



Scheme of Delegation

STRATEGIC LEADERSHIP	Trustees	Exec Principal	LGB	Academy Lead
Set strategic objectives of the Trust & Academies	Determine - for the Trust & Academies	Develop - in the case of the Academies in consultation with LGB & Academy Lead	Recommend	Consult - in the case of their Academy
Deliver strategic objectives of the Trust & Academies	Review	Deliver	Review	Deliver
Scrutiny - review & challenge progress of the Trust against its strategic objectives and KPIs	Review - progress of the Trust & Academies	Report Review - reports from the LGBs/Academy Leads	Review - progress of the Academy Report - progress to the EP & Board	Report - progress of the Academy to the LGB
Compliance: Funding Agreement - comply with all obligations including the Academies Financial Handbook	Review	Deliver	Comply	Comply
Compliance: Regulatory - with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	Review	Deliver Report - to Board	Review	Deliver Report - to LGB & EP
Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	Determine - policies to ensure compliance Review	Deliver Report - to Board	Review	Deliver Report - to LGB & EP
Compliance - completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	Determine - policies to ensure compliance Deliver		Deliver	

STRATEGIC LEADERSHIP	Trustees	Exec Principal	LGB	Academy Lead
<p>Appointments of Trustees and Governors - ensuring processes in place for appointment of trustees (including ensuring that the Trustees and Governors have the skills to run the Trust and the Academies)</p>	<p>Determine - policies and criteria for the selection of Trustees and Governors</p> <p>Review - the Board's own performance</p> <p>Review - performance of the LGBs</p>	<p>Report - to the Board on the performance of the LGBs</p> <p>Review - annually the size, structure and composition and skill Determines of LGBs</p> <p>Recommend - if appropriate changes to the size and composition of the LGBs</p>	<p>Review - procedures for the election of staff and parent governors of the LGB</p> <p>Review - own performance</p>	
<p>Appointment of the Finance Director and Audit Committee</p>	<p>Deliver - appoint Finance Director and (if necessary) the Audit Committee</p>	<p>Deliver - the Finance Director role</p>		
<p>Appointment of Clerk - Board and LGBs</p>	<p>Deliver - appoint the clerk to the Board & LGBs</p>		<p>Consult - in connection with the appointment of the LGB clerk</p>	

STRATEGIC LEADERSHIP	Trustees	Exec Principal	LGB	Academy Lead
Policies	Determine	Deliver - presenting policies to the Board for approval Report - material non-compliance to the Board	Review - all policies approved by the Board and Academy specific policies	Deliver - presenting Academy specific policies for approval by the LGB Report - non-compliance to the LGB and the EP
Prepare terms of reference for LGB's and Committees	Deliver Review - annually	Develop		
Training programme for trustees and governors	Deliver	Develop	Deliver	

STANDARDS	Trustees	Exec Principal	LGB	Academy Lead
Academy Development Plan - for each Academy in line with strategic aims of the Trust	Determine - the Trust wide Development Plan in consultation with the appropriate LGB	Deliver - drafting and agreeing the Trust wide Development plan and the Academies Development Plans	Recommend - Academy Development Plan to the Board	Work with the EP in producing the Academy Development Plan Review - the Academy Development Plan
Key Performance Indicators - setting and reviewing the performance of the Trust & the Academies	Determine - Trust wide and Individual Academy KPIs Review - performance against KPIs Deliver - holding leadership to account for delivery against KPIs	Consult - with the LGBs and propose KPIs to the Board Receive reports - from the LGBs and report performance of the LGBs against KPIs	Recommend - targets for performance of the Academy to the EP Review - performance of the Academy and report to the EP Monitor and advise Trustees (standards Committee)	Deliver - performance of the Academy against KPIs Report - performance of the Academy to LGB

STANDARDS	Trustees	Exec Principal	LGB	Academy Lead
Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to deliver educational outcomes	Review	Deliver - supporting the Academies and intervening where appropriate	Review - at the Academy	Review - management of staff to ensure teaching and learning objectives are met Report- strengths and concerns in the quality of teaching to LGB
Curriculum - setting the curriculum for the Academies and reviewing its effectiveness	Determine - curriculum and standards Review - effectiveness of the curriculum across Trust	Deliver Recommend	Consult Review	Deliver
Pupil Premium - reviewing and challenging the value for money of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	Review	Report - to Board effectiveness of use of the Pupil Premium across Trust	Determine & Review - how Pupil Premium is spent at the Academy	Deliver Report - on effectiveness of use of the Pupil Premium

STANDARDS	Trustees	Exec Principal	LGB	Academy Lead
Set admissions policy	Deliver	Develop		
Admission decisions		Deliver	Recommend	Consult with EP
Collective worship arrangements for school without religious character			Review	Deliver
Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)	Review	Review delivery	Receiving reports from the Academy Lead Report any material issues to the Board and the EP	Deliver - ensuring student issues are dealt with in accordance with Trust and Academy Policies Report - to the LGB on any material issues
Academy Hours - setting the opening and closing times for the Academies	Determine - in consultation with LGBs		Consult - with the Board	Comply
Term Dates and length of school day	Determine - in consultation with LGBs		Consult - with the Board	Comply
School lunch - ensure provided to appropriate nutritional standards			Review	Deliver
Provision of free school meals to those meeting criteria			Review	Deliver

FINANCE & RESOURCES	Trustees	Exec Principal	LGB	Academy Lead
<p>Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to secure the Trust's financial health in the short term and the long term</p>	<p>Determine - in consultation with the LGBs</p>	<p>Recommend a funding model to the Board for approval Review</p>	<p>Consult - with the Board Review - compliance with the overall financial plan for the Academy</p>	<p>Comply</p>
<p>Trust Annual Budget - formulating and setting the Trust wide budget</p>	<p>Determine</p>	<p>Deliver - on preparation of Trust budget and present to the Board for approval Review - submission of Trust budget to the EFA</p>		
<p>Academy Annual Budgets - formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances)</p>	<p>Determine</p>	<p>Deliver - on preparation of Academy budgets in consultation with the LGBs and present to the Board for approval Review - submission of Academy budgets to the EFA</p>	<p>Consult - with EP in respect of the Academy's requirements Comply</p>	<p>Deliver Comply</p>

FINANCE & RESOURCES	Trustees	Exec Principal	LGB	Academy Lead
Expenditure and ensuring delivery of Annual Budgets	Review	<p>Report - to the board any material issues with delivery against the Annual Budget by the Academies</p> <p>Receive reports - on matters of concern in connection with compliance with the Annual Budgets</p>	<p>Review</p> <p>Report - to the EP any issues with expenditure or compliance with the Annual Budgets by the Academy</p>	<p>Report - to the LGB any need for any matters of concern in respect of the Academy's annual budget</p>
Reporting: financial reporting and KPIs	Determine	Deliver	Review	Deliver
Delegated Budgets and Finances - in the form of a scheme of delegation of financial authority to the Academies (See the Trust's competitive tendering policy)	Determine	<p>Deliver - on recommending financial limits to the Board</p> <p>Review - effectiveness of limits</p>	<p>Review Delivery- Academy</p> <p>Comply - adherence to limits</p>	<p>Comply - adherence to limits</p>

FINANCE & RESOURCES	Trustees	Exec Principal	LGB	Academy Lead
Financial Policies -establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements	Determine	Review - compliance with policies Report - any issues or non-compliance to the Board	Review delivery - compliance with policies Report - any issues or non-compliance to the EP	Deliver - compliance with finance policies
Approving annual accounts	Approve	Deliver - arrange for auditing and filing of annual report and accounts	Comply - by keeping proper records in respect of the Academy and providing such information to assist the Trust in preparation of the Annual Accounts	
Corporate Risk Register	Review delivery	Deliver - management of corporate risk register	Review - Academy risk register	Deliver - management of Academy risk register
Investments - agreeing the investment policy in line with the Academies Financial Handbook and any internal polices and controls	Determine and review delivery	Deliver		
Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	Determine	Deliver	Comply	Comply

FINANCE & RESOURCES	Trustees	Exec Principal	LGB	Academy Lead
Setting academy specific procurement policies - in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	Determine	Review	Deliver - in accordance with Trust policy	Recommend
Determining and allocating central services provided to the Academies by the Trust	Determine (in consultation with the LGBs)	Deliver- on recommending the allocation of services to the Board	Consult	Consult
Overseeing the effectiveness of services provided centrally by the Trust	Review	Deliver and report to Board	Report - to the Board	
Asset and Premises Maintenance Strategy - determining use of Academies' premises and ensuring premises are adequately maintained	Determine - Trust wide policy	Recommend	Determine - academy plan in accordance with Trust policy Review delivery of academy plan	Deliver - in accordance with Academy policy
Acquiring and disposing of Trust land	Deliver	Recommend		
Changing use of Assets	Deliver		Recommend to the Board of any changes to fixed assets used by the Academy	
Arranging insurance for the Trust	Review	Deliver		

FINANCE & RESOURCES	Trustees	Exec Principal	LGB	Academy Lead
Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community	Review	Deliver - Trust wide activities	Comply	Comply
Academy Prospectus		Review	Deliver	Recommend
Trust Prospectus and website	Review	Deliver		

PERSONNEL	Trustees	Exec Principal	LGB	Academy Lead
Appointing the EP	Appoint			
Appointing the Academy Leads at each Academy	Approve -in consultation with the EP/ LGBs	Recommend - sit on appointment panel along with two representatives of the relevant LGB	Recommend - [two representatives] to sit on the appointment panel with the EP	
Appointing of cross-Trust Staff (in line with recruitment policy)	Review	Appoint and report to the Board		
Appointing Academy Staff			Appoint (in consultation with the Academy Lead)	Recommend
Establishing Trust wide HR Policies (including recruitment , discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Determine Review	Comply	Review	Comply
Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust's pay policy and all statutory regulations)	Review - in respect of EP Receive reports - in respect of appraisal arrangements and outcomes Review - any appeals in respect of the Academy Leads and cross academy staff	Review - in respect of Academy Leads and cross Trust staff (and any appeals from Academy staff) Review - and Report - (annually) to the Board on appraisal arrangements and outcomes	Assure - in respect of performance management of Academy Lead Review - any appeals respect of all other staff	Review - in respect of all other staff Report - annually to the EP on appraisal arrangements and outcomes

PERSONNEL	Trustees	Exec Principal	LGB	Academy Lead
Setting Terms and Conditions of Employment and Staff Handbook	Determine - and consider any proposals by LGBs to make amendments	Recommend	Consult - report to Board on any suggested changes to the Academy's terms and conditions	Comply
Dismissing EP, Academy Leads, senior/ cross Trust staff (in accordance with the Trust disciplinary and capability policies)	Review - in respect of the EP	Review - in respect of Academy Leads, cross academy staff and senior leadership teams of the Academies Report - any dismissals to the Board	Review - in respect of the Academy Lead of the Academy	
Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)		Review Report - to the Board	Review (in consultation with the EP) Report - to the EP	Comply
Reviewing discipline and grievance policy	Review delivery	Recommend	Review - in line with Trust policy	
Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	Determine	Deliver	Comply	Comply