

Education Learning Trust

SCHEME OF DELEGATION

Date updated	Summer 2026
Next review	Autumn 2026

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
September 2024	1.6	New document based on Browne Jacobsen template Reviewed by school leaders (4/10/24) Reviewed by AGB's (14/10/24)	R O'Connell, DFO VMc DLI MM CEO	Trust Board October 2024
October 2025	2.0	Revised document based on External Review of Governance recommendations and consultation with AGBs	VMc, HW, TP	Trust Board 15/10/2025
April 2026	2.1	Interim Review to include Principal remit and enhanced executive support, review & oversight (CFOO/EDE)	VMc, HW, TP	Trust Board

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

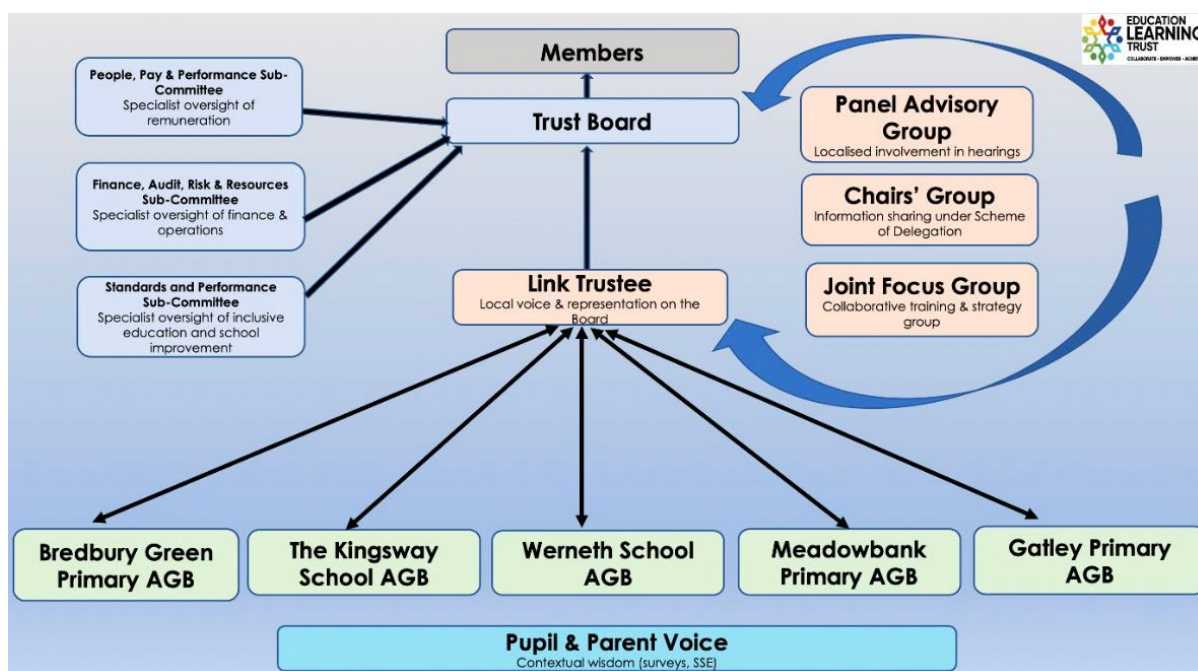
Objective 3

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/Principal 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.'

ELT Governance Structure



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.

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

STRATEGY & LEADERSHIP

Responsibility	Principal	Headteachers	AGB	Executive Team	CEO	Trustees	Members
Setting Trust vision	Communicate	Communicate	Support	Consult	Deliver	Accountable	
Setting Trust culture and values	Communicate	Deliver	Deliver	Deliver	Communicate	Accountable	
Setting expectations for Trustee conduct						Accountable/ Deliver	
Fostering equality, diversity and inclusion including building a diverse board					Communicate	Accountable	
Ensuring transparency of information	Comply	Consult		Consult (P)	Accountable	Review	
Adhering to the Articles of Association					Accountable	Accountable	
Approve amendments to Articles of Association							Accountable
Setting the Trust strategy		Consult		Deliver	Accountable	Review	
Championing the Trust strategy	Communicate			Implement	Communicate	Accountable	
Reviewing progress against the strategy		Implement		Deliver	Review	Accountable	
Setting school/ academy improvement plan in line with Trust priorities	Implement	Implement	Review	Support/Deliver (P)	Accountable	Review	
Establishing a high performing governance structure including appointing board committees and academy committees				Deliver	Review	Accountable	?

STRATEGY & LEADERSHIP							
Responsibility	Principal	Headteachers	AGB	Executive Team	CEO	Trustees	Members
Appointing Chair and Vice Chair						Deliver	
Appointing Parent Trustees/ Local Committee Parent Governors			Implement			Accountable	
Appointing Trustees						Consult/Review	Accountable
Appointing and Removing Members							Accountable
Evaluating governance regularly			Review		Evaluate	Accountable	
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	Communicate	Deliver	Review	Deliver/ Implement (P)	Deliver/ Consult (P)	Accountable	
Setting pay levels, including executive pay						Accountable/ Deliver	

STRATEGY & LEADERSHIP

Responsibility	Principal	Headteachers	AGB	Executive Team	CEO	Trustees	Members
Ensuring strategic oversight and accountability				Implement	Accountable	Review	
Developing curriculum policies as required by school(s) (religious education, relationships, sex & health education, collective worship)	Implement	Deliver	Review	Support/Deliver (P)	Accountable	Review	
Appointing CFOO					Deliver	Accountable	
Setting delegated authority limits for financial transactions					Deliver	Accountable	
Developing budget	Implement	Support		Deliver	Review	Accountable	
Appointing and remove external auditor				Implement	Review	Review	Accountable
Setting admissions policies		Support	Review	Consult	Deliver	Accountable	
Setting Health and Safety policies and Estates Management Strategy	Comply	Support	Review	Implement	Deliver	Accountable	
Attending MAT inspections	Support	Support	Support	Support	Implement	Accountable	
Setting Trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)	Comply	Comply	Comply	Review	Implement	Accountable	

STRATEGY & LEADERSHIP

Responsibility	Principal	Headteachers	AGB	Executive Team	CEO	Trustees	Members
Setting safeguarding policies (Safeguarding and Child Protection, Pupil Mental Health and Wellbeing, Prevent Duty, Looked After Children, Safer Recruitment, Supporting Pupils with Medical Conditions)	Comply	Implement	Review	Deliver	Implement	Accountable	
Setting behaviour and welfare policies (behaviour, exclusions)	Implement	Implement	Review	Support	Deliver	Accountable	
Setting approach to directing pupils offsite, exclusions	Implement	Review	Review		Deliver	Accountable	
Setting the school day and school year	Comply	Consult	Review	Support/Consult (P)	Deliver	Accountable	
Setting approach to appraisal and performance management	Comply	Support		Evaluate (P)	Deliver	Accountable	

	EDUCATION & CURRICULUM						
Responsibility	Principal	Headteachers	AGB	Executive Team	CEO	Trustees	Members
Engaging with stakeholders and religious authorities	Implement	Implement		Deliver	Accountable		
Ensuring the curriculum is designed and delivered in a manner that is both educationally effective and financially efficient	Evaluate	Implement	Review	Support/Deliver (P)	Accountable		
Nominating Careers Lead Trustee					Implement	Accountable	
Setting Trust approach to curriculum and assessment, with regard to statutory requirements	Implement	Implement	Review	Evaluate	Deliver	Accountable	
Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements	Implement	Implement	Review	Evaluate	Accountable		
Setting and delivering school curriculum and assessment in line with trust approach	Implement	Implement	Review	Support	Deliver	Accountable	
Delivering careers guidance, with regards to statutory requirements	Implement	Implement	Review			Accountable	
Keeping admission and attendance registers	Implement	Implement				Accountable	
Ensuring compliance with SEND Code of Practice	Implement	Implement	Review			Accountable	
Delivering support for Looked After Children	Implement	Implement				Accountable	
Setting the Uniform Policy	Consult	Consult			Accountable		

	HR & OPERATIONS						
Responsibility	Principal	Headteachers	AGB	Executive Team	CEO	Trustees	Members
Appointing a governance professional					Implement	Accountable	
Ensuring appointment checks, induction and training	Implement	Implement	Implement	Implement/ Review (P)	Accountable		
Production and analysis of data	Implement	Implement	Review	Deliver/ Support (P)	Accountable		
Ensuring adequate insurance cover is in place				Implement	Deliver	Accountable	
Maintaining Risk Register		Implement	Evaluate	Deliver/ Implement (P)	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	Review	Implement	Review	Accountable	
Managing academy premises	Comply	Comply		Deliver	Support	Accountable	
Setting approach to staff appointment and dismissal, with regard to statutory requirements	Comply	Comply		Deliver	Implement	Accountable	
Setting HR policies (Appraisal, Pay, Disciplinary, Grievance, Capability, Safer Recruitment)	Comply	Support		Deliver/ Support (P)	Implement	Accountable	
Setting whistleblowing procedures					Implement	Accountable	

	FINANCE						
Responsibility	Principal	Headteachers	AGB	Executive Team	CEO	Trustees	Members
Delivering monthly management accounts and forecasts				Comply	Deliver	Accountable	
Developing budgets	Implement	Support		Deliver	Review	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 DfE requirements				Comply	Deliver	Accountable	
Managing novel, contentious and repercussive transactions				Implement	Deliver	Accountable	
Monitoring Pupil Premium spend inc. year 7 Literacy and Numeracy Catch-up and PE and Sport Premium	Comply	Comply	Review	Support	Deliver	Accountable	