

## Scheme of Delegation

This document shows the level of delegated responsibility given to the Trust Board and its Committees, to the Chief Executive Officer and the Executive Team in respect of key aspects of the leadership and management of the Trust and its schools and colleges [*Academies*] and to ensure compliance with legal, regulatory and statutory requirements.

It should be read alongside the Trust's Committee Terms of Reference, Financial Regulations, Governance Policies and Standing Orders which covers all delegations of the Trust.

Delegations cannot be exercised other than by the designated Committee or individual, unless otherwise directed or agreed by the Board; and though decisions may be delegated, the Trust retains overarching responsibility for all decisions made.

The Chair (or the Vice-Chair in absence of the Chair) has power to carry out functions of the Trust Board [*Chair's action*] in exceptional circumstances\* where a delay in doing so would be:

- seriously detrimental to the interests of the Trust or/and its schools and colleges, and
- it would not be possible to postpone the decision until a meeting of Trust Board

*\*The use of Chair's action must remain compliant with the Trust's Financial Regulations.*

### Key

The abbreviations below indicate delegated power:

|          |                    |  |
|----------|--------------------|--|
| <b>R</b> | <b>Responsible</b> | The <u>project owner</u> who must ensure that the project is completed.  |
| <b>A</b> | <b>Accountable</b> | Body <u>which is accountable in legal, regulatory or statutory terms</u> and has <u>control to assign and delegate work responsibilities</u> . |
| <b>C</b> | <b>Consulted</b>   | Give input, help, advice, or opinion; offering valuable <u>subject matter expertise</u> .  |
| <b>S</b> | <b>Support</b>     | Provide <u>help and actively work with</u> the Responsible to complete the project.  |
| <b>I</b> | <b>Informed</b>    | Those who need to be kept in the loop; <u>informed about the progress every step of the way until completion</u> .                             |

|            |  | <u>Members</u>              | <u>Trust Board</u>          | <u>Committee</u><br>Audit and Risk | <u>Committee</u><br>Educational Excellence | <u>Committee</u><br>Finance | <u>Committee</u><br>Nominations and Governance | <u>Committee</u><br>Remuneration | <u>Committee</u><br>Resources | <u>Chief Executive</u> | <u>Executive</u><br>Group Teams | <u>Executive</u><br>Teams at schools and colleges |
|------------|--|-----------------------------|-----------------------------|------------------------------------|--|-----------------------------|--|----------------------------------|-------------------------------|------------------------|---------------------------------|---|
| ETHOS      | Setting the vision of the Trust and its schools and colleges   | Informed                    | Accountable                 |                                    |  |                             |  |                                  |                               | Responsible            | Supported                       | Supported   |
|            | Setting the strategy of the Trust and its schools and colleges   | Informed                    | Accountable                 |                                    |  |                             |  |                                  |                               | Responsible            | Supported                       | Supported   |
|            | Setting the culture and values of the Trust and its schools and colleges   | Informed                    | Accountable                 |                                    |  |                             |  |                                  |                               | Responsible            | Supported                       | Supported   |
| GOVERNANCE | Establishing the Trust Board's governance structure including Committee terms of reference   | Informed                    | Accountable                 | Consulted                          | Consulted                                  | Consulted                   | Responsible                                    | Consulted                        | Consulted                     | Consulted              | Informed                        | Informed  |
|            | Appointing to the Trust Board's Committees including the Educational Excellence Committees and Academy Councils  |                             | Accountable                 | Consulted                          | Consulted                                  | Consulted                   | Responsible                                    | Consulted                        | Consulted                     | Informed               |                                 |   |
|            | Appointing the Committee Chairs annually   |                             | Accountable                 | Consulted                          | Consulted                                  | Consulted                   | Responsible                                    | Consulted                        | Consulted                     | Informed               |                                 |   |
|            | Ensuring balanced and appropriate skill set at both Trust Board and Committee level  | Informed                    | Accountable                 | Consulted                          | Consulted                                  | Consulted                   | Responsible                                    | Consulted                        | Consulted                     | Consulted              |                                 |   |
|            | Setting Trust governance policies including data protection, information sharing freedom of information, code of conduct, complaints and whistleblowing                  |                             | Accountable                 | Responsible                        |  |                             | Responsible                                    |                                  |                               | Consulted              | Consulted                       | Informed  |
|            | Appointing the Trustee Leads for Equality, Diversity and Inclusion, Health and Safety, People, Safeguarding, Whistleblowing, Careers Education, Sustainability, and SEND |                             | Accountable                 |                                    |  |                             | Responsible                                    |                                  |                               | Consulted              |                                 |   |
| EXECUTIVE  | Appointing the Chief Executive Officer (CEO) and accounting officer  | Informed                    | Accountable and Responsible |                                    |  |                             |  | Consulted                        |                               |                        |                                 |   |
|            | Appointing Chief Financial Officer (CFO)   | Informed                    | Accountable and Responsible |                                    |  |                             |  | Consulted                        |                               | Consulted              |                                 |   |
|            | Appointing the Governance Professional (Clerk)   | Informed                    | Accountable and Responsible | Informed                           | Informed                                   | Informed                    | Informed                                       | Consulted                        | Informed                      | Consulted              | Informed                        | Informed  |
|            | Appointing the Company Secretary   |                             | Accountable and Responsible |                                    |  |                             |  |                                  |                               | Consulted              |                                 |   |
| COMPLIANCE | Appointing the Trust's external auditor  | Accountable and Responsible | Informed                    | Consulted                          |  |                             |  |                                  |                               | Informed               |                                 |   |
|            | Appointing the Trust's internal auditor  |                             | Accountable                 | Responsible                        |  |                             |  |                                  |                               | Informed               | Informed                        | Informed  |
|            | Establishing controls framework including internal audit   |                             | Accountable                 | Responsible                        |  |                             |  |                                  |                               | Informed               | Informed                        | Informed  |
|            | Maintaining the risk register  |                             | Accountable                 | Consulted                          |  |                             |  |                                  |                               | Responsible            | Supported                       | Supported   |
|            | Managing conflicts of interest and related party transactions  |                             | Accountable<br>Responsible  | Supported                          |  | Supported                   | Supported                                      |                                  |                               |                        |                                 |   |
|            | Ensuring compliance with ESFA requirements   |                             | Accountable                 | Informed                           |  | Informed                    |  |                                  |                               | Responsible            | Supported                       | Supported   |
|            | Ensuring compliance with SEND Code of Practice   |                             | Accountable                 |                                    | Informed                                   |                             |  |                                  |                               | Responsible            | Supported                       | Supported   |

|                   |  | <u>Members</u> | <u>Trust Board</u> | <u>Committee</u><br>Audit and Risk | <u>Committee</u><br>Educational Excellence | <u>Committee</u><br>Finance | <u>Committee</u><br>Nominations and Governance | <u>Committee</u><br>Remuneration | <u>Committee</u><br>Resources | <u>Chief Executive</u>      | <u>Executive</u><br>Group Teams | <u>Executive</u><br>Teams at schools and colleges |
|-------------------|--|----------------|--------------------|------------------------------------|--|-----------------------------|--|----------------------------------|-------------------------------|-----------------------------|---------------------------------|---|
|                   | <b>Ensuring compliance with equalities legislation</b>   | Informed       | Accountable        | Informed                           | Informed                                   |                             |  |                                  | Informed                      | Responsible                 | Supported                       | Supported   |
|                   | <b>Setting Trust safeguarding policies</b>   |                | Accountable        |                                    | Consulted                                  |                             |  |                                  | Informed                      | Responsible                 | Supported                       | Supported   |
|                   | <b>Setting Trust health and safety policies</b>  |                |                    |                                    |  |                             |  |                                  | Accountable                   | Responsible                 | Supported                       | Supported   |
|                   | <b>Setting Trust admission policies</b>  |                | Accountable        |                                    | Consulted                                  |                             |  |                                  |                               | Responsible                 | Supported                       | Supported   |
|                   | <b>Setting Trust behaviour and welfare policies</b> including exclusion  |                | Accountable        |                                    | Consulted                                  |                             |  |                                  |                               | Responsible                 | Supported                       | Supported   |
|                   | <b>Setting Trust finance policies</b> including charging and remission, procurement                              |                | Accountable        |                                    |  | Consulted                   |  |                                  |                               | Responsible                 | Supported                       | Supported   |
|                   | <b>Setting Trust human resources policies</b>  |                | Accountable        |                                    |  |                             |  |                                  | Consulted                     | Responsible                 | Supported                       | Supported   |
|                   |  |                |                    |                                    |  |                             |  |                                  |                               |                             |                                 |   |
| <b>CURRICULUM</b> | <b>Setting Trust approach to curriculum and assessment</b> , with regard to statutory requirements               |                | Accountable        |                                    | Consulted                                  |                             |  |                                  |                               | Responsible                 | Consulted                       | Supported   |
|                   | <b>Setting college improvement plans</b> in line with Trust priorities   |                |                    |                                    | Informed                                   |                             |  |                                  |                               | Accountable                 | Supported                       | Responsible                                       |
|                   | <b>Production and analysis of educational data</b>   |                |                    |                                    |  |                             |  |                                  |                               | Accountable                 | Responsible                     | Responsible                                       |
|                   | <b>Delivering careers guidance</b> , with regards to statutory requirements                                      |                | Accountable        |                                    | Informed                                   |                             |  |                                  |                               | Responsible                 | Responsible                     | Supported   |
|                   | <b>Engaging with parents</b>   |                | Informed           |                                    | Informed                                   |                             |  |                                  |                               | Accountable                 | Responsible                     | Responsible                                       |
|                   |  |                |                    |                                    |  |                             |  |                                  |                               |                             |                                 |   |
| <b>FINANCE</b>    | <b>Setting delegated authority limits for financial transactions</b>   |                | Accountable        |                                    |  | Responsible                 |  |                                  | Consulted                     | Consulted                   | Informed                        | Informed  |
|                   | <b>Developing the Trust's budget</b> including the individual schools and colleges and the central Trust budgets |                | Accountable        |                                    |  | Responsible                 |  |                                  | Consulted                     | Consulted                   | Informed                        | Informed  |
|                   | <b>Delivering monthly management accounts and forecasts</b>  |                | Informed           |                                    |  | Informed                    |  |                                  |                               | Accountable                 | Responsible                     |   |
|                   | <b>Managing the Trust's cash position</b>  |                | Informed           |                                    |  | Informed                    |  |                                  |                               | Accountable                 | Responsible                     | Supported   |
|                   |  |                |                    |                                    |  |                             |  |                                  |                               |                             |                                 |   |
| <b>RESOURCES</b>  | <b>Ensuring adequate insurance cover is in place</b>   |                |                    | Informed                           |  |                             |  |                                  |                               | Accountable                 | Responsible                     | Supported   |
|                   | <b>Setting Trust safeguarding practices</b> including appointing designated safeguarding lead                    |                | Informed           |                                    | Informed                                   |                             |  |                                  |                               | Accountable                 | Supported                       | Responsible                                       |
|                   | <b>Delivering annual report and accounts</b>   | Informed       | Informed           | Informed                           |  | Informed                    |  |                                  |                               | Accountable                 | Responsible                     | Supported   |
|                   | <b>Carrying out disclosure and barring service checks</b>  |                | Informed           |                                    |  |                             |  |                                  | Informed                      | Accountable                 | Responsible                     | Supported   |
|                   | <b>Setting Trust staffing structure and pay levels</b>   |                |                    |                                    |  | Informed                    |  |                                  | Informed                      | Accountable                 | Responsible                     | Consulted   |
|                   | <b>Setting approach to appraisal and performance management</b>  |                |                    |                                    | Informed                                   |                             |  |                                  | Informed                      | Accountable                 | Responsible                     | Consulted   |
|                   | <b>Setting approach to staff appointment and dismissal</b> , with regard to statutory requirements               |                |                    |                                    |  |                             |  |                                  |                               | Accountable and Responsible | Supported                       | Supported   |
|                   | <b>Appointment and line management of senior staffing roles</b> including the Principals                         |                |                    |                                    |  |                             |  |                                  |                               | Accountable and Responsible | Supported                       | Supported   |
|                   | <b>Reviewing and setting the pay levels of the CEO</b>   |                | Accountable        |                                    |  | Consulted                   |  | Responsible                      |                               |                             |                                 |   |
|                   | <b>Setting the Trust's resource strategy</b>   |                | Accountable        |                                    |  | Consulted                   |  |                                  | Consulted                     | Responsible                 | Supported                       | Supported   |