Scheme of delegation
September 2024 - 2025

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and its constituent schools.

The bodies may include:

1. Trust Members

2. Trust Board of Trustees (Board)

3. Trust Finance and General Purposes Committee (F&GP)

4. Trust Educational Standards Committee (ES)

5. Trust Compliance Committee (CC)

6. Chief Executive Officer (CEO)

7. Local Academy Committee (LAC)

8. Headteachers of individual schools (HTs)

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated authority for individual schools is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education and Skills Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- Approve (A)
- Recommend (R)

- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)
- Implement (I)

The Scheme of Delegation should be read in conjunction with the Roles & Responsibilities Matrix and the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

Trust & School policies

The Trust Board has developed a policy document identifying the range of statutory, regulatory and necessary policies and whether they are Trust or School policies. In conjunction with this Scheme of Delegation this sets out the responsibility for approval and monitoring of these policies.

School Leadership

Headteacher – legal Headteacher for a school and accountable to the LAC for the school and to the CEO (via executive)

# Sect	# Item	Task key: Approve (A), Recommend (R), Propose (P), Develop (D), Monitor and Report (M), Consulted (C), Implement (I)	Notes	Members	Board	F&GP Cttee	Educational Standards (ES)	Compliance Cttee	CEO	LAC	Headteacher	Sec Descr.
1	4	Approve Trust Scheme of Delegation			A				R	C	C	Governance
1	5	Approve school status (level of autonomy/authority)			A				R			Governance
1	7	Establish and approve Terms of Reference for Trust Committees including LACs/JMF6	Subject to school autonomy status		A				R			Governance
1	11	Appoint Chair and Vice Chair of LAC/JMF6			A					R		Governance
1	15	Appoint Governors to LAC/JMF6			A					R		Governance
1	16	Remove Governors from LAC/JMF6	In exceptional circumstances		A					R		Governance
1	22	Appoint (and remove) Governance Professional to LAC/JMF6			A				R	C		Governance

1	25	Trust Policy Matrix			A				R			Governance
1	26	Trust Governance Calendar			A				R	C	C	Governance
2	1	Trust Strategic Plan			A M	M	M	M	R/I	C	C	Planning & Perf
2	2	Devise trust-wide Curriculum Statement. Developed by Trust Exec Team					A		R	M	D I	Planning & Perf
2	3	Set School Performance Targets			A		R		P	P	D	Planning & Perf
2	6	School 1 Year Development Plan								A/M	R/I	Planning & Perf
3	1	HR, Employment & Staff related policies	Trust Policies: See policy matrix		A	M			R/I	M	I	Staff Policies and Pay
3	7	Headteacher Performance Review and Pay				A			I/R	I/R		Staff Policies and Pay
3	8	Individual Performance Pay Awards	As per Trust policy			A			R	R	P	Staff Policies and Pay
4	2	Trust central staff structure & complement. LACs involved if joint appt under aegis of Trust.			A				R	C		Staff Management

4	4	School staff structure & complement	Within School 1 Year Plan						A	P	P	Staff Management
4	5	Headteacher appointment	LAC/CEO panel						A	P		Staff Management
4	6	Senior leadership appointments							C	A	P	Staff Management
4	11	Suspension of Headteacher	As per policy						A	C		Staff Management
4	12	Return of Headteacher							A	C		Staff Management
4	13	Dismissal of Headteacher			A				R	C		Staff Management
4	14	Dismissal of teaching and support staff	HR Panel as appropriate H/T **must** consult CEO/CoG						C	C	A	Staff Management
4	17	Redundancy of school staff	Financial implications		A				R	C	P	Staff Management
4	18	Restructuring of school staff	Without financial implication						A	R	P	Staff Management
5	4	Annual review of School Risk Register	Trust Handbook At least annual review						M	AM	PI	Fin. Gvnce & Mgt
5	4	At least twice yearly review of whole Trust Risk Register	ATH requirement		A/M				P/M			Fin. Gvnce & Mgt

5	7	Trust Central Charges to schools		A	R			P	C	C	Fin. Gvnce & Mgt
5	13	School 3 year budget plans	Annually		A			R	C	D	Fin. Gvnce & Mgt
7	1	School times, terms and holidays		A				R	C	P	Policies & Procedure
7	2	Change of School Age Range		A				R	P	D	Policies & Procedure
7	3	Expansion of School Pupil Admission Number (PAN)		A				R	P	D	Policies & Procedure
7	6	Child Welfare & Safeguarding Policy	Trust Policy INDIVIDUAL SCHOOL ADAPT LOCALLY	A			M	R	A (local adapt) M	I	Policies & Procedure
7	7	School Statutory Policies	See policy matrix	A			M	M	M	I	Policies & Procedure
7	8	School non-Statutory Policies							AM	P/I	Policies & Procedure
7	9	Suspensions (prev Fixed Term Exclusion - FTE)				M		M	M	API	Policies & Procedure
7	11	Permanent Exclusions	Via Governors Panel			M		C	A/M	R	Policies & Procedure
7	12	Appeals against Permanent Exclusion	LA Independent Panel					M	I		Policies & Procedure
7	13	Complaints Policy	Trust policy	A			M	R	M	I	Policies & Procedure

7	14	Complaints Appeals	Panel incl. independent gov.	I				M	R	I		Policies & Procedure
7	15	Admissions Policy	Trust-determined School Policy	A				M	R	C	I	Policies & Procedure
7	16	Admissions allocation of places	As per Admissions policy							AM	I	Policies & Procedure
7	17	Admissions Appeals	Independent Panel					M	C	A	I	Policies & Procedure
7	18	School prospectus	Refers to overall branding and image guidelines						C	A	D R	Policies & Procedure
7	19	School website	Refers to overall branding and image guidelines and DfE requirements for what schools must publish on their websites						A	R/M	DR I	Policies & Procedure
7	20	School logo & branding	Refers to overall branding and image guidelines						A	R/M	D R I	Policies & Procedure
7	21	School uniform	Refers to overall branding and image guidelines						A	R/M	D R I	Policies & Procedure
7	24	Remote Learning Policy								A	P I	Policies & Procedure

7												
7	25	Data Protection Policy			A			R M	P	M		Policies & Procedure
7	26	Register of Pupil's admissions to schools and attendance								M	A	Policies & Procedure
7	28	Early Career Teacher Induction Policy (ECT)					C		R	A		Policies & Procedure
7	31	Single central record of recruitment and vetting checks	Reviewed by S/G Trustee/Governors					A/M	I	A/M	I	Policies & Procedure
7	34	Children with health needs who cannot attend school.	Trust schools follow LA policy and procedures							A/M	I	Policies & Procedure
7	35	Early Years Foundation Stage (EYFS) - primaries only	Trust recommends on school website							A	R	Policies & Procedure
7	36	Special educational needs and disability policy	Trust produces overarching policy - adapted locally		A		M (impact)	M	R	A M	R I	Policies & Procedure
7	37	Relationships and sex education policy					M (impact)	M		A M	R I	Policies & Procedure
7	38	Behaviour policy (incl Anti-Bullying policy/strategy)								A M	R I	Policies & Procedure

7	39	First aid in schools			A				P	A		Policies & Procedure
7	40	Equality information and objectives	Authored by CEO/H/Ts		A	R	R M	R	P	A M	P I	Policies & Procedure
7	41	Register of Business interests	GPs collect returns. Approval Trust Chair/CEO/LAC Chairs		A				A	A		Policies & Procedure
7	42	Careers guidance	Secondary only				M (impact)	M		A M	P	Policies & Procedure
7	43	Whistleblowing Policy			A			R M	P I		I	Policies & Procedure
7	44	Stakeholder feedback								A/M	P/I	
8	1	Asset Management Policy	Trust Policy		A	R			P	C		Premises & Assets
8	2	Asset Management Plan				A			R	A	R	Premises & Assets
9	1	Health and Safety	Trust policy suite		A	M (impact)		M	P	M	I/M	Health and Safety