



# Education Learning Trust Multi Academy Trust

## SCHEME OF DELEGATION

<b>Last update</b>	October 2024
<b>Date updated</b>	October 2024
<b>Approved by Trust Board</b>	December 2024
<b>Next review</b>	October 2025

## Revision History

Date	Document Version	Document Revision History	Document Author / Reviser	Document Approver
18/10/2018	1.0	Updated Scheme of Delegation from Browne Jacobson reviewed and adopted by Trust Board	J Evans	Trust Board
25/09/2019	1.1	Document annual review. Reformatting, no significant changes. circulated to Staff & AGBs	J Jones, SBM	Trust Board 25/09/2019
October 2020	1.2	Document annual review. Circulated to staff & 04/12/2020 & AGBs.	M Murray, CEO/Executive Headteacher & J Jones, ELT Primary SBM	Trust Board 03/12/2021
September 2021	1.3	Annual Review No significant changes Circulated to Schools 19/10/2021	J Jones, HR & Compliance Manager/Michelle Murray CEO	Trust Board 05/10/2021
December 2021	1.4	Addition - Remuneration Committee to committee diagram	J Jones, HR & Compliance Manager	Trust Board 15/12/2021 Final Approval 10/01/2022
March 2023	1.5	Document Review – update name of Finance, Resources, Audit and Risk Committee to Audit and Risk Committee	R O'Connell, DFO	Trust Board March 2023
October 2024	1.6	New document based on Browne Jacobsen template Reviewed by school leaders (4/10/24) Reviewed by AGB's (14/10/24)	VMc DLI MM CEO Headteachers	Trust Board December 2024 Final approval: 11/12/24

## **Introduction:**

The Education Learning Trust is a charitable organisation with Trustees acting as both Charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and Company Directors. The Trustees are responsible for control and management of the administration of the Trust, and in accordance with the provisions set out in the Articles of Association and its funding agreement. The Trust Board is legally responsible and accountable for all statutory functions, for the performance of all schools within the Trust and for approving a written Scheme of Delegation of Financial Powers that maintains robust internal control arrangements.

In addition, the Trust Board carries out the three Core Governance Functions which are to:

1. Ensure clarity of vision, ethos and strategic direction (including core compliance)
2. Hold the Executive Team to account for the educational performance of the Trust's schools and their pupils, and the effective and efficient performance management of staff
3. Oversee the financial performance of the Trust and make sure its money is well spent

Further details about delegation arrangements are outlined in separate Terms of Reference documents. Additionally, the Trust's *Scheme of Financial Delegation*, which the Trust is required to have under the Academies Financial Handbook, is set out in a separate document and also supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls.

Education Learning Trust's Scheme of Delegation acts as the bedrock for our Trust and guides all those in leadership and governance to understand their responsibilities and the contribution they make towards the Trust strategic objectives:

**Objective 1**

**Developing a model of learning across all phases through an evidence-based approach which will achieve the highest educational outcomes**

**Objective 2**

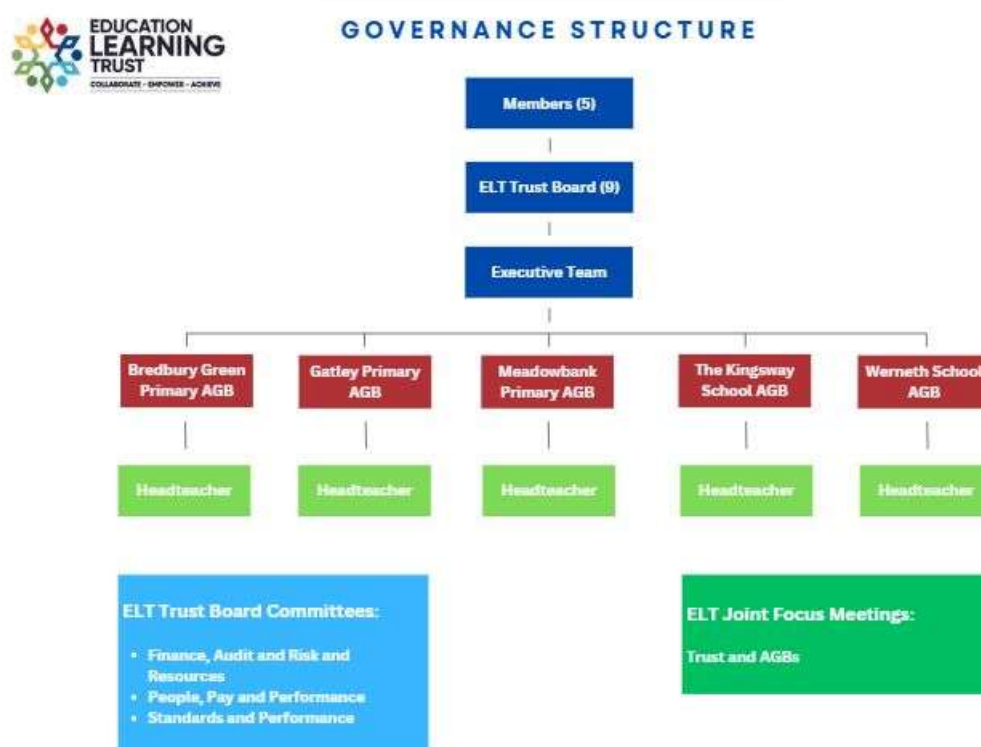
**Strengthening partnerships to create communities of improvement which extend learning opportunities beyond our organisation**

**Objective 3**

**Growing the conditions and central functions to support our organisation to advance education and deliver at scale**

The ELT vision is to **Collaborate, Empower** and **Achieve** and this Scheme sets out the Trust's approach to delegations between the different layers of governance under Article 105 of the Articles of Associations:

*'The Trustees may delegate any of their powers or functions (including the power to sub-delegate) to any Trustee, committee (including any Local Governing Body) the Chief Executive Officer or any other holder of an executive office. Any such delegation shall be made in writing and subject to any conditions the Trustees may impose, and may be revoked or altered.'*



This Scheme of Delegation is divided into four sections as follows:

- Strategy & Leadership
- Education & Curriculum;
- Financial;
- HR & Operations.

The delivery model for the Scheme is built around the ELT vision to Collaborate, Empower and Achieve, with the Scheme setting out the **responsibility, role** and **functions** required to fulfil the Trustees' legal responsibilities. The Executive and Committees of the Trust Board draw their authority, legitimacy and power to make decisions from the Scheme of Delegation, delegating as much as possible and at the point of impact, while retaining accountability.

Below is a glossary of **functions** which clarify the roles delegated by the Trustees who are the legally liable body. To assist interpretation of the matters delegated in the Scheme, it uses defined phrases which are supplemented by additional comment as appropriate.

Function	
<b>Collaborate</b>	
<b>Support</b>	Work in partnership, offering input and challenge
<b>Consult</b>	Engage with appropriate stakeholders to ensure viewpoints are considered, leading to appropriate decisions
<b>Communicate</b>	Share information, discuss and disseminate
<b>Evaluate</b>	Assess appropriate milestones and targets to be reported against in order to formulate further actions
<b>Empower</b>	
<b>Implement</b>	Fulfil the deliverable and operational actions required
<b>Deliver</b>	Undertake responsibility for and report on progress at suitable intervals
<b>Review</b>	Appraise whether a particular task/document is operating in accordance with policies and processes
<b>Achieve</b>	
<b>Comply</b>	Follow agreed policies and procedures through to agreed outcomes
<b>Accountable</b>	Ensure that requirements are met according to legal responsibility for ensuring completion and sign off

## STRATEGY & LEADERSHIP

Responsibility	Headteachers	AGB	Directors	CEO	Trustees
Setting Trust vision	Review	Support	Consult	Communicate	Accountable
Setting Trust culture and values	Deliver	Deliver	Deliver	Communicate	Accountable
Setting expectations for Trustee conduct				Deliver	Accountable
Fostering equality, diversity and inclusion including building a diverse board				Communicate	Accountable
Ensuring transparency of information				Accountable	Review
Adhering to the Articles of Association				Accountable	Accountable
Setting the Trust strategy			Deliver	Accountable	Review
Championing the Trust strategy			Implement	Communicate	Accountable
Reviewing progress against the strategy			Deliver	Review	Accountable
Setting school/ academy improvement plan in line with Trust priorities	Implement	Review	Support	Accountable	Review
Establishing a high performing governance structure including appointing board committees and academy committees				Accountable	Accountable
Appointing Chair and Vice Chair					Deliver
Appointing Parent Trustees/ Local Committee Parent Governors		Implement			Accountable
Evaluating governance regularly		Review		Evaluate	Accountable

## STRATEGY & LEADERSHIP

Responsibility	Headteachers	AGB	Directors	CEO	Trustees
Nominating Safeguarding Lead Trustee				Implement	Accountable
Nominating SEND Lead Trustee				Implement	Accountable
Ensuring finance skill set on Board					Accountable/ Deliver
Appointing and performance managing the Senior Executive Leader as Accounting Officer					Accountable/ Deliver
Overseeing staff wellbeing, workload and working conditions	Deliver	Review	Deliver	Deliver	Accountable
Setting pay levels, including executive pay					Accountable/Deliver
Ensuring strategic oversight and accountability				Accountable	Review
Developing curriculum policies as required by school(s) (religious education, relationships, sex & health education, collective worship)	Deliver	Review	Support	Accountable	Review
Appointing CFO				Deliver	Accountable
Setting delegated authority limits for financial transactions				Deliver	Accountable
Developing budget	Support		Implement	Deliver	Accountable
Appointing external auditor			Implement	Deliver	Accountable
Setting admissions policies	Support	Review	Consult	Deliver	Accountable

## STRATEGY & LEADERSHIP

Responsibility	Headteachers	AGB	Directors	CEO	Trustees
Setting Health and Safety policies and Estates Management Strategy	Support	Review	Implement	Deliver	Accountable
Attending Trust inspections			Support	Implement	Accountable
Setting Trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)	Comply			Implement	Accountable
Setting safeguarding policies (Safeguarding and Child Protection, Pupil Mental Health and Wellbeing, Prevent Duty, Looked After Children, Safer Recruitment, Supporting Pupils with Medical Conditions)	Support			Implement	Accountable
Setting behaviour and welfare policies (behaviour, exclusions)	Review	Review	Support	Deliver	Accountable
Setting approach to directing pupils offsite, exclusions	Review	Review		Deliver	Accountable
Setting the school day and school year	Consult	Review	Support	Deliver	Accountable
Setting approach to appraisal and performance management				Deliver	Accountable



## EDUCATION & CURRICULUM

	Headteachers	AGB	Directors	CEO	Trustees
Engaging with stakeholders and religious authorities	Implement		Deliver	Accountable	
Nominating Careers Lead Trustee				Implement	Accountable
Setting Trust approach to curriculum and assessment, with regard to statutory requirements	Implement	Review	Evaluate	Deliver	Accountable
Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements	Implement	Review	Evaluate	Accountable	
Setting and delivering school curriculum and assessment in line with trust approach	Implement	Review	Support	Deliver	Accountable
Delivering careers guidance, with regards to statutory requirements	Implement	Review			Accountable
Keeping admission and attendance registers	Implement				Accountable
Ensuring compliance with SEND Code of Practice	Implement				Accountable
Delivering support for Looked After Children	Implement				Accountable
Setting the Uniform Policy	Deliver			Accountable	

## HR & OPERATIONS

	Headteachers	AGB	Directors	CEO	Trustees
Appointing a governance professional				Implement	Accountable
Ensuring appointment checks, induction and training	Implement		Implement	Accountable	
Production and analysis of data	Implement	Review	Deliver	Accountable	
Ensuring adequate insurance cover is in place				Implement	Accountable
Maintaining Risk Register			Support	Implement	Accountable
Managing Conflicts of Interest and Related Party Transactions				Implement	Accountable
Setting governance policies (Data Protection, Information Sharing, Cyber Security, Freedom of Information, Code of Conduct, Complaints, Whistleblowing)	Support		Consult	Implement	Accountable
Managing academy premises	Comply		Deliver	Implement	Accountable
Setting approach to staff appointment and dismissal, with regard to statutory requirements	Comply		Deliver	Implement	Accountable
Setting HR policies (Appraisal, Pay, Disciplinary, Grievance, Capability, Safer Recruitment)	Support		Deliver	Implement	Accountable
Setting whistleblowing procedures				Implement	Accountable

## FINANCE

	Headteachers	AGB	Directors	CEO	Trustees
Delivering monthly management accounts and forecasts			Comply	Deliver	Accountable
Managing cash position			Comply	Deliver	Accountable
Delivering Annual Report and Accounts, with regard to accounts consolidation exercises required by DfE			Comply	Deliver	Accountable
Developing finance policies (Charging and Remission, Procurement)			Comply	Deliver	Accountable
Ensuring compliance with ESFA requirements			Comply	Deliver	Accountable
Monitoring Pupil Premium spend inc. year 7 Literacy and Numeracy Catch-up and PE and Sport Premium	Comply		Support	Deliver	Accountable