

SCHEME OF DELEGATION: SUMMARY OF RESPONSIBILITY

Powers retained by the Board	Powers delegated to the Executive Body	Powers delegated to the Principal	Powers delegated to the Local Governing Body
VISION			
Set the vision for Trust	Work with the Board, the Principals and the LGBs to determine corporate planning and strategy for the Trust and its academies	Work with the board, the Executive body and the LGBs to determine corporate planning and strategy for the Trust and its academies	Work with the Board, the Executive Body and the Principals to inform corporate planning and strategy for the Trust and its academies
Determine the corporate planning and strategy for the Trust and its Academies.	Apply the Trust vision at both Trust and academy levels	Deliver the Trust vision in a way appropriate to the specific qualities and community characteristics of each academy	Promote the Trust's vision, in a way appropriate to the specific qualities and community characteristics of the Academy
	Enable the delivery of the Trust vision in ways appropriate and specific to each of its academies and their contexts		

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COMPLIANCE			
Ensure compliance with all statutory regulations and Acts of Parliament governing the operation of the Academy, including, without limitation all charity and company laws and all health and safety regulations	Implement actions required to secure compliance with all statutory regulations and Acts of Parliament governing the operation of the Academy, including, without limitation all charity and company laws and all health and safety regulations	Comply with all statutory regulations and Acts of Parliament governing the operation of the Academy, including, without limitation, all charity and company laws and all health and safety regulations	Understand the implications of non-compliance with all statutory regulations and Acts of Parliament governing the operation of the Academy, including, without limitation all charity and company laws and all health and safety regulations and report any noticeable instances of non-compliance by the Academy or Central Team to the SAT chair
Ensure compliance with the provisions of the Articles and Funding Agreements	Implement actions required to secure compliance with the provisions of the Articles and the Funding Agreements	Comply with the provisions of the Articles and the Funding Agreements	
Ensure compliance with the Academies Financial Handbook	Implement actions required to secure compliance with the Academies Financial Handbook	Comply with the Academies Financial Handbook	Understand the implications of non-compliance with the Academies financial handbook and report any noticeable instances of non-compliance by the Academy or executive body to the SAT chair
	Ensure that all required information is published at either Trust or at local level and is available either on the website or from the signposted source	Ensure that all required information is published and is available either on the website or from the signposted source (in consultation with the Central Team)	Ensure that all required information is published and is available either on the website or from the signposted source (in consultation with the Principal)

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GOVERNANCE			
Ensure that the Trust is managed efficiently and effectively by the CEO and Executive Body	Advise the Board in relation to constructing instruments of Governance and any amendments thereafter	Review and evaluate instruments of Governance and feedback to the Board	Review and evaluate Scheme of Delegation and Terms of Reference and feedback to the board
Draw up instruments of Governance and any amendments thereafter	Scrutinise the performance of the Local Governing Body	Be an ex-officio member of the LGB and report as required	Convene a full Governing Body meeting at least six times in a school year
Ensure processes are in place for the appointment of Directors and Governors of the LGB	Advise the Board in relation to the appointment (and removal) of the Chair and Vice Chair of a permanent or temporary Governing Body	Discharge duties in respect to pupils with special needs, safeguarding and health and safety and ensure that appropriate action is taken by the responsible persons	Ensure that the academy discharges its duties in respect to pupils with special needs, safeguarding and health and safety by appointing a responsible person
Appoint (and remove) the Chair and Vice Chair of a permanent or temporary Governing Body	Advise the Board in relation to the withdrawal of delegated powers from LGBs and disbanding where necessary	Advise the Executive Body on strategic direction, forward planning and quality assurance	Contribute to the governor development programme by undertaking an annual self-review
Monitor the performance of the Local Governing Body	Maintain an oversight of academies register of governor business interests	Advise the Executive Body on the leadership and management of the Academy	Assist with the appointment of staff and parent governors where requested
Evaluate the effectiveness of governor development	Support LGBs in the appointment of LGB clerks		Appoint the clerk to the LGB (in consultation with the Executive Body)
Scrutinise and approve academy specific registers of Governor Business and personal interests			Maintain a register of governors business and interests
Withdraw delegated powers from the LGB and, if necessary, disband it			

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POLICIES			
Annually review and approve policies developed by the central team	Setting of HR policies and procedures (as legal employer of all staff), developing appropriate terms and conditions of service, including the performance management policy and pay policy	Assist the Executive Body to develop policies on behalf of the Trust including those mandatory for all Trust Academies	Oversee the implementation of all policies prepared and approved by the Trust.
		Implement and comply with all mandatory policies as required	Ensure the provision of free school meals to those pupils meeting the criteria
	Determine the admissions policy and arrangements for the academies in accordance with admissions law and DFE codes of practice	In conjunction with the LGB, put in place other local and academy specific policies and procedures as required	Comply with and adhere to the terms of any Trust protocol or any guidance issued by the Trust
	Determine Trust-wide safeguarding policies as set out in the Academies Financial Handbook		
	Develop a charging and remissions policy and a revenue generation policy for the Trust		
	Set other Trust wide policies such as health & safety, DBS, safeguarding etc.		In conjunction with the Principal, put in place other local and academy specific policies and procedures as required
	Oversee the implementation & compliance for all mandatory policies		To understand the implications of non-compliance with policy and advise the SAT chair of any noticeable instances by the Academy or Executive Body

	<p>Oversee the implementation of a Trust wide complaint handling policy, ensuring compliance.</p> <p>Support the LGB in the management of any escalated complaints.</p>	<p>Ensure the Academy adheres to the Trust complaint handling policy</p>	<p>Support the Principal in adhering to the Trust complaint handling policy, managing any escalated complaints in line with this policy</p>
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EDUCATIONAL STANDARDS			
Undertake annual target setting for the Trust	Set and agree the education targets of its academies with the academy principal	Contribute to the setting of Academy wide targets in conjunction with the Executive body	Have an awareness of all Academy Targets and how the Academy is performing in relation to them. Advise the SAT Board of any concerns relating to Academy performance
Approve the educational targets of the academies as proposed by the Executive Body	Monitor and evaluate academy performance against key performance indicators set by the Board	Monitor and evaluate the performance of the Academy and of all staff and report progress in line with trust procedures. Report progress to the Executive Body and LGB as required	To provide support and challenge to the Principals in relation to Academy targets
Have oversight of performance, standards and outcomes on a Trust and individual academy basis	Overall accountability for and distribution of the decisions affecting performance, standards and outcomes at Trust and Academy level	Accountable for the overall performance of the academy in line with Trust, DFE and OFSTED expectations and targets.(performance management)	Support the executive body in the evaluation of Academy performance in relation to all targets and expectations outlined by the Trust, DFE and OFSTED
Approve support and intervention strategies for individual Academies	Ensure monitoring and scrutiny of all aspects of progress within the Academies	Responsible for ensuring the Academy delivers on the promotion of British Values of tolerance, fairness, justice and equity	Evaluate the Academy self-evaluation process including an assessment of the impact of its own work
	Overall accountability for and distribution of decisions taken to provide support and intervention as appropriate to the academies	Responsible for agreeing and implementing the Academy Development Plan which outlines the actions for ensuring every child receives a good standard of education as defined by OFSTED	Monitor and evaluate the maintenance of good order and discipline, managing expectations around exclusions and ensuring the Academy is acting in line with statutory guidance of pupil exclusion

Take the ultimate accountability for the academic performance of all student outcomes across all key stages	Review the academies' curriculum (in consultation with the Principal)	Agree the curriculum in line with statutory requirements, the vision of the Trust and the context of the Academy	
	Review and approve changes to the times of sessions and dates of the term and holidays as proposed by the Principals	Ensure the Academy meets the required number of sessions each academic year	
	Ensure that as a part of the Trust cycle for monitoring and evaluation, there is a common framework for self-evaluation and subsequent development planning	Propose changes to the times of sessions and dates of the term and holidays to the executive body	
	Through the line management of the Principal, accountable for the performance outcomes of each individual academy	Undertake an accurate self-evaluation process of the academy which is used to inform the Academy Development Plan	
		Maintain good order and discipline by the pupils, including taking responsibility for any decision to suspend or exclude within the framework laid down by the Trust	Support the Principal in the management of behaviour and disciplinary matters
		Responsible for upholding the Trust admissions policy and advising the Board in accordance	

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APPOINTMENTS			
Ensure that processes are in place for making staff appointments to the Trust	Put in place processes for making staff appointments to the Trust	Appoint Deputy and Assistant Principals (in consultation with Executive Body)	Support the Trust and Executive Body to appoint the Principal
Appointment of Academy Principals	Advise the Board and lead the appointment of Principals	Appoint other academy staff in line with Trust policy and guidance	Support the Principal with other appointments of staff and in a way consistent with any policy or procedure as may be determined by the Trust, including compliance with any pay terms and adoption of any standard contracts or terms and conditions for the employment of staff issued by the Board
Approve the appointment of any senior appointments in academes in consultation with the executive body	Advise the Principals and the Board and facilitate the appointment of Deputy and Assistant Principals within Academies	Support with the induction of new Principals and senior leaders to the Trust	
Approve the appointment of cross-academy staff	Appointment of any Trust wide school improvement staff		
	Oversee the induction of new Principals and senior leaders to the Trust		
	Ensure that the Trust and its academies are compliant with appropriate pay scales and policies		

	Ensure that salaries and other payments across the Trust are equitable in relation to role, context and value		
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HR AND PERFORMANCE MANAGEMENT			
Ensure the procedures are in place for the proper professional and personal development of all staff	Holding the Principals to account for the education performance of the academy and its pupils and the management of staff	Accountable for the effective performance management of all staff within the Academies	Support and advise the Executive Team in relation to the performance management of the Principal Scrutinise local HR activity and policy, including the process for local performance reviews for members of staff
Be responsible for the performance management of the CEO	Be responsible for the performance management of the remaining Executive Body (except CEO) and the Principals	Deliver appropriate and inclusive local CPD programmes for Academy staff	Scrutinise the effectiveness of local CPD programmes for Academy staff
Oversee the performance management of the Executive Body and the Principals	Put in place processes for undertaking the performance management of all Trust staff	Ensure that any claims and disputes for all staff on behalf of the Trust, including matters of suspension, dismissal or other formal processes subject to relevant Trust policy are reported to the Executive Body	
Ensure that appropriate performance management processes are in place for all Trust staff	Monitor and challenge local HR activity and policy, including the process for local performance reviews for members of staff and in particular ensuring that it is within the parameters established by the Trust.	Ensure that the Executive Body is notified of staffing issues which may result in risk or liability to the Trust	
Manage any claims and disputes relating to the Executive Body including matters of suspension, dismissal or other formal HR	Have oversight of the performance management of senior leaders within the academies	Hear hearings and / or appeals subject to the appropriateness of level and relevant Trust policy	Support hearings and/or appeals subject to appropriateness of level and relevant Trust policy

processes subject to relevant Trust policy			
Approve any changes proposed by the Central Team in relation to staff terms and conditions	Be responsible for the performance management and oversight of cross-academy staff	Ensure that local HR activity and policy is secure with reference to the Executive Body, including the process for local performance reviews for members of staff and in particular ensuring that it is within the parameters established by the Trust	
Ensure that the Trust and its academies are compliant with the Equality Act 2010 and comply with all aspects of discrimination law	Manage any claims and disputes for all staff on behalf of the Trust and its academies, including matters of suspension, dismissal or other formal processes subject to relevant Trust policy (excluding the Executive Body)	Ensure the salaries and other payments in Academies are equitable in relation to role, context and value (in consultation with the Executive Body) in order to avoid pay claims either internally or across the Trust.	
Hear hearings and / or appeals subject to appropriateness of level and relevant Trust policy	Consider whether any changes are required to staff terms and conditions and propose recommendations to the Board	Comply with the Equality Act 2010 and all aspects of discrimination law	
	Hear Hearings and / or appeals subject to appropriateness of level and relevant Trust policy	Be responsible for the performance management and professional standards of all academy staff	
	Ensure that the Trust and its Academies are compliant with the Equality Act 2010 and comply with all aspects of discrimination law		

	Intervene as necessary if a circumstance arises where because of the action or inaction of academy leadership, the academy is in breach statute.		
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TRAINING			
Ensure that appropriate and timely training is provided to Directors and governors and is evaluated accordingly	Determine the development needs of governors and put in place an appropriate development programme	Put in place, in conjunction with the Central Team, procedures for the proper professional and personal development of all staff	Ensure all statutory training needs (safeguarding / safer recruitment) are adhered to
	Provide appropriate and timely training to Directors and governors and undertake appropriate evaluation	Contribute to the governor development programme	Have an awareness of the CPD / Training provision within the Academy, review and feedback appropriately in terms of meeting the needs of the Academy.
	Provide and/or support continuing professional development for Principals, staff and cross academy staff		
	Establish, in conjunction with Principals, procedures for the proper professional and personal development of all staff		

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FINANCES			
Establish a funding model for use across the Trust and the academies	Implement the Trust funding model for use across the Trust and the Academies	Develop and propose the academy annual budget with support the Executive Body and LGB in relation to resource allocation and value for money	Consider the Academy's required funding and support in relation to the annual budgetary process
Agree the Central Trust and Academies annual budgets and determine the proportion of the overall academy budgets to be delegated to individual academies (in consultation with Executive Body)	Recommend to the Board, the Trust and the Academies annual budgets and following viability modelling, proposals in relation to the proportion of the overall academy budget to be delegated to individual academies	Ensure that the financial performance of the academy, including but without limitation, responsibility for compliance with the financial and accounting requirements detailed within the funding agreement	Ensure compliance with the overall financial plan for the Academy as determined by the Board
Determine any additional financial and reporting targets for the Trust and its academies	Review and scrutinise Central and Academy budgets to aggregate these into an overall Trust budget and propose these to the Board	Implement strategies developed by the Executive Body in relation to resource allocation and expenditure monitoring	
Ensure the proper levels of delegation and protocols are in place and executed appropriately by the Executive Body	Monitor, evaluate and report Trust and Academy performance against all financial and reporting targets set by the Board	Implement the Trust's procurement arrangements as detailed in relevant Trust policies and in consultation with the executive body	Support the Principal in optimising the education impact of financial resource through the annual budget setting process
Determine procurement policies and procedures for the Trust, in conjunction with the Executive Body.	Evaluate value for money of academies in relation to progress and standards	Enter into contracts on behalf of the Trust so far as they relate to the Academy provided that the Principal shall first obtain the written consent of the Executive Body in order to enter into any contracts or expenditure subject to financial regulations	

Ensure that guidelines and processes for the local maintenance of assets and appropriate registers are in place	Regularly monitor and review academies cash-flow and expenditure in accordance with policies determined by the Board	Notify the Executive Body of any changes to assets (fixed or otherwise) used by the Academy	
Have oversight of the finances of the Trust and its academies, including, but without limitation, responsibility for compliance with the financial and accounting requirements detailed within the Funding Agreement	Keep proper Trust accounts and proper records in relation to the accounts and financial activities	Inform the Executive Body of any need for significant unplanned expenditure and work with the Trust to explore options for identifying available funding	
Consider and evaluate Trust and academies performance against key performance indicators set by the Board in relation finances	Prepare a statement of accounts in respect of each financial year of the Trust and its academies	Keep proper local accounts and proper records in relation to the accounts financial activities	
Appoint external auditors	Propose and observe proper levels of delegation and protocols, in conjunction with the Board	Observe proper levels of financial and legal delegation and protocols, in conjunction with the Executive Body	
Consider the need for internal auditors if and as required	Enter into contracts on behalf of the Trust in so far as they relate to the Trust and its academies subject to delegations and protocols established by the Board.	Support the Executive Body in the management of the risk policy and the corporate risk register for the Trust	Monitor local risk management strategies and ensure academy-level resource is applied appropriately
Review and approve the annual statutory financial accounts	Put in place guidelines, establish processes and monitor the Trust and academies maintenance of assets and appropriate registers	Escalate material risks and report potential risks to the Executive Body, financial or otherwise, that could impact on the Trust legally and/or its ability to deliver	

Oversee the development and management of the risk policy and the corporate risk register for the Trust	Oversee the finances of the Trust and its academies, including, but without limitations, responsibility for compliance with the financial and accounting requirements detailed within the Funding Agreement	Provide timely and accurate information to the Trust and its auditors where requested	
	Arrange for the auditing of the Trust and its academies statements of accounts	Seek value for money and be able to demonstrate that value for money has been achieved	
	Provide to the Board, the annual statutory financial accounts for review and approval	Implement a cost effective curriculum model and staffing plan in line with trust KPI's	
	Develop and manage the risk policy and the corporate risk register for the Trust		

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ASSETS AND PREMISES			
Oversee local estates management strategies and receive reports by exception	Support the Principal in the development of a local estates management strategy for the Academy that will identify the suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment to meet their responsibility to ensure the buildings and facilities are maintained to a good standard	Determine, with the support of the Executive Body, a local estates management plan for the Academy that will identify the suitability of buildings and facilities in light of long term curriculum needs and the need for and availability of capital investment to meet their responsibility to ensure the buildings and facilities are maintained to a good standard	Support Principals in the development of an estate management strategy Advise the Executive Body in relation to local aspects of estate management
Dispose or acquire land or interests in land to be used by the Trust or its academies	Procure and maintain buildings including developing properly funded maintenance plans in conjunction with Principals	Put in place appropriate arrangements for the maintenance of the Academy estate in consultation with the Executive Body	Monitor and evaluate the quality of building maintenance and the conditions of the local estate to ensure it is fit for purpose
Be responsible for ensuring that Health and Safety regulations are followed	Ensure, on behalf of the Board, that Health and Safety regulations are followed	Comply with Health and Safety regulations	Challenge, support and monitor local processes for Health and Safety management
Ensure that all Trust assets are appropriate insured including the land and buildings used by the Academies	Ensure all Trust assets appropriately including the land and buildings used by the academies	Ensure the safety of the users of the Academy buildings and facilities	

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SERVICES			
Approve the scope of Central Executive services to be delivered by the Trust on behalf its Academies	Recommend the scope of Central Executive services to be delivered by the Trust on behalf of its Academies	Determine the scope of externally provided services	Scrutinise the scope of both central and externally provided services
Approve the scope of Central Executive services to be delivered to third parties on behalf of its academies	Recommend the scope of Central Executive services to be delivered to third parties on behalf of its academies	Evaluate the effectiveness and value for money of central services	
Ensure all academy services provide value for money	Provide a central service model to academies which is value for money		Question Principals in order to ensure that all services provide value for money and are of good quality
Have oversight of the effectiveness of the delivery of both centrally and externally provided services	Support Principals in determining the scope of externally provided services		
	Ensure that externally provided services to academies evidence value for money		

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MEDIA AND PR			
Oversight of the development of the Trust public relations strategy including press management, branding and reputation management	Lead on the development and implementation of a Trust public relations strategy including press management, branding and reputation management	Work with the Central Team to develop local public relations strategies in line with Trust vision, ethos and reputation	Support the Trust and the Academy in relation to any public relations activities to project the activities of the Trust and the Academies to the wider community
	Work with Academies to develop local public relations strategies in line with the Trust vision, ethos and reputation management plan	Report all press related activity in a timely and appropriate manner to the central team in order to enable appropriate execution of the Trust's public relations strategy	
	Oversee public relations activities to project the activities of the Trust and the Academies to the wider community		