



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	Resources & Audit (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 Executive, 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	

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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 annual trust board self-review		A/R				
1.17	Complete (annual) 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
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)		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)		

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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 risk register and conduct annual review		A		R		
2.6	Monitor 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		

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3.15a	Approval of GDPR, Whistleblowing and Data Protection policies		A	R (R&A)	R		
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		
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				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

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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

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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						A/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
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	A/R
5.19	Responsibility for the safe planning and management of education visits, excluding adventurous and residential activities.					C	A/R
5.20	Responsibility for the safe planning and management of adventurous activities and residential education visits.				A	C	R

		Members	Trust Board	Trust Committee	CEO	LACs	Headteachers
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)

Annex 1

ELT Statutory Policy and Document Delegation (March 2024)

Cross referenced to Academy Governance Guide (March 2024)

X/Name equals recommended or statutory level; Grey - not permitted; White & Blue - permitted

Legislative	Trust Board	Committee	Chief Executive Headteachers	Frequency	ELT Owners	Status
Admission Arrangements (School Admissions Code)	X			Annual	Governance Professional Deputy Chief Executive Headteachers	S
Administration & Data						
Charging and Remissions		Resources & Audit		Annual	Chief Finance Officer	S
Data Protection (GDPR/Privacy Notices/FOI/SAR)		Resources & Audit		Annual	Governance Professional Data Protection Officer	S
Protection of Biometric information (include as part of Data Protection Docs)		Resources & Audit		Annual	Governance Professional Data Protection Officer	S
Register of Pupil Admissions			Headteachers	Live	Headteachers	S
Register of Pupil Attendance			Headteachers	Live	Headteachers	S
School Information (Website Compliance)		Resources & Audit		Live	Governance Professional Headteachers	S
Complaints Procedure/Policy	X			Annual	Governance Professional Chief Executive	S
Staffing & HR						
Allegations of Abuse Against Staff		Resources & Audit		Annual	Director of People Head of Safeguarding	S
Appraisal (Professional development review)		Resources & Audit		Annual	Director of People	S
Capability		Resources & Audit		Annual	Director of People	S
Staff Discipline and Grievance (staff behaviour)		Resources & Audit		Annual	Director of People	S
Staff Code of Conduct (incl Low Level Concerns)				Annual	Director of People Head of Safeguarding	
Single Central Record (and vetting checks)			Headteachers	Live	Headteachers HR Team	S
(Teachers') Pay Policy (all staff incl Executive Team)		Pay		Annual	Director of People Chief Finance Officer	

Legislative	Trust Board	Committee	Chief Executive Headteachers	Frequency	ELT Owners	Status
Early Career Teachers (ECT)		Standards		Annual	Director of People Deputy Chief Executive	
Pupil Wellbeing and Safeguarding						
Accessibility Plan		Resources & Audit		3 years	Director of Estates & Ops Headteachers	S
Safeguarding & Child Protection policy and procedures (Customisation to schools)	X			Annual	Head of Safeguarding Headteachers (DSLs)	S
Attendance		Standards		Annual	Director of Primary Headteachers	S
SEND Information Report		Standards LAC		Annual	Director of SEND Headteachers	S
SEND		Standards		Annual	Director of SEND Headteachers	
Supporting Children with medical conditions		Standards		Annual	Deputy Chief Executive Director of SEND	S
Children with health needs who cannot attend school.		Standards		Annual	Deputy Chief Executive Director of SEND	S
Early Years Foundation Stage (EYFS)		Standards		Annual	Director of Primary	S
Relationships Education (primary) and relationships and Sex Education (secondary)		Standards		Annual	Deputy Chief Executive Director of Primary Headteachers	S
Careers Guidance Statement (Provider Access)		Standards		Annual	Deputy Chief Executive Headteachers	S
Behaviour						
Behaviour in schools (linked to KCSIE)			Headteachers	Annual	Deputy Chief Executive Headteachers Head of Safeguarding	S
Behaviour Principles Written Statement	X			Annual	Trust Board	S
School Exclusion			Chief Executive	Annual	Deputy Chief Executive Headteachers Governance Professional	S
Governance						
Equality Information and Objectives (public sector equality duty) statement	X			4 years Annual	Director of People	S

Legislative	Trust Board	Committee	Chief Executive Headteachers	Frequency	ELT Owners	Status
Governors' Allowances (schemes for paying)	X			Annual	Governance Professional Chief Finance Officer	
Register of business interest of trust leaders including Trustees, Executive Leads, LAC Councillors and Heads (SLT).	X			Annual	Governance Professional	S
Articles of Association (Annual review)	Members Approve Trustee Annual Review			4 years	Governance Professional	S
Scheme of Delegation	X			Annual	Governance Professional Chief Executive	S
Estates and Facilities						
Health and Safety (incl Estates Policy)		Resources & Audit		Annual	Director of Estates Headteachers	S
First Aid in schools		Resources & Audit		Annual	Director of Estates Headteachers	S
Premises management documents		Resources & Audit		Annual	Director of Estates Headteachers	
Other (Statutory Documents but not in DfE statutory policy guidance)						
Freedom of Information publication scheme and guide to information		Resources & Audit		Annual	Governance Professional Data Protection Officer	S
Privacy notices (staff, parents, pupils, governors)		Resources & Audit		Annual	Governance Professional Data Protection Officer	S
Risk Register (live reporting to R&A)		Resources & Audit		Annual	Chief Executive	S
Whistleblowing Policy	X			Annual	Chief Executive Director of People	ATH
School Working Patterns / School Day			CEO	Annual	Deputy Chief Executive Headteachers	S
Uniform			CEO	Annual	Deputy Chief Executive	S
Competitive Tendering Procedure		Resources & Audit		Biennial	Chief Finance Officer	ATH
Gifts & Hospitality (Live Reporting to R&A)	X			Biennial	Chief Finance Officer	ATH
Investment (plan)		Resources & Audit		Annual	Chief Finance Officer	ATH

Legislative	Trust Board	Committee	Chief Executive Headteachers	Frequency	ELT Owners	Status
Reserves Policy (part of Finance Policy)		Resources & Audit		Annual	Chief Finance Officer	ATH
Financial policy including delegations	X			Annual	Chief Finance Officer	ATH
Debt management		Resources & Audit		Annual	Chief Finance Officer	ATH