



ENDEAVOUR LEARNING TRUST SCHEME OF DELEGATION

Operational from
September 2024

PURPOSE

The Trust Board of Endeavour Learning Trust (“the Board”) is accountable in law for all decisions about the trust and its schools.

Decisions of the Trust are made at different levels and these delegations are informed by the Trust’s Articles of Association, agreed Trust policies as well as compliance requirements, financial levels of accountability and statutory guidance.

This scheme of delegation outlines the strategic functions and decisions that fall within the remit of the Trust Board in a clear usable format which provide clarity, consistency and avoid duplication or overlap in governance. The Board has the power to amend or suspend the scheme of delegation at any time. Operational aspects detailed in specific policies will be delegated to the Chief Executive to manage as part of the day to day running of Trust business. All functions assigned to the Chief Executive for delivery (responsibility) may be further delegated (e.g. by the Chief Executive to the Executive Team, Operational Leads or Headteachers as appropriate), however the Chief Executive will retain overall accountability and inform the Board as appropriate of the delegation.

Definitions	
Members	Custodians of the governance of the Trust charged with the set up and operation of the Trust within its Charitable Objects. An ‘eyes on, hands off’ role with significant separation from the Trust Board.
Trust Board	Legal accountable body with collective accountability for the effectiveness of each of the Trust’s academies and its operating arms (e.g. Endeavour Community). Where the scheme of delegation indicates that the Trust Board is responsible for the delivery of a decision, the Trust Board may delegate responsibility for delivery to the Trust’s Governance Professional (as Clerk to the Board).
Trust Committees	Res & Aud (R&A); Standards & Effectiveness (S&E); Pay (P), Growth (G), Nominations (N), Ad Hoc (AH). These enable review, scrutiny and discussion of key areas to ensure the Board has sufficient understanding and oversight. Refer to individual Terms of Reference for each committee.
Chief Executive (CEO)	Answerable to the Board for delivering the educational and operational outcomes for the Trust as set by the Board. The Chief Executive is also the Accounting Officer and has personal responsibility to the ESFA and DfE.
LACs	Local Academy Councils (local tier of Governance in the Trust). One per school in the Trust. Key role to provide local input into Quality of Education (e.g. Academy/School Development Plan) and Community and Stakeholder engagement in line with the Trust’s vision, ethos and values.
Headteachers	Individual who has ultimate responsibility for the academy in line Trust strategy, approach, ethos and values.
Executive Team (Sept 2024)	Comprises of members of the central team senior staff and includes Chief Finance Officer, Deputy Chief Exec, Director of Primary, Director of People, Director of SEND, Director of Estates & Operations.

Key/Definitions

A - Approver (accountable)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R - Responsible (for delivery)	Does the work to achieve the task. Can be shared between groups/individuals.
C - Consulted	Needs to be involved before the decision is made. Communication is two-way. These are important stakeholders or have relevant specialist knowledge.

		Members	Trust Board	Trust Committee	CEO	LACs	Headteachers
1	GOVERNANCE / BOARD BUSINESS						
1.1	Appoint/remove members	A/R					
1.2a	Appoint/remove Member Appointed Trustees (up to 6)	A/R					
1.2b	Appoint remove Co-opted Trustees (Article 58)		A/R				
1.3	Elect chair and vice chair of trustees		A/R				
1.4	Appoint and remove board committee chairs		A	R (all)			
1.5	Establish and review trust governance structures including LACs (e.g. Terms of Reference)		A/R		C		
1.6	Agree named safeguarding trustee		A/R				
1.7	Agree named SEND trustee lead		A/R				
1.8	Agree named careers trustee lead		A/R				
1.9	Appoint/remove Local Academy Council chairs		A/R		C	C	
1.10a	Appoint/remove Trust Local Academy Councillors		A/R	R (N)	C	C	
1.10b	Appoint/remove Co-opted Local Academy Councillors			C (N)	C	A/R	

		Members	Trust Board	Trust Committee	CEO	LACs	Headteachers
1.11	Appoint trust governance professional		A		R/C		
1.12	Agree academy committee clerking arrangements		A/R			C	
1.13	Review Articles of Association		A/R				
1.14	Approve (ratify) Articles of Association	A/R					
1.15	Complete annual review of Scheme of Delegation		A/R		C		
1.16	Complete biennial trust board self-review		A/R				
1.17	Complete biennial review of local governance		A/R		R (GCP)	C	C
1.18	Publish governance arrangements on trust and schools' websites		A		R		
1.19a	Ensure trust website is compliant and effective		A		R		
1.19b	Ensure academy (school) websites are compliant and effective		A		R	R	R
1.20	Submit annual report on the performance of the trust to members and publish		A		R		
1.21	Commission external review of board effectiveness (every 3 years - min requirement 5 years)		A/R		C		
1.22	Receive termly report from LACs via their Chairs		A		C	R	C
1.23	Agree Annual Governance Business Cycle		A/R		R (GCP)		

		Members	Trust Board	Trust Committee	CEO	LACs	Headteachers
2	VISION AND STRATEGY						
2.1	Determine trust's vision, strategy and key priorities		A/R		R	C	C
2.2	Apply trust vision and strategy to individual schools		A		R	C	R
2.3	Determine trust-wide policies which reflect the trust's ethos and values (refer to policy schedule)		A		R		
2.4	Determine academy (school) level policies (refer to policy schedule)				R	A	R
2.5	Establish Board Assurance Framework (risk register) and conduct annual review		A		R		
2.6	Monitor Board Assurance Framework (risk register) and updating on termly basis			A (R&A)	R		
2.7	Ensure engagement with stakeholders		A	R	R	R	R
2.8	Oversight of initiatives to support staff and student wellbeing		A	R (S&E)	R	C	
2.9	Approve and monitor Growth Strategy		A	R (G)	R		
2.10	Approval of academy/school transferring in/out of Trust		A	R (G)	R		
2.11	Agree the process of due diligence of schools joining the trust		A	R (G)	R		
2.12	Agree and monitor compliance with Equality, Diversity and Inclusion legislation		A		R		

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FINANCE AND OPERATIONS							
3.1	Appoint and remove external auditors	A	R	C (R&A)	R		
3.2	Receive external auditors report	A	R				
3.3	Action recommendations made by external auditors		A	R (R&A)	R		
3.4	Establish control framework and agree / monitor internal audit plan		A	R (R&A)	R		
3.5	Appoint and remove of internal auditors		A	R (R&A)	R		
3.6	Produce trust's scheme of financial delegation/financial regulations (including reserves and assets)		A	R (R&A)	R		
3.7	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		A		R		
3.8	Submit ESFA required reports and returns		A		R		
3.9	Agree budget plan to support delivery of trust strategic priorities		A	R (R&A)	R		
3.10	Agree budget plan to support delivery of school strategic priorities including Endeavour Community				A/R		R (as delegated)
3.11	Monitor trust budgets via agreed reporting processes		A	R (R&A)	R		
3.12	Carry out benchmarking and trust-wide value for money evaluation			C (R&A)	A/R		
3.13	Approval of Capital Investment Plan		A	R (R&A)	R		
3.14	Approve and monitor the Health & Safety Policies		A	R (R&A)	R		
3.15a	Approval of GDPR, Whistleblowing and Data Protection policies		A	R (R&A)	R		

		Members	Trust Board	Trust Committee	CEO	LACs	Headteachers
3.15b	Monitor compliance with GDPR, Whistleblowing and Data Protection policies				A		R
3.16	Managing Conflicts of Interest and Related Party transactions		A	R (R&A)	R		
3.17	Ensuring adequate insurance cover is in place including relevant approvals on indemnities		A	R (R&A)	R		
3.18	Appoint and remove DPO (DPO)		A	R (R&A)	R		
3.19	Bursary applications for 16-19 monitored and processed				A	C	R
4	HUMAN RESOURCES						
4.1	Appoint / Suspend/ Dismiss Chief Executive (Accounting Officer)		A/R				
4.2	Appoint / Suspend/ Dismiss member of Executive Team, incl Chief Finance Officer		A		R		
4.3	Appoint / Suspend / Dismiss Headteachers			C	A/R	C	
4.4	Agree Executive Team pay and reward (incl Chief Executive)		A	R (P)			
4.5	Agree all staff (teaching & non-teaching) pay and reward				A/R		C
4.6	Conduct Chief Executive performance management		A/R				
4.7	Conduct Executive Team performance management				A/R		
4.8	Conduct Headteacher performance management				A/R	C	
4.9	Agreement of severance packages (within delegated limits)				A/R		
4.10	Review and agree staff appraisal procedure and Trust-wide pay policy.		A	R (P)	R		C

		Members	Trust Board	Trust Committee	CEO	LACs	Headteachers
4.11	Determine Executive Team staffing structure		A		R		
4.12	Determine central team staffing structure incl. Endeavour Community				A/R		
4.13	Determine academy/staffing structure (within approved budget)				A		R
4.14	Implement disciplinary and capability procedures Executive Team		A/R				
4.15	Implement disciplinary and capability Central team, Headteachers and Endeavour Community				A/R		
4.16	Implement disciplinary and capability procedures Academy/School staff				A		R
5	EDUCATION						
5.1	Approve Trust Education Strategy including approach to curriculum development, delivery and assessment (EYFS)			A (S&E)	R		R
5.2a	Oversight of Trust performance and effectiveness (incl data analysis)		A	R (S&E)	R	R	R
5.2b	Oversight of school performance and effectiveness (incl data analysis) with feedback to Trust as required		C		R	A	R
5.3	Set objectives for Trust-wide improvements		A	R	R	C	R
5.4	Agree Trust-wide development plan		A	R	R		R
5.5	Approve annual school (academy) development plan				A	R	R
5.6	Decision to permanently exclude and suspend pupils						A/R
5.7a	Review permanent and suspensions (fixed term exclusions) at Trust Level		A/R	R (S&E)	R		
5.7b	Review permanent and suspensions (fixed term exclusions) at school level with feedback to Trust as required			C	R	A	R

		Members	Trust Board	Trust Committee	CEO	LACs	Headteachers
5.8	Determine admissions policies for schools		A		R (GCP)	C	C
5.9a	Monitoring implementation of Admission Policy			A (S&E)	R	C	R
5.9b	Operational implementation of Admission Policy including In Year Admissions and determination of oversubscription ranking (including Medical, Social and Welfare eligibility applications).						A/R
5.9c	Determine, monitor and operational elements of Admissions for Nursery or Sixth Form provisions.				A	C	R
5.10	Determine complaints procedure		A/R				
5.11	Implement complaints procedure		A/R	R	R	R	R
5.12	Determine annual Safeguarding Policies and monitor practices with regard to statutory guidance include appointing DSLs		A	R (S&E)	R	R	R
5.13	Monitor Staff, Student and Parental Voice and action feedback		A	R (S&E)	R	R	R
5.14	Approve and monitor Pupil Premium Strategy Statement				A/R	R	R
5.15	Monitoring of equity of opportunity for vulnerable students (e.g. Looked After, SEN and disadvantaged)		A	R (S&E)	R	R	R
5.16	Delivering careers guidance, with regards to statutory requirements		A	R (S&E)	R		R

		Members	Trust Board	Trust Committee	CEO	LACs	Headteachers
5.17	Keeping Admission and Attendance registers				A		R
5.18	Agree school term dates, inset dates and holiday pattern and ensure published on school website				C	C	A/R
5.19	Responsibility for the safe planning and management of education visits, excluding adventurous and residential activities.				C	C	A/R
5.20	Responsibility for the safe planning and management of adventurous activities and residential education visits.				A	C	R
6	COMMUNITY						
6.1a	Developing stakeholder partnerships across the trust		A	R	R	C	C
6.1b	Developing stakeholder partnerships at academy (school) level			C	C	A	R

CHAIR'S ACTION

The Trust has included with the governance arrangements, precaution for dealing with emergencies, where decision may be required in a time critical manner for occasions when it would not be possible to convene an emergency meeting. Meetings of the Trust board may be called at short notice and arranged within a week when necessary. There may, however, be situations which arise where a 'delay' has the potential to be '**seriously detrimental**' to the interests of the schools or Trust, any student or their parent, or a member of staff within the Trust.

The Chair of the Board would be consulted in all the above cases but may use their discretion to establish the urgency of the matter and, should it be deemed necessary, may use 'Chair's Action' to make a decision. This would only apply where an urgent, sensitive matter requires a decision within, for example a 48-hour period, accounting for the fact to convene a meeting within this timeframe would not be feasible. The decision would be reported to the Trust Board at the earliest opportunity. In the Chair's absence, the power to use 'Chair's Action' will also apply to the Vice-Chair but only if the Chair is not contactable.

DOCUMENT CONTROL

V1 September 2023	Establishment of new scheme of delegation to reflect change in Executive leadership (as per Academy Handbook)
V2 December 2023	Addition of delegations 5.19 and 5.20 regarding school trips – approved Trust Board 14 December 2023
V3 March 2024	Clarification of the demarcation of level of delegations – approved by Trust Board 21 March 2024. 1.2 (appointment of Trustees), 1.10 (appointment of LAC Councillors), 1.19 (website compliance), 3.15 (Data Protection) 5.2 (Education Performance & Effectiveness), 5.7 (Exclusions and Suspensions), 6.1 (Stakeholder partnerships) Addition of the Statutory Policy delegation (Annex 1).
V4 September 2024	Inclusion of 5.9b Delegation to Headteachers on behalf of the Admissions Authority (Trust Board) the operational decisions of Admissions including In Year Admission applications. Removal of Acronyms where feasible (e.g. Chief Executive instead of CEO)
V5 March 2025	1.16 and 1.17 moved to biennial rather than annual reviews; 3.18 (regarding DPO appointment/removal); 3.19 (regarding delivery of Bursary Policy); added. 5.9 further clarification of role of heads in determining SME admission eligibility and applications to Nursery or Sixth Form provision.

Annex 1

ELT Statutory Policy and Document Delegation (March 2025)

Cross referenced to Academy Trust Governance Guide (March 2024); Academy Trust Handbook (ATH). X/Name equals recommended or statutory level; Grey - not permitted;

Legislative	Trust Board	Committee	Chief Executive Headteachers	Frequency	ELT Owners	Level (Trust or School)	Publish (Web)
Administration & Data							
Admission Arrangements (School Admissions Code)	Trustees			Annual	Gov Professional Headteachers	School	School
Charging and Remissions		Res & Aud		Annual	Chief Finance Officer	Trust	Trust
Data Protection (GDPR/Privacy Notices/FOI/SAR)		Res & Aud		Annual	Gov Professional DPO	Trust	Trust
Protection of Biometric information (incl as part of Data Protection Docs); Information Security		Res & Aud		Annual	Gov Professional DPO	Trust	Trust
Freedom of Information publication scheme and guide to information		Res & Aud		Annual	Gov Professional DPO	Trust	Trust
CCTV policy (with local customisation as required)		Res & Aud		Annual	Gov Professional DPO	Trust	Trust
Privacy notices (staff, parents, pupils, governors)		Res & Aud		Annual	Gov Professional DPO	Trust	Trust
Register of Pupil Admissions			Headteachers	Live	Headteachers	School	No
Register of Pupil Attendance			Headteachers	Live	Headteachers	School	No
School Information (Website Compliance)			Headteachers	Live	Gov Professional Headteachers	Both	Trust School
Complaints Procedure/Policy	Trustees			Annual	Gov Professional Chief Executive	Trust	Trust

Legislative	Trust Board	Committee	Chief Executive Headteachers	Frequency	ELT Owners	Level (Trust or School)	Publish (Web)
Staffing & HR							
Allegations of Abuse Against Staff		Res & Aud		Annual	Director of People H of Safeguarding	Trust	Trust
Appraisal (Professional development review)		Res & Aud		Annual	Director of People	Trust	No
Capability		Res & Aud		Annual	Director of People	Trust	No
Staff Discipline and Grievance (staff behaviour)		Res & Aud		Annual	Director of People	Trust	No
Staff Code of Conduct (incl Low Level Concerns)		Res & Aud		Annual	Director of People H of Safeguarding	Trust	No
Single Central Record (vetting checks)			Headteachers	Live	Headteachers HR Team	School	No
(Teachers') Pay Policy (all staff incl Executive Team)	For Ratification	Pay		Annual	Director of People Chief Finance Officer	Trust	No
Early Career Teachers (ECT)		Standards		Annual	Director of People Deputy Chief Exec	Trust	Trust
Whistleblowing Policy	Trustees			Annual	Chief Executive Director of People	Trust	Trust
Human Trafficking & Modern Slavery Statement (when £36m turnover)	Trustees				Chief Finance Officer Director of People	Trust	Trust

Legislative	Trust Board	Committee	Chief Executive Headteachers	Frequency	ELT Owners	Level (Trust or School)	Publish (Web)
Pupil Wellbeing and Safeguarding							
Accessibility Plan		Res & Aud		3 years	Director of Est & Ops Headteachers	School	School
Safeguarding & Child Protection policy and procedures (Customisation to schools) - Inclusion of E Safety	Trustees			Annual	Head of Safeguarding Headteachers (DSLs)	Trust	School
Attendance Strategy (policy customised to schools)		Standards LACs		Annual	Director of Primary Headteachers	Trust	Both
SEND Information Report		Standards LAC		Annual	Director of SEND Headteachers	School	School
SEND Policy		Standards		Annual	Director of SEND Headteachers	Trust	Trust
Supporting Children with medical conditions		Standards		Annual	Deputy Chief Exec. Director of SEND	Trust	Trust
Children with health needs who cannot attend school.		Standards		Annual	Deputy Chief Exec. Director of SEND	School	School
Early Years Foundation Stage (EYFS) – Primary only		Standards		Annual	Director of Primary	Trust	School
Relationships Education (primary) and relationships and Sex Education (secondary) Single policy since Oct 24		Standards		Annual	Deputy Chief Exec. Director of Primary Headteachers	Trust	Trust
Careers Guidance Statement (Provider Access) Customised to the school		Standards		Annual	Deputy Chief Exec. Headteachers	Trust	School
Bursary 16-19 Policy – Ormskirk only			Chief Executive	Annual	Headteachers	School	School
School Working Patterns / School Day			Chief Executive	Annual	Deputy Chief Exec Headteachers	School	School
Uniform Principles (school customised)			Chief Executive Headteachers	Annual	Deputy Chief Exec Headteachers	Trust School	Trust School

Legislative	Trust Board	Committee	Chief Executive Headteachers	Frequency	ELT Owners	Level (Trust or School)	Publish (Web)
Pupil Premium Statement (DfE publishing Regulations)		LACs	Chief Executive Headteachers	Annual	Deputy Chief Exec Headteachers	School	School
Behaviour							
Behaviour in schools (linked to KCSIE) School customisation			Headteachers	Annual	Deputy Chief Exec Headteachers Head of Safeguarding	Trust	School
Anti bullying Strategy (linked to Behaviour)		Standards		Annual	Deputy Chief Exec Headteachers Head of Safeguarding	Trust	Trust
Behaviour Principles Written Statement	Trustees			Annual	Trust Board	Trust	Trust
School Exclusion			Chief Executive	Annual	Deputy Chief Exec Headteachers Gov Professional	Trust	Trust
Governance							
Equality Statement and Objectives (public sector equality duty) DfE publishing requirements	Trustees			4 years Annual	Director of People	Trust	Trust
Governors' Allowances (schemes for paying) (within Expenses policy)	Trustees			Annual	Gov Professional Chief Finance Officer	Trust	No
Register of business interest of trust leaders (SLT) including Trustees and LAC Councillors.	Trustees			Annual	Gov Professional	Trust School	Trust School
Articles of Association (Annual review)	Members Approve Trustees Annual Review			4 years	Gov Professional	Trust	Trust
Scheme of Delegation	Trustees			Annual	Gov Professional Chair of Trustees	Trust	Trust
Code of Conduct for Trustees and Councillors	Trustees			Annual	Gov Professional Chair of Trustees	Trust	Trust

Legislative	Trust Board	Committee	Chief Executive Headteachers	Frequency	ELT Owners	Level (Trust or School)	Publish (Web)
Strategic Vision (Aims and Values) - Ofsted	Trustees			3-5 Years	Chair of Trustees Chief Executive	Trust	Trust
Estates, Facilities and Finance							
Health and Safety (incl Estates Policy)		Res & Aud		Annual	Director of Estates Headteachers	Trust	No
First Aid in schools		Res & Aud		Annual	Director of Estates Headteachers	Trust	No
Premises management documents		Res & Aud		Annual	Director of Estates Headteachers	Trust	No
Board Assurance Framework Risk Register (live reporting to R&A)		Res & Aud		Annual	Chief Executive	Trust	No
Competitive Tendering Procedure		Res & Aud		Biennial	Chief Finance Officer	Trust	No
Gifts & Hospitality (Live Reporting to R&A)	Trustees			Biennial	Chief Finance Officer	Trust	No
Investment (plan)		Res & Aud		Annual	Chief Finance Officer	Trust	No
Reserves Policy (part of Finance Policy)		Res & Aud		Annual	Chief Finance Officer	Trust	No
Financial policy including delegations (annual review following publication of Academy Handbook)	Trustees			Annual	Chief Finance Officer	Trust	No
Debt management		Res & Aud		Annual	Chief Finance Officer	Trust	No