



**SYNERGY  
EDUCATION  
TRUST**

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# Scheme of Delegation 2025–2026

Adopted by Trust Board on: 04<sup>th</sup> December 2025

*Synergy Education Trust is an exempt charity and company limited by guarantee in England with company number 14555530. The company's registered office is Stanley Primary School, Wordsworth Avenue, Blackpool, FY3 9UT.*

## Contents

<b>1. Introduction .....</b>	<b>3</b>
<b>2. Vision and Values.....</b>	<b>3</b>
<b>3. Governance structure .....</b>	<b>3</b>
<b>4. Roles and responsibilities.....</b>	<b>5</b>
<b>4.1 Members .....</b>	<b>5</b>
<b>4.2 Trust Board.....</b>	<b>6</b>
<b>4.3 Trust Board Committees.....</b>	<b>7</b>
<b>4.4 Finance, Audit and Risk committee .....</b>	<b>7</b>
<b>4.5 Curriculum and Outcomes Committee .....</b>	<b>7</b>
<b>4.6 Pay Committee.....</b>	<b>7</b>
<b>4.7 Local Governing Boards .....</b>	<b>7</b>
<b>4.8 Chief Executive Officer (CEO) .....</b>	<b>8</b>
Delegation Matrix .....	9

## 1. Introduction

As a charitable company that is limited by guarantee, Synergy Education Trust is governed by a Trust Board who are responsible for, and oversee the strategic control, management and administration of the Trust and the schools run by the Trust.

The Trustees are accountable to external government agencies including the Department for Education (including any successor bodies) and the Charity Commission for the quality of the education they provide, and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

The Trust Board is not required to carry out all the Trust's governance functions, and many can and should be delegated to the CEO and Executive team, the Trust Board's committees, and the Local Governing Boards.

The Trustees appoint Governors who are more locally based to serve on Local Governing Boards, which are there to help to ensure good governance of the individual schools within the Trust in accordance with this Scheme of Delegation.

This Scheme of Delegation explains the ways in which the Trust fulfils its responsibilities for the leadership and management of its schools, and the respective roles and responsibilities of Members, Trustees, boards, committees, and key officers to ensure the success of the schools.

For the avoidance of doubt, where any existing Trust policy conflicts with this Scheme of Delegation, then the Scheme of Delegation shall take precedence.

In all issues of interpretation, the decision of the Chief Executive Officer, in consultation with the Chair of the Trust Board, is final.

## 2. Vision and Values

Synergy Education Trust was established with a collective vision of providing aspirational education for all. The Trust recognises that by working closely together, it can make an even greater impact on improving both the quality of education and the outcomes for all pupils. It is committed to ensuring that every child receives the very best opportunities and experiences to lead happy, fulfilling, healthy, and successful lives—children who grow into adults willing and able to embrace and shape their own futures, while contributing to a better society for all.

Synergy Education Trust believes in the strength of collaboration. As a family of schools with a shared vision for outstanding education, the Trust values the expertise of teachers and support staff across its schools and actively promotes the sharing of knowledge and skills throughout the organisation, driving excellence for all.

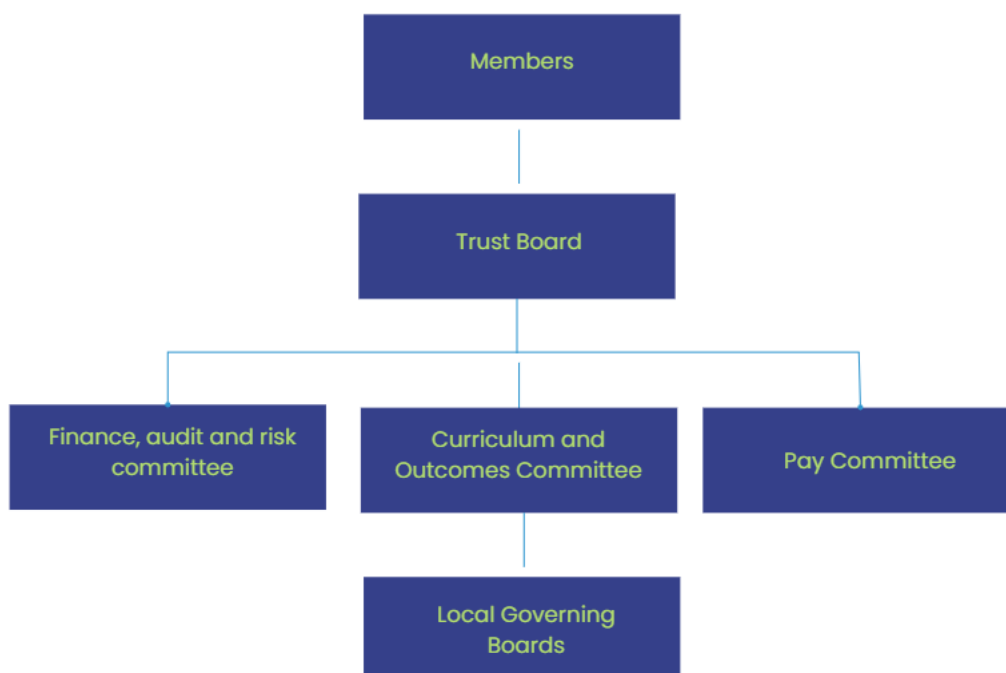
The Trust is dedicated to delivering outstanding education and opportunities for all young people. It also believes these opportunities should be provided in local schools rooted in their communities, allowing each school to develop its own distinct identity while upholding Synergy's core vision and values.

The Trust understands that future success depends on achieving the best possible outcomes for pupils and ensuring they are well-equipped for the next stage of their education. A broad, balanced, and enriching curriculum underpins this goal, supported by rigorous teaching of reading, writing, and mathematics to secure essential skills.

Synergy Education Trust works collaboratively to maintain the highest standards of teaching across all subjects and year groups, fostering a love of learning within safe, vibrant, and caring school communities. Its vision is to build a strong partnership of schools that provides outstanding educational provision both inside and outside the classroom, promoting challenge and excellence. The Trust believes every young person deserves the best possible start in life and a world-class education that helps them become successful learners and confident individuals.

### 3. Governance structure

#### Governance Structure 2025–26



### 4. Roles and responsibilities

#### 4.1 Members

Academy trusts are founded by members, constituted under a Memorandum of Association and Articles of Association.

Members are responsible for:

- Approving and amending the Articles of Association.
- Recruitment and appointment of Members and Trustees.
- Securing the highest standards of accountability from Trustees for the provision of all pupils in the Trust and may direct Trustees to take specific action to achieve this.
- Ensuring that an effective Trust Board is in place.
- Holding the Trust Board to account for performance and standards within academies.
- Appointment and removal of the Trust’s auditors and receiving the annual accounts.

There must be separation of powers between Members and the Trust Board. Members are not allowed to be employees of the Trust.

## 4.2 Trust Board

Trustees focus on the following three core functions of governance:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.
- Overseeing the financial performance of the schools and making sure that its money is well spent.

Trustees must apply the highest standards of governance and take full ownership of their duties. The Trust Board is responsible for:

- Delivering the charitable objectives of the Trust.
- Strategically controlling the organisation and managing the charitable assets.
- Ensuring compliance with the Trust's duties under company law and charity law
- The determination of the educational character and mission of the Trust.
- Setting key strategic objectives and targets and reviewing performance against these, enabling the Local Governing Boards to set and achieve their aims and objectives within such vision.
- Approving the Trust development plan.
- Approving statutory policies that are common to all schools within the Trust.
- Ensuring regularity and propriety in use of the Trust's funds, and achieving economy, efficiency and effectiveness – the three elements of value for money.
- Taking ownership of the Trust's financial sustainability and its ability to operate as a going concern.
- Appointing or dismissing the Chief Executive Officer, Directors of Educations, Heads and Central Service Team staff.
- Holding to account the Chief Executive Officer and, reporting to him or her, the Chief Operational Officer, the Chief Financial Officer and the central team.
- Intervening as appropriate in any academy at risk of underperformance.
- Undertaking determination of the establishment, constitution, membership, proceedings and delegated powers and functions of the Local Governing Boards along with their annual review and revision.

### **4.3 Trust Board Committees**

The Board may delegate functions to committees, but accountability will rest with Trustees and decisions made by committees will be deemed decisions of the Trust Board.

### **4.4 Finance, Audit and Risk committee**

The Finance, Audit and Risk Committee has the following responsibilities:

- Financial oversight and scrutiny, ensuring that the Trust complies with its policies and procedures with a focus on financial planning, risks, reporting and monitoring.
- Consideration of the Trust's financial, staffing and health and safety matters and, by exception, individual academy matters, in order to provide the Trust Board with assurance on the business aspects of the Trust.
- Consideration of any internal and external audit reports as well as the risk register of the Trust, to provide assurance to the Trust Board.

### **4.5 Curriculum and Outcomes Committee**

This Committee is charged with reviewing and evaluating academy improvement across the Trust. It will consider standards at each academy in detail to ascertain potential risk of underperformance. It will use Local Governing Board minutes, analysis and information to further scrutinise the standards within academies, particularly if these have been highlighted as less than good.

### **4.6 Pay Committee**

The Trust Board has a responsibility to make pay determinations for all staff annually. This responsibility is delegated to the Pay Committee. The Committee ensures that all pay determinations act in accordance with the Trust's policy on pay, including adherence to timings.

The Committee is also responsible for monitoring and evaluating the progress of the Chief Executive Officer in achieving strategic priorities.

### **4.7 Local Governing Boards**

While each school is ultimately governed by the Trust, Local Governing Boards hold a critical role, and it is the responsibility of the governors of each school to

oversee the running of the school on behalf of the Trust. Local Governing Boards can act as powerful champions for the Trust's vision and strategy and can strengthen policy development through consultation.

All Synergy schools have a Local Governing Board, which is responsible for the following areas:

Safeguarding – monitoring safeguarding practice, ensuring compliance with school and Trust-wide policies and statutory requirements;

SEND – ensuring pupils with special educational needs and disabilities (SEND) get the support they need and seek assurance that staff are adequately trained;

Standards – monitoring school performance – reviewing data, including exam results, attendance rates, and pupil progress; working with school leaders to identify areas for improvement;

Stakeholder engagement – developing communication channels, consulting stakeholders and working in partnership with the local community in order to ensure that stakeholder views are accounted for.

#### **4.8 Chief Executive Officer (CEO)**

The CEO has the delegated responsibility for the operation of the Trust, including the performance of the Trust's Academies and therefore the CEO performance manages the Academy Heads, alongside the Chairs of Local Governing Boards.

The CEO has overall responsibility for the operation of the Trust's financial responsibilities, ensuring that the organisation is run with financial effectiveness and stability, avoids waste and secures value for money.

	Task	Members	Trust Board	Finance, Audit & Risk Committee	Curriculum & Outcomes Committee	Appraisal & Pay Committee	CEO / Executive team	Lead governance professional	Local Governing Boards	Headteachers
<b>1. Trust governance</b>										
1.1	Appoint/remove members	✓								
1.2	Appoint/remove trustees	✓								
1.3	Elect chair/Co-vice chairs of trustees annually (Autumn)(Co-Vice Chairs to be Chairs of Committees)		✓							
1.4	Appoint committee chairs annually and remove when necessary		✓							
1.5	Determine powers of chair of trustees in urgent situations		✓							
1.6	Establish and review trust governance structure		✓				✓			
1.7	Agree named safeguarding trustee								✓	
1.8	Agree named trustee for special educational needs and disabilities (SEND)								✓	
1.9	Agree named careers trustee (required in secondary schools)								✓	
1.10	Appoint trust governance professional and agree Trust clerking arrangements		✓							
1.11	Articles of association: review		✓							
1.12	Articles of association: ratify changes	✓								
1.13	Agree scheme of delegation and complete annual review (Autumn)		✓							
1.14	Agree committee terms of reference (including academy committees) and complete annual review (Autumn)		✓							
1.15	Agree role description for link governor/trustee areas		✓							
1.16	Agree trust board and committee meeting dates		✓				✓	✓		

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<b>1. Trust governance</b>										
1.17	Commission external review of trust board effectiveness every three years		✓							
1.18	Complete annual trust board self-evaluation		✓							
1.19	Publish governance arrangements on trust and academy websites						✓			
1.20	Ensure trust and academy websites are compliant and effective						✓			
1.21	Maintain compliance on GIAS and Companies House						✓			
1.22	Submit annual report on the performance of the trust to members						✓			
1.23	Maintain register of interests		✓					✓		
1.24	Maintain a trustee/governor expenses policy		✓				✓			
1.25	Approve statutory policies (in line with policy review schedule)		✓				✓		✓	
1.26	polices and the maintenance and adoption of these across the trust						✓			
1.27	Appoint/remove Local Governing Board Chairs						✓		(recommend to CEO)	
1.28	Appoint/remove local governors						✓			
1.29	Appoint and dismiss local clerks						✓	✓		
1.30	Agree academy committee meeting dates and agendas, ensuring trust-wide consistency						✓	✓		
1.31	Complete periodic review of local governance		✓				✓	✓		
1.32	Set clear expectations on monitoring and visits to schools						✓			
1.33	Ensure board reporting channels are established		✓				✓	✓		

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	<b>1. Trust governance</b>									
1.34	Agree remit and constitution of any working party established to support trust's strategic objectives		✓				✓			
	<b>2. Vision and strategy</b>									
2.1	Determine trust's vision, strategy, ethos/culture and key priorities		✓				✓			
2.2	Develop engagement channels with academies and key stakeholders in line with trust vision and priorities		✓				✓			✓
2.3	Agree trust growth strategy		✓				✓			
2.4	Determine non-statutory trust-wide policies						✓			
2.5	Determine academy level policies						✓			✓
	<b>3. Finance</b>									
3.1	Appoint and performance manage chief financial officer (CFO)		✓				✓			
3.2	Produce trust's financial manual to further expand on processes relating to delegated financial powers		✓				✓			
3.3	Produce annual report and accounts						✓			
3.4	Submit required financial reports and returns						✓			
3.5	Agree budget plan to support delivery of trust strategic priorities			✓			✓			
3.6	Agree budget plan to support delivery of school improvement priorities						✓		✓	✓
3.7	Monitor trust budget			✓			✓			
3.7	Annual approval of Trust budget inc individual schools		✓							

	Task	Members	Trust Board	Finance, Audit & Risk Committee	Curriculum & Outcomes Committee	Appraisal & Pay Committee	CEO / Executive team	Lead governance professional	Local Governing Boards	Headteachers
	<b>3. Finance</b>									
3.8	Approve long term financial plans		✓				✓			
3.9	Develop and submit three-year budget forecast			✓			✓			
3.10	Carry out benchmarking and trust-wide value for money evaluation			✓			✓			
3.11	Agree reporting and monitoring arrangements for trust and academy budgets		✓	✓			✓			✓
3.12	setting out the trusts financial performance and position		✓	✓			✓			
3.13	Approve expenditure/contracts above a specified threshold			✓			✓			
	<b>4. Operations</b>									
4.1	Appoint and remove external auditors	✓								
4.2	Receive external auditor's report	✓								
4.3	of the external auditor's plans, findings and effectiveness are adhered to			✓			✓			
4.4	Action recommendations arising from internal audits			✓			✓			
4.5	scrutiny ensuring the effective use of external third-parties to support the trust			✓			✓			
4.6	Agree risk management policy		✓	✓			✓			
4.7	Oversee the risk register and undertake a full review at least annually		✓							
4.8	Undertake termly review of risk register			✓			✓			
4.9	Manage and report on risk mitigation strategies			✓			✓			✓
4.10	Maintain trust contingency and business continuity plans						✓			✓

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<b>4. Operations</b>										
4.11	Monitor implementation of, and compliance with, health and safety policy and procedures at academy level			✓			✓		✓	✓
4.12	Agree premises management documents, including estate vision, estate strategy and asset management plan			✓			✓			
4.13	Monitor academy estates to ensure they are safe and well-maintained						✓		✓	✓
4.14	Ensure that there is suitable expert support on health and safety						✓			
4.15	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust						✓			
4.16	Develop a cyber security framework			✓			✓			
4.17	the risks of fraud, irregularity and theft through relevant policies and processes			✓			✓			
4.18	Ensure there is adequate company secretarial support						✓			
4.19	Appoint a data protection officer (DPO)						✓			
4.20	Complete and maintain Single Central Record (SCR)						✓			✓
4.21	Receive routine reports on the status of the SCR						✓		✓	
<b>5. Workforce</b>										
5.1	CEO/Accounting Officer & CFO		✓							
5.2	Other executive team staff		✓				✓			
5.3	Headteacher						✓		✓	
5.4	Academy level staff members						✓			✓

		Task	Members	Trust Board	Finance, Audit & Risk Committee	Curriculum & Outcomes Committee	Appraisal & Pay Committee	CEO / Executive team	Lead governance professional	Local Governing Boards	Headteachers
<b>5. Workforce</b>											
<b>Performance management and determining pay/ progression</b>	5.5	CEO		✓			✓				
	5.6	Other staff members of executive team (excl CFO)					✓	✓			
	5.7	Headteacher					✓	✓		✓	
	5.8	Trust level staff members						✓			
	5.9	Academy level staff members						✓			✓ (working with exec team)
	5.1	Approve Trust wide pay policy, terms and conditions of employment		✓							
	5.11	Determine disciplinary and capability policies		✓				✓			
<b>Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters</b>	5.12	CEO		✓							
	5.13	Other staff members of executive team		✓				✓			
	5.14	Headteacher						✓		✓	
	5.15	Academy level staff members								✓	
	5.16	Trust level staff members						✓			
	5.17	retirement/pension discretion (above a certain threshold)					✓	✓			
	5.18	Determine executive team staffing structure		✓				✓			
	5.19	Determine academy level staffing structure (inc restructures)						✓			✓
	5.20	Ensure appointment of DSLs and deputy DSLs						✓			✓
	5.21	Ensure appointment of SENCOs						✓			✓

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<b>5. Workforce</b>										
5.22	Ensure there is effective school improvement capacity within, or accessed by, the trust						✓			
5.23	Monitor compliance with safer recruitment requirements		✓				✓		✓	✓
5.24	Monitor staff wellbeing and workload			✓			✓		✓	✓
5.25	Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD						✓		✓	✓
<b>6. Curriculum</b>										
6.1	Approve curriculum principles that apply to all schools in the Trust				✓		✓		(monitor curriculum at	✓
6.2	(public sector equality duty) statement and monitor delivery		✓				✓			
6.3	Ensure provision of religious education				✓		✓		(monitor at school level)	✓
6.4	Ensure delivery of collective worship				✓		✓		(monitor at school level)	✓
6.5	Ensure compliance with SMSC requirements including the promotion of British values				✓		✓		(monitor at school level)	✓
6.6	Ensure provision of statutory careers education (secondary)				✓		✓		(monitor at school level)	✓
6.7	Monitor the inclusiveness of the curriculum				✓		✓		(monitor at school level)	✓
<b>7. Pupils and learning support</b>										
7.1	Ensure high standards of teaching and learning				✓		✓		(monitor at school level)	✓
7.2	Set targets for pupil outcomes across trust and monitor in-year data termly				✓		✓		(monitor at school level)	✓
7.3	Agree school improvement strategies						✓		✓	✓
7.4	Determine use and monitor impact of pupil premium								✓	✓

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<b>7. Pupils and learning support</b>										
7.5	Determine use and monitor impact of PE & Sports Premium (primary)								✓	✓
7.6	Set the dates of school terms and holidays		✓				✓			
7.7	Set the times of school sessions		✓				✓			
7.8	Monitor attendance and persistent absence of pupils				✓		✓		(monitor at school level)	✓
7.9	Ensure effective and compliant trust-wide SEND provision				✓		✓			✓
7.10	Regularly monitor compliance with SEN code of practice				✓		✓			
7.11	Monitor effectiveness of SEND provision at an academy level, ensuring compliance with relevant policies and statutory requirements				✓		✓		✓	✓
7.12	Monitor progress and attainment for all vulnerable children				✓		✓		(monitor at school level)	✓
7.13	Monitor support for looked after and previously looked after children				✓		✓		(monitor at school level)	✓
7.14	Monitor pupil behaviour data across different pupil groups				✓		✓		(monitor at school level)	✓
7.15	Ensure careers provider access across trust				✓		✓		(monitor at school level)	✓
7.16a	Review headteacher decision to suspensions						✓		✓	
7.16b	Exclusions (40 days + and PEX)				✓		✓		✓	
7.17	Monitor rates of suspension and exclusion across the trust				✓		✓			
7.18	Ensure school food standards are met for pupils						✓			✓
7.19	Ensure free school meal provision is adequately implemented						✓			✓
7.20	Ensure the provision of universal infant free school meals						✓			✓

	Task	Members	Trust Board	Finance, Audit & Risk Committee	Curriculum & Outcomes Committee	Appraisal & Pay Committee	CEO / Executive team	Lead governance professional	Local Governing Boards	Headteachers
	<b>7. Pupils and learning support</b>									
7.21	Deliver inclusive extra-curricular activities						✓		✓	✓
7.22	Monitor children's wellbeing and how this is actively supported				✓		✓		✓	✓
7.23	Monitor provision and outcomes for EAL pupils				✓		✓		✓	✓
7.24a	Ensure safeguarding arrangements in place across the Trust are robust, effective and meet statutory requirements				✓					
7.24b	Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements.				✓		✓		✓	✓
	<b>8. Parents and community</b>									
8.1	Agree Admissions Policy		✓				✓			
8.2	Implement admissions appeal process		✓							
8.3	Determine Complaints Policy		✓				✓			
8.4	Implement complaints procedure		✓				✓		✓	✓
8.5	Review complaints at panel stage		✓						✓	
8.6	Monitor all complaints raised (including through external agencies e.g LA, ESFA and Ofsted) across the trust		✓				✓		✓	✓
8.7	Develop stakeholder partnerships across the Trust		✓				✓		✓	✓
8.8	Engage with key stakeholders at academy level						✓		✓	✓