style-type: none"> <li>• Review and agree Articles of Association</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for compliance with the Articles of Association</li> <li>• Memorandum of Understanding reviewed annually at a Trust Board meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Complete skills audit and recruit to fill the gaps -actioned by the Principal</li> <li>• Complete an annual self review of the LGB on an annual basis</li> </ul>	<ul style="list-style-type: none"> <li>• Adopt the LAB Terms of reference</li> <li>• Complete skills audit and recruit to fill the gaps - actioned by the CEO</li> </ul>

	<b>Members</b>	<b>Trust Board</b> <b>TB Finance &amp; Risk Committee</b> <b>TB Standards Committee</b>	<b>LGBs</b>	<b>LABs</b>
	<ul style="list-style-type: none"> <li>• Review the Memorandum of Understanding</li> <li>• Ensure compliance with all obligations including the Academies Financial Handbook and Funding Agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Establish and review annually the Governance structure for Trust Board committees</li> <li>• Agree the Scheme of Delegation on an annual basis or more often if required, after review by the Standards Committee and recommendation to Trust Board for approval</li> <li>• Agree the Terms of Reference for Trust Board committees on an annual basis, actioned by the FD for Finance &amp; Risk Committee and CEO for Standards Committee</li> <li>• Agree the terms of reference for LABs on an annual basis, actioned by the CEO</li> <li>• Complete skills audit and recruit to fill the gaps</li> <li>• Complete an annual self review of the Trust Board and Board committees on an annual basis</li> <li>• Carry out a 360 review of the Chair of the Board periodically</li> <li>• Review the annual contribution of Trustee members on an annual basis</li> <li>• Succession plan for governance of Trust.</li> <li>• Agree annual schedules of business for the Trust Board and Trust committees, actioned by the CEO and FD</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out a 360 review of the Chair of the LGB periodically</li> <li>• Review the annual contribution of LGB members on an annual basis</li> <li>• Succession plan for governance at LGB level in conjunction with the Academy Principal</li> <li>• Ensure compliance with all obligations including the Academies Financial Handbook and Funding Agreements</li> <li>• Ensure compliance with all regulations affecting the Trust (including all Charity, Company, Employment and Health &amp; Safety Law)</li> <li>• Agree an annual schedule of business for the LGB in conjunction with the Academy Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Complete an annual self review of the LAB on an annual basis evaluated by the Trust Board</li> <li>• Carry out a 360 review of the Chair of the LAB periodically</li> <li>• Review the annual contribution of LAB members on an annual basis</li> <li>• Succession plan for governance at LGB level in conjunction with the CEO</li> <li>• Ensure compliance with all obligations including the Academies Financial Handbook and Funding Agreements</li> <li>• Ensure compliance with all regulations affecting the Trust (including all Charity, Company, Employment and Health &amp; Safety Law)</li> <li>• Agree an annual schedule of business for the LAB in conjunction with the CEO and Academy Principal</li> </ul>

	<b>Members</b>	<b>Trust Board TB Finance &amp; Risk Committee TB Standards Committee</b>	<b>LGBs</b>	<b>LABs</b>
		<ul style="list-style-type: none"> <li>• Ensure compliance with all obligations including the Academies Financial Handbook and Funding Agreements</li> <li>• Ensure compliance with all regulations affecting the Trust (including all Charity, Company, Employment and Health &amp; Safety Law)</li> </ul>		
<b>Reporting</b>		<ul style="list-style-type: none"> <li>• Ensure the publication on Trust and Academies' websites of all required details on governance arrangements - specific Trust requirements actioned by the Central Team</li> <li>• Submit to Members and publish the Annual Report on performance of the Trust – actioned by CEO</li> <li>• Submit the Annual report and Accounts including accounting policies, signed statement on Regularity, Propriety and Compliance, incorporating the Governance statement demonstrating value for money – actioned by CEO and FD</li> <li>• Standards committee collate for the Trust Board for publication an annual report on the work of LGB and LABs</li> <li>• Standards committee collate for the Trust Board reporting on Pupil Premium, SEND, Sports Premium and Year 7 catch up funding</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the publication on Academies' websites of all required details on governance</li> <li>• Present annual report of working of the LGB for the Trust Board Standards Committee, in conjunction with Academy Principal</li> <li>• Report on Pupil Premium, SEND, Sports Premium and Year 7 catch up funding, in conjunction with Academy Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the publication on Academies' websites of all required details on governance</li> <li>• Present annual report of working of the LAB for the Trust Board Standards Committee, in conjunction with CEO and Academy Principal</li> <li>• Report on Pupil Premium, SEND, Sports Premium and Year 7 catch up funding, in conjunction with Academy Principal</li> </ul>

	<b>Members</b>	<b>Trust Board</b> <b>TB Finance &amp; Risk Committee</b> <b>TB Standards Committee</b>	<b>LGBs</b>	<b>LABs</b>
<b>Being Strategic</b>	<ul style="list-style-type: none"> <li>Review the character, mission and ethos of the Trust</li> <li>Engage with stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Trust Board and CEO develop the character, mission and ethos of the Trust, annually reviewed by Members at AGM</li> <li>Inform LGBs via the Standards Committee on the character, mission and ethos of the Trust</li> <li>Determine the Trust's vision and strategy, agreeing key priorities and Key Performance Indicators (KPIs) against which progress towards achieving the vision can be measured, to be actioned by the CEO</li> <li>Ensure Academies' vision and strategy is in line with the Trust, agreeing key priorities and Key Performance Indicators (KPIs) against which progress towards achieving the vision can be measured</li> <li>Appoint and dismiss the CEO</li> <li>Have representation on the panel to appoint and dismiss Academy Principals in founding schools</li> <li>Appoint and dismiss the Academy Principal in sponsored schools, alongside the CEO</li> <li>Appoint and dismiss strategic central staff, to be actioned by the CEO</li> <li>Appoint and dismiss SLT in sponsored schools</li> </ul>	<ul style="list-style-type: none"> <li>Inform the Trust Board via the Standards Committee of the character, mission and ethos of each Academy</li> <li>Alongside the Academy Principal, develop the character, mission and ethos of Academies within the Trust</li> <li>Determine the individual Academy's vision and strategy, agreeing key priorities and Key Performance Indicators (KPIs) against which progress towards achieving the vision can be measured, in conjunction with the Academy Principal</li> <li>Appoint and dismiss the Academy Principal through a panel including Trust representation</li> <li>Agree budget plan to support the delivery of Academy key priorities in conjunction with Principal</li> <li>Agreed Academy staffing structure alongside Principal</li> <li>Determine and approve Academy level policies, providing oversight to the Trust Board where appropriate,</li> </ul>	<ul style="list-style-type: none"> <li>Alongside the CEO and Academy Principal, inform the Trust Board of the character, mission and ethos of the Academy</li> <li>Determine the Academy's vision and strategy, agreeing key priorities and Key Performance Indicators (KPIs) against which progress towards achieving the vision can be measured, in conjunction with the CEO and Academy Principal</li> <li>Work alongside the CEO to appoint and dismiss SLT</li> <li>Budget plan to support the delivery of Academy key priorities agreed by CEO</li> <li>Academy staffing structure agreed by CEO alongside Principal</li> <li>CEO to determine and approve Academy level policies, using Trust Board committees where appropriate, which reflect the school's ethos and values to include e.g. Admissions; SEND;</li> </ul>

	<b>Members</b>	<b>Trust Board</b> <b>TB Finance &amp; Risk Committee</b> <b>TB Standards Committee</b>	<b>LGBs</b>	<b>LABs</b>
		<ul style="list-style-type: none"> <li>• Agree budget plan to support the delivery of Trust key priorities – actioned by CEO and FD</li> <li>• Agree budget plan to support the delivery of Academies key priorities – scrutiny at F&amp;R Committee</li> <li>• Agree the Trust’s staffing structure, actioned by CEO</li> <li>• Determine and approve Trust wide policies, using Trust Board committees where appropriate, which reflect the Trust’s ethos and values (facilitating discussions with Unions where appropriate) including: Charging and Remissions; Complaints; Expenses; Health &amp; Safety; Premises Management; Data Protection, GDPR and FOI; staffing policies including capability, discipline, conduct and grievance, to be actioned by the Executive Board</li> <li>• Have oversight over Academy level policies, using Trust Board committees where appropriate, which reflect the school’s ethos and values to include e.g. Admissions; SEND; Safeguarding and Child Protection; Curriculum; Behaviour</li> <li>• Agree the central spend/top slice following recommendation by the F&amp;R</li> </ul>	<p>which reflect the school’s ethos and values to include e.g. Admissions; SEND; Safeguarding and Child Protection; Curriculum; Behaviour, in conjunction with the Principal</p> <ul style="list-style-type: none"> <li>• Establish, review and monitor the Academy Risk Register through the Principal and report back to the Risk Management Committee</li> <li>• Engage with stakeholders</li> <li>• Agree the Asset and Premises Maintenance strategy, determining the use of Academies premises and ensuring that premises are adequately maintained using DfC spend in conjunction with the Principal</li> </ul>	<p>Safeguarding and Child Protection; Curriculum; Behaviour, in conjunction with the Principal</p> <ul style="list-style-type: none"> <li>• Establish, review and monitor the Academy Risk Register through the CEO and Principal and report back to the Risk Management Committee</li> <li>• Engage with stakeholders</li> <li>• CEO agrees the Asset and Premises Maintenance strategy with the Trust Board, determining the use of Academies premises and ensuring that premises are adequately maintained using DfC spend</li> </ul>

	<b>Members</b>	<b>Trust Board</b> <b>TB Finance &amp; Risk Committee</b> <b>TB Standards Committee</b>	<b>LGBs</b>	<b>LABs</b>
		<p>Committee and discussion with the Executive Board</p> <ul style="list-style-type: none"> <li>• Establish, review and monitor the Trust Risk Register</li> <li>• Engage with stakeholders</li> <li>• Agree the Asset and Premises Maintenance strategy, determining the use of Academies premises and ensuring that premises are adequately maintained using DfC spend for founder Academies – informed by the Executive Board</li> <li>• Agree the School Condition Allowance (SCA) spend for the Trust using recommendations from the F&amp;R Committee</li> </ul>		
<b>Holding to Account</b>		<ul style="list-style-type: none"> <li>• Agree auditing and reporting arrangements for matters of compliance</li> <li>• Agree reporting arrangements for progress on key priorities</li> <li>• Undertake Performance Management of the CEO</li> <li>• Attend Performance Management of founding Academy Principals</li> <li>• Undertake Performance Management of sponsored Academy Principals via the CEO</li> <li>• Agree arrangements for Trustee monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake Performance Management of founding Academy Principals</li> <li>• Agree arrangements for Academy LGB monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake Performance Management of Academy Principal with CEO and make any pay decision recommendations to the Trust Board.</li> <li>• Agree arrangements for Academy LAB monitoring alongside CEO</li> </ul>

	<b>Members</b>	<b>Trust Board</b> <b>TB Finance &amp; Risk Committee</b> <b>TB Standards Committee</b>	<b>LGBs</b>	<b>LABs</b>
		<ul style="list-style-type: none"> <li>• Agree arrangements for Academy LGB/LAB overall performance monitoring</li> </ul>		
<b>Ensuring Financial Probity</b>	<ul style="list-style-type: none"> <li>• Ensure that there are appropriate financial controls so that there is a regularity, probity and value for money in relation to the management of public funds</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that there are appropriate financial controls so that there is a regularity, probity and value for money in relation to the management of public funds</li> <li>• Appoint CFO (Director of Finance) for delivery of Trust’s detailed accounting processes</li> <li>• Establish and review Trust’s Scheme of Financial Delegation</li> <li>• Receive and respond to External Auditors’ report</li> <li>• Approve Pay Policy and overarching Performance Management statement</li> <li>• Agree CEO pay award</li> <li>• Informed of founding Principal pay award</li> <li>• Agree sponsored Academy Principal pay award in conjunction recommendation from pay committee.</li> <li>• Ratify sponsored Academy Performance Management and pay progression.</li> <li>• Ensure robustness in benchmarking and Trust wide value for money, actioned by FD</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that there are appropriate financial controls so that there is a regularity, probity and value for money in relation to the management of public funds in conjunction with Principal</li> <li>• Adopt Trust’s Scheme of Financial Delegation</li> <li>• Agree Principal pay award</li> <li>• Approve individual Performance Management policy and form Pay committee for reviewing and agreeing pay progression</li> <li>• Ensure robustness in benchmarking and Academy value for money in line with Trust procedures and in conjunction with Principal</li> <li>• Develop Trust wide procurement strategies and efficiency savings programme, accountable through Principals and SBMs</li> </ul>	<ul style="list-style-type: none"> <li>• CEO ensures that there are appropriate financial controls so that there is a regularity, probity and value for money in relation to the management of public funds</li> <li>• Adopt Trust’s Scheme of Financial Delegation</li> <li>• Recommend Principal pay award</li> <li>• Recommend to Trust Board Performance Management and pay progression</li> <li>• Ensure robustness in benchmarking and Academy value for money as actioned by FD</li> </ul>

	Members	Trust Board TB Finance & Risk Committee TB Standards Committee	LGBs	LABs
		<ul style="list-style-type: none"> <li>• Develop Trust wide procurement strategies and efficiency savings programme, actioned by the FD</li> <li>• Review and approve Trust wide procurement strategies and efficiency savings programme</li> <li>• Agree a Funding model across the Trust and develop individual funding models for the Academies so as to secure the Trust's financial health in the short term and the long term</li> <li>• Formulate and develop the proportion of the overall budget to be delegated to each Academy in line with GAG statements</li> </ul>		

To be reviewed annually during the first half term of the academic year.