



SANCTA FAMILIA
CATHOLIC ACADEMY TRUST

SCHEME OF DELEGATION

Appendix 1: DELEGATION OF RESPONSIBILITIES TABLE

Approved: **December 2025**
Review Date: **September 2026**

Implement	The individual / group will follow agreed policies and procedures or carry out specified duties. They are accountable for executing or implementing decisions or policies. They may be required to report on the delivery of duties/actions. In the case of (i) the CEO, reports will be to the Board, (ii) the LGB will be making reports in relation to their school to the Board and / or CEO (as appropriate) and (iii) the Headteacher, will be making reports in relation to their school to the CEO and / or LGB (as appropriate).
Consult	The individual / group that should be consulted as part of the process of completing a particular task. This role describes those whose knowledge and expertise is important in making the decision but does not imply that their input will be followed in all circumstances. This role is a supporting role
Recommend	Individual / group that should make recommendations as to how a particular task should be completed or what particular course of action should be taken. The Recommend role typically involves a significant element of work in a decision. They may gather relevant input (Consult) and propose a course of action—sometimes alternative courses, complete with pros and cons so that the Approver's choices are clear, simple and timely.
Approve	Approves the decision or activity. Accountable for making sure the activity is satisfactory and meets compliance standards. May delegate work.
Monitor	The individual / group that observes, checks and ensures the delivery of a particular task. They may be required to report to other groups.
Strategic Overview	The individual / group will observe and gain an appropriate level of understanding of a particular task or issue, commenting as appropriate.
Advise	The individual / group that Advises informs the decision and their advice should be considered as an essential part of decision making and only not followed when there is compelling rationale.

Appointments	Appointed Position	Headteacher	LGB	CEO	Trust Board	Members	Religious Order <small>(the Society of Jesus)</small>	Diocese
	1	Members: Appoint / remove						Approve
	2	Role descriptions for members						Approve
	3	Role descriptions for Directors/ Chairs/ Specific roles/ Committees				Approve		Approve (for Directors)
	4	Directors					Approve (1 x Director)	Approve
	5	CEO (Appoint/ Remove)				Recommend	Approve	Approve
	6	Accounting Officer (Appoint/ Remove)				Recommend	Approve	Approve
	7	Headteacher (Appoint/ Remove)		Consult	Approve	Monitor	Approve	Approve
	8	Reserved Posts recruitment (Deputy Head, Curriculum Leader for RE and Chaplain)	Recommend	Recommend (for Deputy Headteacher only)	Advise	Approve	Advise	Advise
	9	Other School staff including SLT, Head of Department, TLR, Other Teaching Posts (where budgetary approval is in place)	Approve	Monitor	Consult			
10	Appoint CFO & reserved posts for delivery of Trust's detailed accounting processes and oversight of all Trust administration			Recommend	Approve		Approve	
11	Appoint other members of the Executive Team			Approve	Monitor			

Strategic Objectives	Responsibility	Headteacher	LGB	CEO	Trust Board	Members	Religious Order <small>(the Society of Jesus)</small>	Diocese	
	12	Determine the Trust's culture and values	Consult	Consult	Recommend	Approve	Monitor	Monitor	Monitor
	13	Embed the Trust's culture and values	Implement	Implement	Implement	Implement			
	14	Determine the Trust's strategic objectives, vision and strategy	Consult	Consult	Recommend	Approve	Monitor	Monitor	Monitor
	15	Deliver Trust's strategic objectives, vision and strategy and KPIs	Implement	Implement	Implement	Monitor	Monitor	Monitor	Monitor
	16	Determine each school's strategic objectives, vision and strategy	Recommend	Monitor	Approve	Monitor			
	17	Deliver each School's strategic objectives, vision and strategy	Implement	Implement	Monitor	Monitor			

Compliance	Responsibility	Headteacher	LGB	CEO	Trust Board	Member	Religious Order <small>(the Society of Jesus)</small>	Diocese	
	18	Funding Agreement – Implement with all obligations	Implement	Implement	Implement	Implement	Implement		Monitor
	19	Regulatory – with all regulations affecting the Trust	Implement	Implement	Implement	Implement	Monitor		Monitor
	20	Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money	Implement	Implement	Implement	Implement	Monitor	Monitor	Monitor
	21	Oversee programme of financial and non-financial internal monitor	Implement	Implement	Recommend	Monitor			
	22	Register of business interests, conflicts of interest and connected party transactions	Implement	Implement	Implement	Implement		Implement	Implement
	23	Growth of the Trust - consider requests from other schools to join the Trust			Recommend	Approve			Approve
	24	Compliance with statutory requirements, such as H&S, Fire Management, Safeguarding and Information Governance / Data Protection	Implement	Implement	Implement	Implement	Monitor		

Governance and Structure	Responsibility	Headteacher	LGB	CEO	Trust Board	Member	Religious Order <small>(the Society of Jesus)</small>	Diocese	
	25	Appointment and removal of Directors as set out in Trust Articles.			Consult	Consult	Approve	Approve (1 x Director)	Approve
	26	Scheme of Delegation	Implement	Implement	Recommend	Approve		Approve	Approve
	27	Appointment or removal of Trust Board responsibility holders for Chair and Vice Chair positions			Consult	Approve			Approve
	28	Appointment of Trust Board Director for Safeguarding			Consult	Approve			
	29	Ensure that safeguarding practices are followed	Implement	Implement	Implement	Implement	Implement	Implement	Implement
	30	Conduct site inspections to review health and safety issues	Implement		Monitor				
	31	Trust Committees (Structure and membership)			Consult	Approve			

	32	Ensure compliance with the Business Continuity plan	Implement	Implement	Implement	Approve			
	33	Appointment / removal of LGB Governors		Recommend	Recommend	Recommend		Approve	Approve
	34	Election of Parent and Staff governors.		Approve	Monitor	Monitor			
	35	Annual review of Trust Performance			Recommend	Implement	Monitor		Monitor
	36	Election of LGB of Chair and Vice- Chair		Approve	Monitor	Monitor			

Governance and Structure

	Responsibility	Headteacher	LGB	CEO	Trust Board	Member	Religious Order <small>(the Society of Jesus)</small>	Diocese
37	Annual review of LGB Performance	Recommend	Implement	Monitor	Monitor			
38	Comply with any denominational inspections pursuant to CSI and any additional canonical inspections & visitations	Implement	Implement	Monitor	Monitor	Monitor	Monitor	Monitor
39	Comply with any other education inspections, e.g. S.5 as required by law	Implement	Implement	Monitor	Monitor			
40	Ensure that any actions arising from inspection outcomes are carried out	Implement	Implement	Monitor	Monitor			
41	Appointment of the External Auditors			Recommend	Recommend	Approve		
42	External Auditor reports: receive / respond	Implement	Implement	Implement	Approve	Approve		
43	Annual Cycle of Business for Trust Board			Recommend	Approve			
44	Annual Cycle of Business for LGBs		Consult	Recommend	Approve			
45	LGB Agenda and Minutes	Implement	Implement	Approve (Agenda only)	Monitor			
46	Prepare an annual report on the School's performance	Implement	Consult	Approve	Monitor			
47	Agree Articles of Association				Implement		Approve	Approve
48	Governance Structure for the Trust (including Governance Annual Review)		Consult	Recommend	Approve			
49	Policies (Statutory Trust-wide policies)	Implement	Implement	Recommend	Approve			
50	Preserve and develop the religious and educational character, mission and ethos of the School (and in regards to Wimbledon College, the Jesuit mission and identity).	Recommend	Approve	Monitor	Monitor	Monitor	Monitor	Monitor
51	Policies – review and approval of specific school policies as delegated to LGB by Trust Board	Recommend	Approve	Monitor	Monitor			
52	Terms of reference: Trust Committees			Recommend	Approve			
53	Succession plan for local governance and senior leadership	Recommend	Consult	Approve	Monitor			
54	Ensure the spiritual wellbeing of pupils	Implement	Monitor	Monitor	Monitor		Monitor	Monitor
55	Establish and develop Pupil, Parent and Staff voice	Implement	Monitor	Monitor				
	Responsibility	Headteacher	LGB	CEO	Trust Board	Member	Religious	Diocese

							Order (the Society of Jesus)	
56	Establish and maintain relationships with the parish priest, local Church and parish community (and in regards to Wimbledon College, the Society of Jesus).	Implement	Implement	Implement	Monitor		Monitor	Monitor
57	LGB membership to support and work with other LGBs across the Trust where required	Implement	Implement	Monitor				
58	Support and challenge the Headteacher		Implement	Implement				
59	Ensure the lettings policy is implemented at the school	Implement	Monitor	Monitor	Monitor			
60	CPD for Directors			Recommend	Implement			Monitor
61	CPD for LGB Governors	Recommend	Implement	Monitor	Monitor			Monitor

School Improvement

	Responsibility	Headteacher	LGB	CEO	Trust Board	Members	Religious Order <small>(the Society of Jesus)</small>	Diocese
62	School Development Plan / Objectives	Recommend	Monitor	Approve	Monitor			
63	Improve the quality of education in schools	Implement	Implement	Monitor	Monitor	Monitor	Monitor	Monitor
64	Curriculum Intent: implementation and impact	Recommend		Approve	Monitor			
65	Deliver early years curriculum in line with Early Years Foundation Stage (EYFS) framework	Implement	Monitor	Monitor	Monitor			
66	Ofsted and Catholic Inspection Framework: Ensure academies are inspection ready	Implement	Implement	Monitor	Monitor			
67	CPD Programme: Implement and impact	Recommend		Approve	Monitor			
68	Report on delivery and impact of ring-fenced funding (<i>Pupil Premium, Sports Premium (Primary), Year 7 Catch up, Covid, Catch-up, SEND</i>)	Implement	Monitor	Monitor	Monitor			
69	Setting Admission Arrangements for individual schools for approval	Recommend	Recommend	Approve	Approve		Approve	Approve
70	Change in age range of any of the Trust's schools	Recommend	Consult	Recommend	Recommend		Approve	Approve
71	Collective Worship arrangements.	Implement	Implement	Approve	Monitor	Monitor	Monitor	Monitor
72	Provision of Sex & Relationships Education (SRE) in line with statutory requirements	Implement	Approve	Monitor	Monitor	Monitor	Monitor	Monitor
73	Provision of Careers Education in line with statutory requirements	Implement	Implement	Approve	Monitor			
74	Responsibility for school's distinctive Catholic ethos	Implement	Implement	Monitor	Approve	Monitor	Monitor	Monitor
75	Responsibility for maintaining and developing partnership between school and church at parish / province and diocesan level	Implement	Implement	Monitor	Recommend	Implement	Monitor	Monitor
76	Student/Pupil principles of action (including attendance, punctuality and disciplinary matters)	Implement	Implement	Approve	Monitor			
77	Keeping admission and attendance register in line with statutory requirements	Implement	Monitor	Monitor	Monitor			
78	Set behaviour, attendance policy at school level in line with trust principles	Recommend	Implement	Approve	Monitor			
79	Fixed Exclusions	Approve	Monitor	Monitor	Monitor			

School Improvement	Responsibility	Headteacher	LGB	CEO	Trust Board	Members	Religious Order <small>(the Society of Jesus)</small>	Diocese	
	80	Permanent Exclusions	Recommend		Approve	Monitor			
	81	Ensure that the curriculum is taught in the light of the Gospel values and actively promotes the spiritual and moral development of its pupils	Implement	Monitor	Monitor	Monitor		Monitor	Monitor
	82	Ensure that RE is in accordance with the Bishop's policy and constitutes 10% of the weekly timetable in accordance with the tenets and norms of the Catholic Church (or 5% of KS5)	Implement	Consult	Approve	Monitor	Approve	Monitor	Monitor
	83	Comply with the requirement to provide a daily collective act of worship in accordance with rites, practices, disciplines and liturgical norms of the Catholic Church	Implement	Monitor	Monitor	Approve	Approve	Monitor	Monitor
	84	Monitor the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the school	Implement		Monitor				
	85	School Operational Hours / Term Dates/ INSET dates	Implement		Approve	Monitor			
	86	School lunch – ensure provided to appropriate nutritional standards	Implement		Approve	Monitor			
	87	Provision of free school meals to those meeting criteria	Implement	Monitor	Monitor	Monitor			
	88	To implement effective safeguarding policies	Implement	Implement	Approve	Monitor			
	89	Deliver support to Looked After Children and Previously Looked After Children	Implement	Implement	Monitor	Monitor			
	90	To implement SEND policy, and equality duty	Implement	Implement	Monitor	Monitor			
	91	To ensure the public sector equality duty is met	Implement	Implement	Monitor	Monitor			
	92	Maintain accurate and effective and secure pupil records.	Implement		Monitor	Monitor			
	93	Maintain accurate and effective and secure employee files.	Implement		Monitor	Monitor			
	94	Maintain an accurate and effective and secure Single Central Record (SCR)	Implement		Monitor	Monitor			
	95	Undertake pre-appointment checks for staff, volunteers, contractors and governance stakeholders	Implement		Implement	Monitor		Implement (Governors & Directors only)	Implement (Governors & Directors only)
96	Monitor the arrangements for the effective supervision of building maintenance	Implement	Implement	Monitor	Strategic Oversight				
97	Comply with all Data Protection legislation and good practice.	Implement	Implement	Implement	Monitor				

Finance	Responsibility	Headteacher	LGB	CEO	Trust Board	Members	Religious Order <small>(the Society of Jesus)</small>	Diocese
	98	Scheme of Financial delegation	Implement		Recommend	Approve		
	99	Individual school educational budget	Implement		Recommend	Approve		
	100	Trust budget			Recommend	Approve	Monitor	
	101	Monthly Monitoring Report (School Level)	Monitor		Approve	Monitor		
	102	Monthly Monitoring Report (Trust)			Monitor	Monitor		
	103	Managing trust's cash position			Implement	Monitor		
	104	Entering into contracts up to the limits of delegation and within an agreed budget	Implement		Implement	Implement	Monitor	
	105	Make payments within agreed financial limits	Implement		Implement	Implement	Monitor	
	106	Reporting: Financial reporting and KPIs published in Annual Accounts and lodged with Companies House	Implement		Implement	Monitor		
	107	Finance Policies	Implement		Recommend	Approve		
	108	Annual accounts and Report			Recommend	Approve		
	109	School Risk Register	Recommend	Consult	Approve	Monitor		
	110	Trust Risk Register			Recommend	Approve		
111	Approve Trust insurance arrangements			Recommend	Approve			
112	Trust Investments Policy incl. internal controls			Recommend	Approve			

HR and Performance	Responsibility	Headteacher	LGB	CEO	Trust Board	Member	Religious Order <small>(the Society of Jesus)</small>	Diocese	
	113	Determine CEO and CFO pay level, appraisal and pay award				Approve			
	114	Provide local intelligence to the Trust Board to inform decisions relating to Headteacher pay			Recommend	Approve			
	115	Determine Headteachers salary scales and pay awards			Recommend	Approve			
	116	Determine Headteachers appraisals		Consult	Recommend	Approve			
	117	School staffing structure within the agreed budget	Implement		Approve	Monitor			
	118	Trust wide Statutory HR Policies	Implement	Implement	Recommend	Approve			
	119	Deliver Appraisal/ Performance Management Policy and pay reviews for staff	Implement		Approve	Monitor			
	120	Set Terms and Conditions of Employment and Staff Handbook			Recommend	Approve			
	121	Dismiss CEO and CFO				Approve	Approve	Monitor	
	122	Dismiss Headteacher			Recommend	Approve		Consult	Consult
	123	Consider requests for Early retirement, sabbatical or Flexible working	Recommend		Approve	Monitor			
	124	Consider HT requests for Early retirement, sabbatical or Flexible working		Consult	Approve	Monitor		Monitor	Monitor
	125	Consider CEO requests for Early retirement, sabbatical or Flexible working				Approve			Approve
	126	Review discipline and grievance policy	Implement	Implement	Recommend	Approve			
	127	Comply with Trust Whistleblowing Policy	Implement	Implement	Implement	Implement			
128	Hear Grievance, Disciplinary, Redundancy, Capability cases	Implement	Implement	Implement	Implement				

Trust Services	Responsibility	Headteacher	LGB	CEO	Trust Board	Member	Religious Order <small>(the Society of Jesus)</small>	Diocese	
	129	Monitor effectiveness and scope of central services provided to the academies by the Trust	Consult		Implement	Monitor			
	130	Set Trust wide procurement policies in accordance with the Funding Agreement, Academy Trust Handbook and the Trust Finance Policy			Recommend	Approve			
	131	Trust Buildings, Asset and Premises Maintenance Strategy	Implement		Recommend	Approve	Monitor	Monitor	
	132	Allocation of School Condition Allocation (Capital monies from the DfE)	Consult		Recommend	Approve			
	133	Acquiring and disposing of Trust Freehold owned land			Consult	Recommend	Approve	Approve	
	134	Media and PR of the Trust			Approve	Monitor			
	135	Structure of Websites and other public documentation of Trust Compliance	Implement		Approve	Monitor			
136	Any matter which arises but is not detailed in the SoD	Implement		Approve	Approve				