



SANCTA FAMILIA
CATHOLIC ACADEMY TRUST

SCHEME OF DELEGATION

Appendix 1: DELEGATION OF RESPONSIBILITIES TABLE

Approved: **NOVEMBER 2024**

Review Date: **JULY 2025**

Comply

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 and/or LGC (as appropriate),
(ii) the LGC, they will be making reports in relation to their school to the Board and/or CEO (as appropriate) and
(iii) the Headteacher, they will be making reports in relation to their school to the CEO and/or LGC (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

The 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 which 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

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

Strategic Objectives		Responsibility	Headteacher	LGC	CEO	Trust Board	Members	Diocese
	12	Determine the Trust's culture and values	Consult	Consult	Recommend	Approve	Monitor	Monitor
	13	Embed the Trust's culture and values	Comply	Comply	Comply	Comply		
	14	Determine the Trust's strategic objectives, vision and strategy	Consult	Consult	Recommend	Approve	Monitor	Monitor
	15	Deliver Trust's strategic objectives, vision and strategy and KPIs			Comply	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	Comply	Comply	Monitor	Monitor		

	Responsibility	Headteacher	LGC	CEO	Trust Board	Member	Diocese
	18 Funding Agreement – comply with all obligations	Comply	Comply	Comply	Comply	Comply	Monitor
	19 Regulatory – with all regulations affecting the Trust	Comply	Comply	Comply	Comply	Monitor	Monitor
	20 Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money	Comply	Comply	Comply	Comply	Monitor	Monitor
	21 Oversee programme of financial and non-financial internal monitor	Comply	Comply	Monitor	Monitor		
	22 Register of business interests, conflicts of interest and connected party transactions	Comply	Comply	Comply	Comply		
	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	Comply	Comply	Comply	Monitor		

Go ver	Responsibility	Headteacher	LGC	CEO	Trust Board	Member	Diocese
	25 Appointment and removal of Directors as set out in Trust Articles.			Recommend	Recommend	Approve	Approve
	26 Scheme of Delegation	Comply	Comply	Recommend	Approve		Approve
	27 Appointment and removal of Trust Board responsibility holders for Chair and Vice Chair positions			Consult	Approve		Approve
	28 Appointment and removal of Trust Board responsibilities for Chair and Vice Chair of Trust Committees			Consult	Approve		
	29 Appointment of Trust Board Link Director for SEND, H&S, Safeguarding and Whistleblowing				Approve		
	30 Designate a member of the LGC as link governor responsible for Standards		Approve		Monitor		
	31 Designate a member of the Trust Board as Link Director responsible for Standards				Approve		
	32 Ensure compliance with legal requirements relating to SEND	Comply					
	33 Ensure that safeguarding practices are followed	Comply	Comply	Comply	Comply		Comply
	34 Conduct site inspections to review health and safety issues		Comply	Monitor			
	35 Trust Committees (Structure and membership)				Approve		
	36 Ensure compliance with the Business Continuity plan	Comply	Comply	Comply	Approve		
	37 Appointment / removal of LGC Governors.		Recommend	Recommend	Recommend		Approve
	38 Election of Parent and Staff governors.		Approve		Monitor		
	39 Annual review of Trust Performance			Comply	Approve		Monitor
	40 Election of LGC of Chair and Vice- Chair		Approve		Monitor		

Governance and Structure		Responsibility	Headteacher	LGC	CEO	Trust Board	Member	Diocese
	41	Annual review of LGC Performance	Consult	Comply	Monitor	Monitor		
	42	Comply with any denominational inspections pursuant to CSI and any additional canonical inspections & visitations	Comply	Comply	Monitor	Monitor	Monitor	Monitor
	43	Comply with any other education inspections, eg S.5 as required by law	Comply	Comply	Monitor	Monitor		
	44	Ensure that any actions arising from inspection outcomes are carried out	Comply	Comply	Monitor	Monitor		
	45	Power to remove/amend a LGC delegated authorities			Recommend	Approve	Monitor	Monitor
	46	Appointment of the External Auditors			Recommend	Approve	Monitor	Monitor
	47	External Auditor reports: receive / respond	Comply	Comply	Comply	Approve		
	48	Annual Cycle of Business for Trust Board			Recommend	Approve		
	49	Annual Cycle of Business for LGCs		Consult	Recommend	Approve		
	50	LGC Agenda and Minutes	Comply	Approve	Monitor	Monitor		
	51	Prepare an annual report on the School's performance	Recommend	Approve	Monitor	Monitor		
	52	Agree Articles of Association				Comply	Approve	
	53	Governance Structure for the Trust (including Governance Annual Review)		Consult		Approve		
	54	Policies (Statutory Trust-wide policies)	Comply	Comply	Recommend	Approve		
	55	Preserve and develop the religious and educational character, mission and ethos of the School	Recommend	Approve	Monitor	Monitor	Monitor	Monitor
	56	Policies – review and approval of specific school policies as delegated to LGC by Trust Board	Recommend	Approve	Consult	Monitor		
	57	Terms of reference: Trust Committees				Approve		
	58	Terms of reference: LGC Committees				Approve		
	59	Succession plan for local governance and senior leadership	Recommend	Approve	Monitor	Monitor		
	60	Ensure the spiritual wellbeing of pupils	Comply	Monitor	Comply	Monitor		Monitor
	61	Establish and develop Pupil, Parent and Staff voice	Comply	Monitor	Monitor			
	62	Establish and maintain relationships with the parish priest, local Church and parish community	Comply	Comply	Comply	Monitor		Monitor
	63	LGC membership to support and work with other LGCs across the Trust where required	Comply	Comply	Monitor			
	64	Support and challenge the Headteacher		Comply	Monitor			
	65	Ensure the lettings policy is implemented at the school	Comply	Monitor	Monitor	Monitor		
	66	CPD for Directors			Recommend	Comply		Monitor
	67	CPD for LGC Governors	Recommend	Comply	Monitor	Monitor		Monitor

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

School Improvement		Responsibility	Headteacher	LGC	CEO	Trust Board	Members	Diocese
	86	Permanent Exclusions	Recommend	Recommend	Approve	Monitor		
	87	Ensure that the curriculum is taught in the light of the Gospel values and actively promotes the spiritual and moral development of its pupils	Comply	Monitor	Monitor	Monitor		Monitor
	88	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)	Comply	Monitor	Monitor	Approve	Approve	Monitor
	89	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	Comply	Monitor	Monitor	Approve	Approve	Monitor
	90	Monitor the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the school	Comply	Monitor	Monitor			
	91	School Operational Hours / Term Dates/ INSET dates	Comply	Recommend	Monitor	Approve		
	92	School lunch – ensure provided to appropriate nutritional standards	Comply	Approve	Monitor	Monitor		
	93	Provision of free school meals to those meeting criteria	Comply	Monitor	Monitor	Monitor		
	94	To implement effective safeguarding policies	Comply	Comply	Monitor	Approve		
	95	Deliver support to Looked After Children and Previously Looked After Children	Comply	Monitor	Monitor	Monitor		
	96	To implement SEND policy, and equality duty	Comply	Monitor	Monitor	Monitor		
	97	To ensure the public sector equality duty is met	Comply	Monitor	Monitor	Monitor		
	98	Maintain accurate and effective and secure pupil records.	Comply	Monitor	Monitor	Monitor		
	99	Maintain accurate and effective and secure employee files.	Comply	Monitor	Monitor	Monitor		
	100	Maintain an accurate and effective and secure Single Central Record (SCR)	Comply	Monitor	Monitor	Monitor		
	101	Undertake pre-appointment checks for staff & governance stakeholders inc. DBS	Comply	Monitor	Comply	Monitor		
	102	Monitor the arrangements for the effective supervision of building maintenance	Comply	Comply	Monitor	Strategic Oversight		
	103	Comply with all Data Protection legislation and good practice.	Comply	Monitor	Comply	Monitor		

Finance		Responsibility	Headteacher	LGC	CEO	Trust Board	Members	Diocese
	104	Scheme of Financial delegation	Comply	Monitor	Recommend	Approve		
	105	Individual school Educational budget	Recommend	Advise	Strategic Oversight	Approve		
	106	Trust budget			Recommend	Approve	Monitor	
	107	Monthly Monitoring Report (School Level)	Monitor	Consult	Strategic Oversight	Approve		
	108	Monthly Monitoring Report (Trust)			Monitor	Monitor		
	109	Managing trust's cash position			Comply	Monitor		
	110	Enter into contracts up to the limits of delegation and within an agreed budget	Comply	Comply	Comply	Comply		
	111	Make payments within agreed financial limits	Comply	Comply	Comply	Comply		
	112	Reporting: Financial reporting and KPIs published in Annual Accounts and lodged with Companies House			Comply	Monitor		
	113	Finance Policies	Comply	Comply	Recommend	Approve		
	114	Annual accounts and Report			Recommend	Approve		
	115	School Risk Register	Monitor	Approve	Monitor	Monitor		
	116	Trust Risk Register			Recommend	Approve		
	117	Approve Trust insurance arrangements			Recommend	Approve		
	118	Trust Investments Policy incl. internal controls			Recommend	Approve		

HR and Performance		Responsibility	Headteacher	LGC	CEO	Trust Board	Member	Diocese
	119	Determine CEO and CFO pay level, appraisal and pay award				Approve	Monitor	
	120	Provide local intelligence to the Trust Board to inform decisions relating to Headteacher pay		Recommend		Approve		
	121	Determine Headteachers salary scales		Recommend	Advise	Approve		
	122	Determine Headteachers appraisals and pay awards		Recommend	Advise	Approve		
	123	School staffing structure within the agreed budget	Comply	Approve	Consult	Monitor		
	124	Trust wide Statutory HR Policies	Comply	Comply	Recommend	Approve		
	125	Deliver Appraisal/ Performance Management Policy and pay reviews for staff	Comply	Approve	Consult	Monitor		
	126	Set Terms and Conditions of Employment and Staff Handbook			Recommend	Approve		
	127	Dismiss CEO and CFO				Approve	Approve	Monitor
	128	Dismiss Headteacher		Recommend	Advise	Approve		Consult
	129	Consider requests for Early retirement, sabbatical or Flexible working	Recommend	Recommend	Consult	Approve		
	130	Consider HT requests for Early retirement, sabbatical or Flexible working		Recommend	Advise	Approve		
	131	Consider CEO requests for Early retirement, sabbatical or Flexible working				Approve		
	132	Review discipline and grievance policy	Comply	Consult	Recommend	Approve		
	133	Comply with Trust Whistleblowing Policy	Comply	Comply	Comply	Comply		
	134	Hear Grievance, Disciplinary, Redundancy, Capability cases	Comply	Comply	Comply	Comply		

		Responsibility	Headteacher	LGC	CEO	Trust Board	Member	Diocese
	135	Monitor effectiveness and scope of central services provided to the academies by the Trust	Consult	Consult	Comply	Monitor		
	136	Set Trust wide procurement policies in accordance with the Funding Agreement, Schools Financial Handbook and the Trust Finance Policy			Recommend	Approve		
	137	Trust Buildings, Asset and Premises Maintenance Strategy	Comply	Monitor	Recommend	Approve		Monitor
	138	Allocation of School Condition Allocation (Capital monies from the DfE)	Consult	Monitor	Recommend	Approve		
	139	Acquiring and disposing of Trust Freehold owned land			Consult	Recommend		Approve
	140	Media and PR of the Trust	Consult	Consult	Approve	Consult		
	141	Websites, School Prospectus and other public documentation of the Trust Compliance	Comply	Monitor	Recommend	Approve		
	142	Any matter which arises but is not detailed in the SoD	Recommend	Recommend		Approve		