Scheme of Delegation

A scheme of delegation (SoD) is the key document defining which functions have been delegated and to whom,. It should be a simple, yet systematic way of ensuring members, governors (trustees), committees and individuals are clear about who has responsibility for making which decisions within the academy trust. This overarching SoD covering all decision making in the academy trust should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook which can be found in the Finance Policy.

Single Academy Trust Structure

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                    ┌─────────────────────────────────────┐
                    │              Members                 │
                    └─────────────────────────────────────┘
                                     ▲
                    ┌─────────────────────────────────────┐
                    │ Academy trust board of trustees      │
                    │        (governors) FGB               │
                    └─────────────────────────────────────┘
                      ▲              ▲              ▲
    ┌──────────────────────┐        │      ┌──────────────────────────┐
    │ Resources & Audit    │        │      │ Teaching & Learning      │
    │ Committee            │        │      │ Committee                │
    └──────────────────────┘        │      └──────────────────────────┘
                          ┌─────────────────────┐
                          │     Headteacher     │
                          └─────────────────────┘
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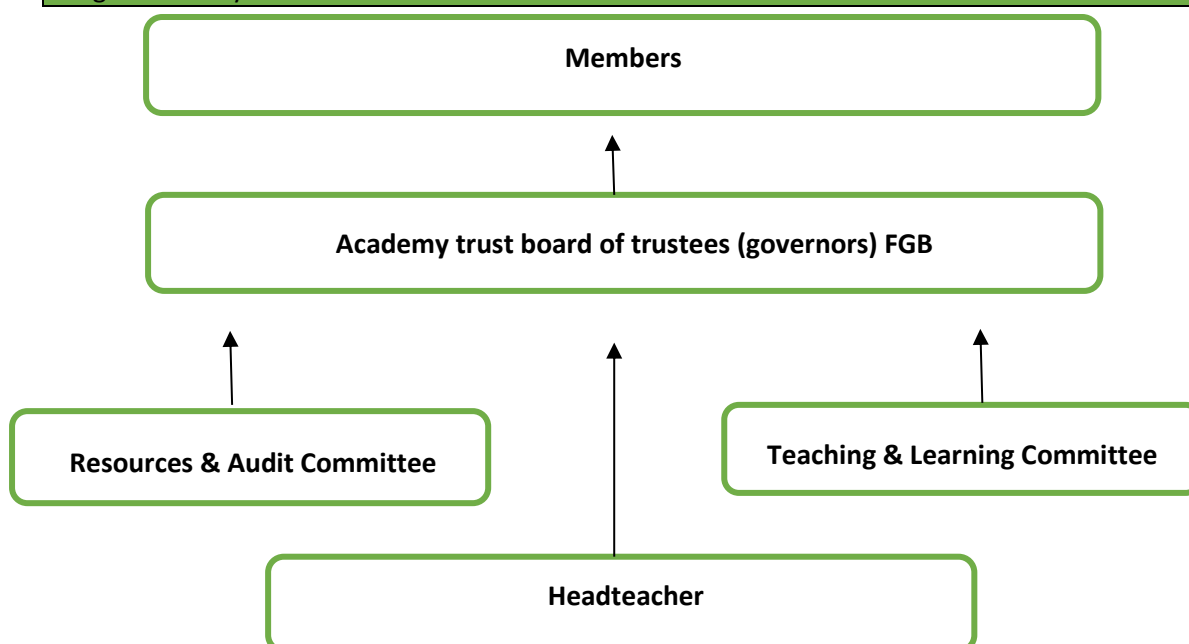
Key to Scheme of Delegation
Level 1: Members
Level 2: Academy trust board of trustees (Governors) FGB
Level 3: Board committees (Resources & Audit, Teaching and Learning
Level 4: Individual trustee
Level 5: Headteacher (accounting officer)
Level 6: Governance Professional
X Function **cannot** be carried out at this level
✔ Decision to be taken at this level
A **Preparatory work**, advice, and support to those accountable for decision making
< > Direction of advice and support

Area	Decision	Delegation					
		Members	FGB	Committee	Individual governor	Headteacher	Governance professional
Governance framework							
People	Members: Appoint/Remove	✓	X	X	X	X	X
	Trustees (Governors): Appoint/ Remove	✓	✓	X	X	X	X
	Role descriptions for members	✓	X	X	X	X	X
	Role descriptions for governors/ chair/ specific roles/ committee members		✓	<A			
	Parent governor – arrange process of election		✓				<A
	Committee chairs: appoint and remove			✓			
	Clerk to board: appoint and remove		✓				
Systems and structures	Articles of association: review and pass resolution if an amendment is required	✓	<A	<A	X	<A	<A
	Governance structure (committees) for the trust: establish and review annually		✓	<A			<A
	Terms of reference for trust committees (including audit if require, and scheme of delegation): agree annually		✓	<A		X	X
	Skills audit: complete and take appropriate action to fill gaps		✓				<A
	Annual self-review of trust board and committee performance: complete annually		✓				<A
	Chair's performance: carry out 360 review periodically		✓			X	X
	Trustee contribution: review annually		✓				<A
	Succession: plan		✓	<A			
	Annual schedule of business for trust board: agree		✓	<A		<A	
Reporting							
Reporting	Trust governance details on trust website: ensure						✓
	Register of all interests, business, pecuniary, governance of other educational establishments for members/ trustees: establish and publish						✓
	Annual report of performance of the trust: submit to members and publish		✓	<A		<A	

<A	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		<A	<A
	To determine whether to publish a home school agreement (not statutory)					✓	
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met						✓
	Responsibility for ensuring governor data complies with General Data Protection Guidelines						✓
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		✓			<A	
Being Strategic							
Being Strategic	Determine trust policies which reflect the trust's ethos and values including: admissions; expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum, : approve		✓	✓		<A	
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		✓	✓		<A	
	Determine trust policy for complaints, health and safety, accessibility plan, premises management, data protection and FOI: approve		✓	✓		<A	
	Establish trust policy for sex education, careers guidance					✓	
	Determine a behaviour and discipline policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave		✓	✓		<A	
	To draft content of school behaviour policy and publicise it to staff, pupils and parents					✓	
	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last 7 years		✓			<A	<A
	Ensure a broad and balance curriculum is in place		✓	✓		✓	
	To set the times of school sessions and the dates of school terms and holidays					✓	

	Agree enrichment/ extra-curricular offer including any additional services required					✓	
	Imbed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓	
	To establish and agree a Pay policy		✓			<A	
	Management of risk: establish register, review, and monitor		✓			<A	
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A		<A	
	Headteacher: appoint and dismiss		✓				
	To decide whether to join or form a multi-academy trust	✓	✓			<A	
	Budget plan to support delivery of trust key priorities: agree		✓	<A		<A	
	Academy staffing structure: agree		✓	<A		<A	
	Appoint teaching staff				A>	✓	
	Appoint non-teaching staff				A>	✓	
Holding to Account							

Holding to Account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment, GDPR, internal scrutiny): agree		✓	<A	<A	<A	
	To produce and maintain a central record of recruitment and vetting checks					✓	
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy		✓	<A	<A	<A	
	Reporting arrangements for progress on key priorities: agree		✓	✓		<A	
	Performance management of the Headteacher: undertake		✓		X	X	X
	Performance management of staff: undertake					✓	
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	✓		<A	
	Trustee monitoring: agree arrangements		✓	<A			

X	To review all permanent exclusions and fixed term suspensions where the pupil is either suspended for more than 15 days in a term or would lose the opportunity to sit a public examination			✓	X	X	X `
	To ensure that health and safety regulations are follows					✓	
	Ensure that school lunch nutritional standards are met					✓	
	Maintain a register of pupil attendance					✓	
	To ensure provision of free meals to those pupils meeting the criteria, including Free School Meals					✓	
Ensuring financial probity							
Ensuring financial probity	Trust's scheme of financial delegation: establish and review		✓	<A	<A	<A	
	External auditors' report: receive and respond		✓	<A		<A	
	Headteacher pay award: agree		✓				
	Staff appraisal procedure and pay progression: monitor and agree		✓	<A		<A	
	Benchmarking and academy trust value for money: ensure robustness		✓	<A		<A	
	Develop trust procurement strategies and efficiency savings programme			✓		<A	
	To approve the first formal budget plan each financial year		✓	<A		<A	
	To agree annual action plans and monitor how school premiums are spent (i.e., the pupil premium)		✓	✓			
	To establish and agree charging and remissions policy		✓	✓		<A	
	Buildings insurance and personal liability		✓			<A	