

## SCHEME OF DELEGATION

DESCRIPTION OF ACTIVITY (✓=responsible, <A or A> or <A> = advice and the direction of advice)	MEMBERS	TRUSTEES	SCHOOL PERFORM ANCE REVIEW BOARD	CEO	EXEC TEAM	HEAD OF SCHOOL
<b>GOVERNANCE FRAMEWORK</b>						
To review and amend the Articles of Association by special signed written resolution (with EFA agreement)	✓	<A		<A		
To make amendments to the Scheme of Delegation		✓	<A	<A		
To change the name of the Trust	✓					
To appoint and remove Members	✓					
To call an Annual General Meeting of Members		✓				
To call a General Meeting of Members	✓	✓				
To appoint and remove Trustees	✓					
To suspend a Trustee for a fixed period up to 6 months		✓				
To elect a Chair and a Vice-Chair of the Trust		✓				
To appoint/establish committees of the Trust		✓				
Appoint two Parent Members of each School Performance Review Board		✓	<A			
Appoint one Staff member of each School Performance Review Board		✓	<A			
To appoint and remove School Performance Review Board Chairs and Vice Chairs		✓	<A	<A		

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To appoint/remove the Clerk to the Trust Board, any established Committees of the Trust including School Performance Review Boards		✓	<A	<A		
To identify and review on an annual basis the skills and experience required (skills audit) for the Trust Board and each established committee (excluding School Performance Review Boards) of the Trust and address gaps through recruitment/training		✓	<A	<A		<A
To identify and review on an annual basis the skills and experience required (skills audit) for the School Performance Review Board and address gaps through recruitment/training			✓			
To self-evaluate the Trust Board and any established committee (excluding School Performance Review Boards) on an annual basis		✓	<A	<A		<A
To self-evaluate School Performance Review Board performance on an annual basis			✓			
To undertake a 360 degree review of the performance of the Chair of the Trust Board or Chair of any established Committee of the Trust (excluding SPRB) on an annual basis.		✓				
To undertake a 360 degree review of the performance of the Chair of the SPRB performance on an annual basis.			✓			
To succession plan		✓	✓	<A	<A	<A
To agree a work plan for the Trust Board and each committee of the Trust		✓	<A	<A	<A	<A
<b>EDUCATION FRAMEWORK</b>						
Approval of Curriculum Policy and plan				✓	<A	<A
Approval of school targets			A>	✓	<A	<A
Monitoring of school targets			✓	<A	<A	

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Approval and monitoring of individual student targets					A>	✓
Approval of school improvement and quality improvement framework				✓		
Implementing the school improvement and quality improvement framework				✓	A<	
Responsibility for school standards					A>	✓
Approve the Behaviour Policy		✓		<A	<A	
Exclude a student/pupil for more than 15 days or permanently						✓
Review an exclusion for more than 15 days or permanently			✓			<A
Appeal an exclusion for more than 15 days or permanently (independent members from the review panel)			✓			
<b>REPORTING FRAMEWORK</b>						
Ensure statutory information is published on the Trust's website		✓		<A		
Compliance with Companies Act		✓		<A	<A	
Ensure Trust and Committees of the Trust (including School Governance Committees) details are up to date and on Trust Website: <ul style="list-style-type: none"> <li>- For each individual that has served over the past 12 months             <ul style="list-style-type: none"> <li>▪ Appointment date</li> <li>▪ Resignation date</li> <li>▪ Number of meetings attended out of a possible number of meetings which could have been attended</li> <li>▪ Business interests (in accordance with Conflicts &amp; Register of Business Interests Policy)</li> </ul> </li> </ul>			✓			<A

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Submission of financial returns to EFSA		✓		<A	<A	
To approve a Risk Management policy and framework, setting the risk appetite and monitor the effectiveness		✓	<A	<A	<A	
<b>STRATEGIC LEADERSHIP</b>						
Set the vision, values and ethos of the Trust and its future plans (incorporating vision, strategy and key performance indicators and risks)		✓	<A	<A		<A
School Development Plan setting out the individual schools vision, strategy and future plans within the context of the Trust Business Plan (incorporating Vision, Strategy, Key Performance indicators, school plans and risks)			A>	✓	<A>	<A
Agree the duration of the school day and the term dates for each school		✓		<A		
Agree and publish Core Offer for central trust spending and top slice from school budgets		✓		<A		
Agree each school budget		✓		<A	<A	<A
Agree HR Strategic and Policy Framework		✓		<A		
Agree H&SW Policy and Procedure Framework		✓		<A		
Agree Finance Policy and Procedure Framework to support compliance with the Academies Financial Handbook and Academies Accounts Direction		✓		<A	<A	
Agree Freedom of Information and Data Protection (GDPR) Policy and Procedure		✓		<A	<A	
Agree Whistleblowing, Anti-Fraud Bribery and Corruption, Complaints Procedures		✓		<A	<A	
Agree Admissions Policy		✓		<A		
Agree a Trust Safeguarding and Child Protection Policy including Prevent		✓		<A	<A	

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Appoint Safeguarding, Pupil Premium and SEND linked representative for the School Performance Review Board			✓			
Agree school level policies and procedures within the Trust policy framework			✓			<A
<b>APPOINTMENTS/DISMISSALS AND DESIGNATIONS</b>						
Appoint/dismiss the Chief Executive Officer (CEO)		✓				
Appoint/dismiss a member of the Executive Leadership Team				✓		
Designate in writing the employee with the responsibility of Accounting Officer, Chief Financial Officer and Company Secretary (if applicable)		✓				
Appoint/Dismiss the Head of School			A>	✓	<A	
Appoint (within approved structure)/dismiss other school staff						✓
Agree changes to the staffing structure of each school				✓		<A
Appoint (within approved structure)/dismiss central Trust employees				✓		
Appoint appropriate person(s) to provide competent health and safety advice to the Trust and its schools.		✓		<A		
Agree changes to the staffing structure of the Trust		✓		<A		
Appoint (SENCO) for the school						✓
Appoint Designated Safeguarding Lead for the school						✓
Ensure that there is a qualified teacher designated for Children in Care						✓
<b>PERFORMANCE MONITORING AND HOLDING TO ACCOUNT</b>						

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Establish a performance management review of the Chief Executive Officer on an annual basis and appoint independent advisor to support as appropriate.		✓				
Undertake performance management of the Executive Leadership Team				✓		
Undertake Performance Management of the Head of School			<A	A>	✓	
Undertake Performance Management of other central trust employees.					✓	
Undertake Performance Management of school employees.						✓
<b>ENSURING FINANCIAL PROBITY</b>						
To determine the pay progression/award for the Chief Executive Officer		✓				
To determine the pay progression/award for the Executive Leadership Team		✓		<A		
To determine the pay progression for the Central Team					✓	
To determine pay progression for each Head of School		✓	<A	<A	<A	<A
To determine pay progression for each school based employees						✓
To appointment of external audit		✓		<A	<A	
To ratify the (re-)appointment of the external auditor at each AGM when the Annual Report and Financial Statements are laid before Members.	✓	<A				
To remove auditors before the expiry of their term of office, in exceptional circumstances	✓					
Notify the EFA of the resignation of auditors, before the expiry of the term of office.		✓				

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Appointment of internal audit		✓		<A		
To agree and annually review a Scheme of Financial Delegation (published as Financial Regulations and Scheme of Financial Delegation).		✓		<A		
Develop and agree trust wide procurement strategies and efficiency savings		✓		<A		