



Governance Scheme of Delegation Delegated Decision / Task List

Key to the Scheme of Delegation Tables

Board	The Trust Board	
Committee	A Committee of the Trust Board	F+R -Finance and Resources P+G -Personnel and Governance SI -School Improvement
LGB	Local Governor Body	
CEO	Chief Executive Officer	
Senior Executive	Trust Senior Executives	FM - Finance Manager FD -Finance Director SL – Safeguarding Lead SIO -School Improvement Officer EM -Estates Manager ICTM -ICT Manager
HT	School Headteacher	

Sections list:

1. Strategic Planning
2. Governance
3. Finance
4. Personnel and Staffing
5. Pupil Outcomes and Curriculum
6. Pupil Personal Development and Well-being
7. Disadvantaged and SEND
8. Safeguarding
9. Pupil Attendance, Behaviour and Exclusions
10. Risk, Safety, Security and Premises
11. Operational Management

Who makes the final decision	Also involved – <i>Inform / consult / monitor</i>
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ID	Responsibility	Board	Comm	LGB	CEO	Senior Exec	HT
1.	Strategic Planning						
1.1	Agree Trust's vision and aims						
1.2	Agree Trust Improvement Plan						
1.3	Create Trust Improvement Plan					consult	
1.4	Agree School Improvement Plan			consult		SIO	consult
1.5	Create School Improvement Plan			consult		consult	
1.6	Approve requests for schools to join or leave the Trust						
1.7	Entering into funding agreement						
1.8	Approve the introduction or removal of Nursery / Pre-School provision						
1.9	Approve any changes to school category						

ID	Responsibility	Board	Comm	LGB	CEO	Senior Exec	HT
2.	Governance						
2.1	Recommend any changes to Articles of Association						
2.2	Ensure compliance with the funding agreements and Articles		F&R				
2.3	Approve annual report and accounts						
2.4	Approve Governance Scheme of Delegation						
2.5	Agree governance structure for the Trust						
2.6	Approve Terms of Reference and role descriptions for Committees and LGBs			consult			
2.7	Deliver governance induction and training programme		P&G				
2.8	Monitor performance of LGBs		P&G				
2.9	Assign / remove roles and members to Trust Committees						
2.10	Approve appointment of LGB Chair						
2.11	Approve appointment of LGB Governors			consult			
2.12	Approve Removal of any LGB Governor			consult			
2.13	Maintain and publish statutory Member / Trustee information						
2.14	Maintain and publish statutory Governor information						
2.15	Appoint / dismiss the Trust Secretary						
2.16	Appoint / dismiss the Clerk to LGB			consult			

ID	Responsibility	Board	Comm	LGB	CEO	Senior Exec	HT
3.	Finance						
3.1	Approve the Trust's Financial Scheme of Delegation						
3.2	Create Trust budget plans		F&R consult			FM FD SIO	
3.3	Approve annual Trust Budget						
3.4	Prepare and create individual school budgets			consult	consult	FD	consult
3.5	Recommend level of contribution to central budgets						
3.6	Approve level of contribution to central budgets						
3.7	Monitor Trust and School expenditure		Monitor	Monitor		FM FD	
3.8	Monitor internal controls, audit and RO reports		F&R				
3.9	Approve planned capital expenditure			consult			
3.10	Approve banking arrangements and investments						
3.11	Approve appropriate systems for staff absence insurance		F&R				
3.12	Provide assurance for the suitability of, and compliance with, statutory and other systems and controls	inform			inform	FM FD	
3.13	Agree governance expenses scheme						

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4.	Personnel and Staffing						
4.1	Ensure compliance with all HR and employment requirements						
4.2	Monitor compliance with all HR and employment requirements		P&G				
4.3	Approve pay and conditions and pension arrangements for all staff		P&G				
4.4	Approve payroll arrangements		F&R				
4.5	Appoint and dismiss the CEO						
4.6	Performance management of CEO		P&G				
4.7	Appoint and line manage Headteachers		P&G consult	consult			
4.8	Dismiss Headteachers			consult	consult		
4.9	Appoint and line manage the central team		P&G consult				
4.10	Dismiss central team		P&G				
4.11	Appoint and line manage school-based staff			consult		consult	
4.12	Dismiss school-based staff		P&G	Inform	consult		consult

ID	Responsibility	Board	Comm	LGB	CEO	Senior Exec	HT
4.13	Approval of pay recommendations - HT / Central staff						
4.14	Hear pay appeal from HT / Central staff		P&G				
4.15	Approval of pay recommendations - All school-based staff						
4.16	Hear pay appeal from school-based staff						
4.17	Approve any early retirement / settlement payments/Redundancy for Band A staff (defined in Financial Scheme of Delegation)						
4.18	Approve any early retirement / settlement payments/Redundancy for Band B staff (defined in Financial Scheme of Delegation)		F&R	Inform			
4.19	Approve any early retirement / settlement payments/Redundancy for Band C staff (defined in Financial Scheme of Delegation)			Inform			
4.20	Approve appointments to school staffing structure within the agreed budget			Inform		consult	
4.21	Approve appointments to school staffing structure outside the agreed budget						

ID	Responsibility	Board	Comm	LGB	CEO	Senior Exec	HT
5.	Pupil Outcomes and Curriculum						
5.1	Approve the Trusts curriculum aims and development Plans						
5.2	Ensure an appropriate curriculum is taught to all pupils						
5.3	Review, analyse, develop School Improvement Plans, with links to educational and financial planning					SIO consult	
5.4	Accountability for teaching standards and pupil outcomes across the Trust						
5.5	Accountability for teaching standards and pupil outcomes - individual schools						
5.6	Approve KPI's for Trust academic achievement		SI				
5.7	Monitor the effectiveness of school improvement processes – whole trust		SI				
5.8	Monitor the effectiveness of school improvement processes – single school			Monitor		SIO	

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6.	Pupil Personal Development & Well being						
6.1	Ensure the social, moral, spiritual, and cultural development of pupils			monitor			
6.2	Prohibit political indoctrination, extremism and ensure the balanced treatment of political and global issues			monitor			
6.3	Religious Education / Collective worship / Sex education arrangements			monitor			

ID	Responsibility	Board	Comm	LGB	CEO	Senior Exec	HT
6.4	Approve changes to Extended Services arrangements			monitor			

ID	Responsibility	Board	Comm	LGB	CEO	Senior Exec	HT
7.	Disadvantaged and SEND						
7.1	Appoint “responsible person” to discharge duties in respect of pupils with special needs ensuring their requirements are fully met					consult	
7.2	Designate a teacher for Looked After Children who is responsible for ensuring their needs are fully met					consult	
7.3	Approve a Trust wide strategy for Disadvantaged Children and monitor the impact on outcomes		SI				
7.4	Ensure additional funding for Pupil Premium and Sports Premium are spent appropriately and have an effective impact			monitor consult			
7.5	Ensure provision of Free School Meals for those meeting the criteria			monitor			

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8.	Safeguarding						
8.1	Ensure Trust complies with all Safeguarding requirements						
8.2	Ensure school complies with all Safeguarding requirements						
8.3	Monitor Safeguarding arrangements and outcomes across the Trust		P&G				
8.4	Monitor Safeguarding arrangements and outcomes in the school						
8.5	Ensure Trust operates safer recruitment procedures and pre-employment staffing checks						
8.6	Maintain a Single Central Record for the central team, Trustees and Members		monitor				
8.7	Maintain a Single Central Record for the school and LGB			monitor			

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9.	Pupil Attendance, Behaviour and Exclusions						
9.1	Temporary exclusion of a pupil			inform	inform		
9.2	Permanent exclusion of a pupil				consult		consult
9.3	Hear Appeal for permanent exclusions and fixed term exclusions greater than 15 days						
9.4	Set KPI's for pupil attendance - school			monitor		SIO	

9.5	Monitor Pupil attendance and persistent absence data			Monitor			
9.6	Monitor fixed term and permanent exclusions of pupils			Monitor			

ID	Responsibility	Board	Comm	LGB	CEO	Senior Exec	HT
10.	Risk, Safety, Security & Premises						
10.1	Maintain a Trust Risk Register	consult				consult	
10.2	Maintain a school Risk Register					consult	
10.3	Ensure Trust complies with all Health and Safety requirements						
10.4	Ensure school complies with all Health and Safety requirements						
10.5	Monitor Health and Safety arrangements and outcomes across the Trust						
10.6	Monitor Health and Safety arrangements and outcomes in the school						
10.7	Approve catering arrangements in Trust schools						
10.8	Maintenance of school premises					EM inform	
10.9	Maintain an asset register			monitor		EM consult	
10.10	Procure all insurance and capital works					EM	

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11.	Operational Management						
11.1	Approve the dates of term and holidays						
11.2	Approve the times of the school day						
11.3	Set admission arrangements and carry out statutory consultation in line with Trust policy						
11.4	Agree any changes to PAN for each school			consult			
11.5	Legal compliance and maintenance of Trust website	monitor					
11.6	Legal compliance and maintenance of school website			monitor		ICTM consult	
11.7	Meet the requirements of GDPR - school					ICTM consult	
11.8	Meet the requirements of GDPR -Trust	monitor				ICTM consult	
11.9	Ensure regular stakeholder engagement						
11.10	Ensure there is a parental complaint procedure			monitor			
11.11	Ensure parental complaints procedure is followed	monitor		monitor			