

# Scheme of Delegation

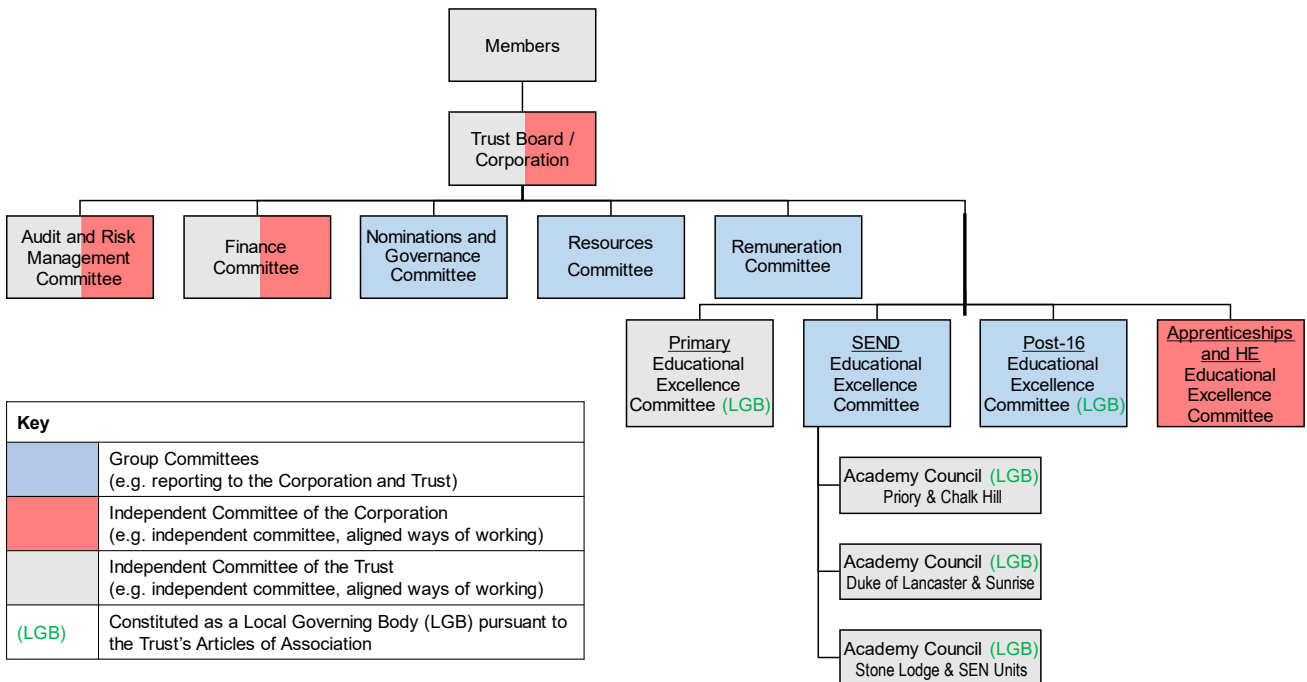
The **Eastern Education Group** (“Group”) is akin to a charitable, corporate group and the Group works together in furtherance of their common educational, public benefit, charitable objects.

It includes:

- **West Suffolk College** – a statutory Further Education Corporation (“Corporation”), and
- **Eastern Education Group Trust** – a Multi-Academy Trust (“Trust”) which includes one primary school, five specialist SEN schools and two sixth form colleges:
  - Abbeygate Sixth Form College in Bury St Edmunds
  - Chalk Hill in Sudbury
  - Duke of Lancaster School in Fakenham
  - Exning Primary School in Newmarket
  - One Sixth Form College in Ipswich
  - Priory School in Bury St Edmunds
  - Stone Lodge Academy in Ipswich
  - Sunrise Academy in Lowestoft

The Corporation and Trust work in collaboration to achieve the [Group’s strategic plan](#). To promote and optimise understanding, collaboration and co-ordination; the Corporation and Trust appoint individuals common to key governance and leadership roles (namely: Chair, Chief Executive, Chief Financial Officer, and Governance Professional) and the Group has a shared senior executive team.

The Corporation and Trust have substantial alignment of their governance arrangements and whilst distinct and legally separate institutions, have established several Group-wide governance committees:



This document shows a high-level summary of delegated responsibility given to the:

- Members (Trust only)
- Board (Corporation and Trust)
- Committees (Group and Independent)
- Academy Councils (Trust only)
- Chief Executive (“CEO”)
- Senior Executive Team (“SET”) see [here](#)
- Senior Leadership Team (“SLT”) of our schools and colleges

## Scheme of Delegation

The Scheme of Delegation must be read alongside the Terms of Reference of the Committees and Academy Councils, the Financial Regulations, the Corporation's Instruments and Articles of Government and the Trust's Articles of Association, the Standing Orders and Governance Policies of the Corporation and Trust. These are published on our websites: see [Corporation](#) and [Trust](#).

The Corporation and Trust are legally distinct institutions which retain overarching responsibility for all decisions made, irrespective of any delegated responsibility given to any Committee, Academy Council or individual. Moreover, delegated responsibilities cannot be amended or exercised other than by as delegated in this document, unless otherwise directed or agreed by the Corporation and/or Trust, as appropriate.

The Chair (or the Vice-Chair in absence of the Chair) has power (traditionally known as "Chair's Action") to make decisions on behalf of the Group in exceptional circumstances where a delay in doing so would be:

- seriously detrimental to the interests of the Group overall or in part, and
- it would not be possible to postpone the decision until a meeting of the Corporation and/or Trust.

Exercise of this power must be compliant with the Group's Financial Regulations.

### Key

The abbreviations below indicate delegated power:

<b>R</b>	<b>Responsible</b>	The project owner who must ensure that the project is completed.
<b>A</b>	<b>Accountable</b>	Is accountable in legal, regulatory or statutory terms and can assign/delegate work.
<b>S</b>	<b>Support</b>	Help, advise and actively work with the Responsible to complete the project.
<b>I</b>	<b>Informed</b>	Need to be informed about the progress until completion.

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<b>CULTURE, ENGAGEMENT AND GOVERNANCE</b>	Setting the vision of the Group	I	A	A	S	S	S	S	S	S	S	S	S	S	R	S	I
	Setting the culture and values of the Group	I	A	A	S	S	S	S	S	S	S	S	S	S	R	S	S
	Setting expectations of governance conduct		A	A	R					S					S		
	Fostering equality, diversity and inclusion to build diverse governance layers		A	A	R										S		
	Ensuring transparency of information		A, R	A, R						S					S	S	S
	Engaging with stakeholders inc. parents and students	I	A	A				S	S			S	S	S	R	R	R
	Adhering to the governing document		A, R	A, R	S										S		
<b>STRATEGY</b>	Setting the strategy of the Group	I	A	A	S	S	S	S	S	S	S	S	S	S	R	S	I
	Championing the strategy across the schools and colleges	I	I	I				S	S			S	S	S	A	R	R
	Reviewing progress against the strategy	I	A, R	A, R											S	S	S
	Setting improvement plans of schools and colleges in line with overall Group priorities							S	S			S	S	S	A	R	R

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<b>NON EXECUTIVE LEADERSHIP</b>	<b>Establishing a high performing governance structure</b> inc. determining the terms of reference of the Committees and Academy Councils, and the governance role descriptions		A, R	A, R	S										S		
	<b>Appointing Members of the Trust</b>	A, R	A, R		S										S		
	<b>Appointing Trustees of the Trust</b>	A, R		A, R	S										S	I	
	<b>Appointing Governors of the Corporation</b>		A, R		S										S	I	
	<b>Appointing the Chair and Vice Chairs of the Corporation and Trust</b>		A, R	A, R	S										S	I	
	<b>Appointing members to the Group Committees</b> and determining the Committee Chair and Vice Chairs		A, R	A, R	S	I	I	I	I						S	I	
	<b>Appointing members to the Corporation's Independent Committees</b> and determining their Chairs/Vice Chairs		A, R		S					I	I		I		S	I	
	<b>Appointing members to the Trust's Independent Committees</b> and determining their Chairs/Vice Chairs			A, R	S					I	I	I			S	I	

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<b>NON EXECUTIVE LEADERSHIP</b>	Appointing members to the Trust's Academy Councils and determining their Chairs/Vice Chairs			A, R	S									I		S	I	
	Determining the election process for appointing parent members			A	R				S			S		S		S	S	
	Appointment of the Governance Professional		A, R	A, R											S			
	Ensuring appointment checks, induction and training		A	A	R													
	Evaluating effectiveness governance		A	A	R	S	S	S	S	S	S	S	S	S				
	Appointing Governance Leads (Board level)		A, R	A, R	S												I	
	Appointing Governance Links (LGB level)				I			I	R			R		R				I
	Ensuring balanced and appropriate skills within the governance structure		A, R	A, R	S										S			
<b>EXECUTIVE LEADERSHIP</b>	Appointment and performance management of the CEO as accounting officer	I	A, R	A, R			S											
	Setting pay levels of the CEO		A, R	A, R			S											
	Appointment of the CFO		A, R	A, R											S	S		
	Performance management of the CFO														A, R			

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EXECUTIVE LEADERSHIP	Performance management of the Governance Professional		A, R	A, R											A, R		
	Appointment and performance management of SET members including all line management responsibilities														A, R	S	I
	Appointment and performance of SLT members including all line management responsibilities														A	R	S
	Overseeing staff wellbeing, workload and working conditions		A	A		S									R	R	R
	Setting pay levels														A, R		
ACCOUNTABILITY	Ensuring strategic oversight and accountability		A, R	A, R											A, R		
	Setting approach to curriculum and assessment, with regard to statutory requirements		A	A				S	S			S	S	S	R	R	R
	Setting and delivering school and college curriculum and assessment in line with Group approach							I	I			I	I	I	A	A	R
	Developing curriculum policies as required by schools and colleges		A	A				I	I			I	I	I	S	R	R
	Production and analysis of data				I	I	I	I	I	I	I	I	I	I	A	R	S

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<b>ACCOUNTABILITY</b>	Delivering careers guidance, with regards to statutory requirements		A	A				I	I			I	I	I	R	S	S
	Setting delegated authority limits for financial transactions		A	A							R				S	S	
	Developing the budget for the Corporation and Trust, and its schools and colleges		A	A							R				S	S	
	Delivering monthly management accounts and forecasts		A	A											A	R	
	Managing the cash position		A	A											A	R	
	Appointing the external auditor	A	A, R	R						S					I		
	Delivering annual report and accounts		A	A						S	S				R	S	
	Setting finance policies charging and remission, procurement		A	A			S			S	S				R	S	I
	Ensuring adequate insurance cover is in place		A	A							S				R		
	Maintaining the risk register		A	A							R				R	S	
	Managing conflicts of interest and related party transactions		A, R	A, R							S	S					
	Ensuring compliance with ESFA requirements		A	A				S			S	S			R	S	S

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<b>ACCOUNTABILITY</b>	Appointing the internal auditor		A	A						R					I		
	Establishing controls framework inc. internal audit		A	A						R	R				S	S	
	Ensuring compliance with OfS requirements		A										S		R	S	S
<b>COMPLIANCE AND POLICIES</b>	Setting admission policies		A	A				S	S			S	S	S	R	S	S
	Keeping admission and attendance registers		A	A				S	S			S	S	S	R	S	S
	Ensuring compliance with SEND Code of Practice		A	A				S	S			S	S	S	R	S	S
	Delivering support for looked after children		A	A				S	S			S	S	S	R	S	S
	Monitoring pupil premium spend inc. Year 7 literacy and numeracy catch up and PE and sports premium		A	A				S	S			S	S	S	R	R	S
	Setting health and safety policies, and estate management strategy		A	A			S								R	S	S
	Setting governance policies data protection, information sharing cyber security, freedom of information, complaints and whistleblowing		A	A							S					R	S



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<b>COMPLIANCE AND POLICIES</b>	<b>Setting safeguarding practices</b> with regard to statutory guidance inc. appointing designated safeguarding lead		A	A			S	S			S	S	S	R	R	R	
	<b>Carrying our disclosure and barring service checks</b>		A	A		I	I	I			I	I	I	R	R	R	
	<b>Setting safeguarding policies</b> safeguarding and child protection, student mental health and wellbeing, Prevent, looked after children, supporting students with medical conditions		A	A				S	S			S	S	S	R	S	S
	<b>Setting approach to directing students offside, exclusions</b>		A	A				S	S			S		I	S	R	R
	<b>Setting the timetable and term dates</b>														A	R	S
	<b>Managing school and college premises</b>		A	A		I								A	R	R	
	<b>Setting the uniform policies</b>							A			A			S	A	R	R
	<b>Setting approach to staff appointment and dismissal</b> , with regard to statutory requirements					I									A	R	S
	<b>Setting approach to appraisal and performance management</b>					I									A	R	S

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<b>POLICIES</b>	<b>Setting human resources policies</b> appraisal, pay, disciplinary, grievance, capability, safer recruitment					I									A	R	S
	<b>Setting whistleblowing procedures</b>		A	A						R					S	S	I