



The Collegiate Trust  
Exceptional Education for All

# Scheme of Delegation

15.11.2018

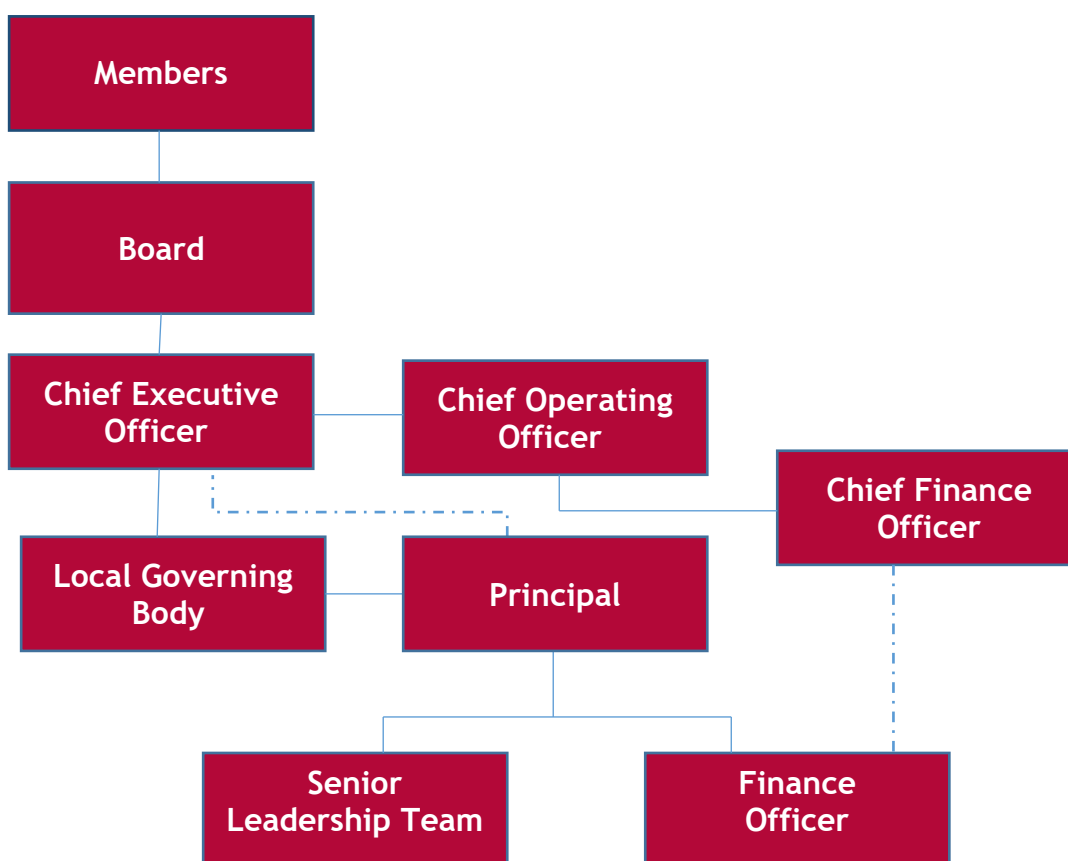


In this *Scheme of Delegation*, the phrases used have the following meanings:

- Development** The person or group who carries out the background or preparatory work on this area, for example drafting a policy, researching an issue, bringing forward a proposal
- Approval / Control** The person or group who has sign-off on this area and to whom any requests for changes must be made
- Implementation** The person or group responsible for carrying out the work and activity associated with this area. In many cases, where it is the Board of Board (Board) or Local Governing Body (LGB) identified here, it will be the CEO or Principal respectively actually carrying out the associated tasks.
- Monitoring / Review** The person or group who will ensure that work or activity in this area is producing the desired impact

Where there are two groups or individuals shown, this represents a hierarchy of accountability.

No further delegation of responsibility or accountability in this *Scheme of Delegation* is permitted. However, the implementation of each area may not always be carried out by the named individual or group. The following describes the most likely delegation of action:



**Notes:**

Board *Board of Directors / Trustees* (including Finance & Audit Committees)  
LGB *Local Governing Body*

		Development	Approval / Control	Implementation	Monitoring / Review
<b>STRATEGY AND LEADERSHIP</b>	Strategic objectives of the Trust	CEO	Board	CEO	Board
	Strategic objectives of Courtwood	LGB & Principal	Board	Principal	CEO
	Scrutiny – review & challenge progress of the Trust against its strategic objectives and KPIs	CEO	Board	CEO	Board
	Compliance: Funding Agreement – comply with all obligations including the Academies Financial Handbook	CEO	Board	CEO & LGB	COO Board
	Compliance: Regulatory – with all regulations affecting the Trust (eg all charity law, company law, employment law and health and safety)	CEO	Board	LGB	CEO
	Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	COO & CFO	Board	LGB	CEO
	Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	CEO	Board	LGB	Board

	Development	Approval / Control	Implementation	Monitoring / Review
Appointment of Directors		Members		
Appointment of Governors	LGB	Board	LGB	Board
Training & Development of Governors	LGB	CEO	LGB	
Appointment of the Responsible Officer and Audit Committee	CEO	Board		
Appointment of Clerk to the Board	CEO	Board	CEO	CEO
Appointment of Clerk to LGBs	COO	Board	LGB	Governance Manager

		Development	Approval / Control	Implementation	Monitoring / Review
STRATEGY AND LEADERSHIP	Trust Policies	CEO	Board	LGB & Principal	CEO
	Courtwood Policies	Principal	LGB	LGB & Principal	Principal
	LGB Procedures & Terms of Reference	CEO/Principal	LGB	LGB	CEO
	Training programme for Board	CEO	Board	Board	Members
	Training programme for governors	LGB	CEO	LGB	CEO

		Development	Approval / Control	Implementation	Monitoring / Review
EDUCATION AND CURRICULUM	Courtwood Development Plan	Principal	LGB	Principal	LGB CEO
	Courtwood Key Performance Indicators	Principal	LGB Board	Principal	LGB CEO

		Development	Approval / Control	Implementation	Monitoring / Review
EDUCATION AND CURRICULUM	Quality of Teaching	Principal	LGB	Principal	LGB
	Curriculum	Principal	LGB	Principal	LGB
	Pupil Premium	Principal	LGB	Principal	LGB

		Development	Approval / Control	Implementation	Monitoring / Review
EDUCATION AND CURRICULUM	Set admissions policy	Principal	Board	LGB	CEO
	Admission decisions			LGB & Principal	CEO
	Collective worship arrangements	Principal	LGB	Principal	LGB
	Student issues (including attendance, exclusions, punctuality and disciplinary matters)	Principal	LGB	Principal	LGB
	Term Dates and length of school day	Principal	LGB	Principal	LGB
	School lunch – ensure provided to appropriate nutritional standards	Principal	LGB	Principal	LGB
	Provision of free school meals to those meeting criteria	Principal	LGB	Principal	LGB



		Development	Approval / Control	Implementation	Monitoring / Review
FINANCIAL	<b>Funding Model</b> - agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to secure the Trust's financial health in the short term and the long term	CEO	Board	COO	Board
	<b>Trust Annual Budget</b> – formulating and setting the Trust wide budget	COO	Board	CFO	Finance Committee
	<b>Courtwood Annual Budget</b> – formulating and determining the proportion of the overall budget to be delegated to Courtwood (including uses of contingency funds/ balances)	COO	Board	LGB FM	CEO CFO

		Development	Approval / Control	Implementation	Monitoring / Review
FINANCIAL	Expenditure and ensuring delivery of Courtwood budget	Principal	LGB	Principal	CFO FM
	Reporting: financial reporting and KPIs	Principal	LGB	Principal	Board
	Implementation of Financial Procedures	COO	Board	LGB	CEO

		Development	Approval / Control	Implementation	Monitoring / Review
FINANCIAL	Financial Policies – establishing of policies and procedures to ensure compliance with the Trust’s financial and reporting requirements	CEO	Board	LGB	CEO
	Approving annual accounts	CFO	Audit Committee Members		
	Corporate Risk Register	COO	Board	CEO LGB	Audit Committee
	Investments – agreeing the investment policy in line with the Academies Financial Handbook and any internal polices and controls	CEO	Board		

		Development	Approval / Control	Implementation	Monitoring / Review
	Setting Terms and Conditions of Employment and Staff Handbook	CEO	Board	LGB	CEO
HR AND OPERATIONS	Appointing the CEO	Board	Board		
	Appointing the Principal	CEO	Board	LGB	
	Dismissal of Principal	CEO	Board	CEO	
	Appointing of cross-Trust Staff (in line with recruitment policy)	CEO	Board		
	Appointing Courtwood Staff	Principal	LGB	Principal	
	Establishing Trust wide HR Policies	CEO	Board	LGB	CEO
	Performance Management of Principal	CEO	LGB	LGB	CEO
	Dismissing of Courtwood staff	Principal	LGB	Principal	
	Reviewing discipline and grievance policy	CEO	Board	LGB	
	Setting trust wide procurement policies	CEO	Board	LGB	CEO

		Development	Approval / Control	Implementation	Monitoring / Review
HR AND OPERATIONS	Setting Courtwood specific procurement policies (in line with Financial Procedures)	COO	LGB	Principal	CEO
	Determining and allocating central services provided to the Academies by the Trust	CEO	Board	LGB	CEO
	Overseeing the effectiveness of services provided centrally by the Trust	Principal	LGB		
	Asset and Premises Maintenance Strategy	Principal COO	LGB	COO Principal	LGB
	Acquiring and disposing of Trust land	CEO	Board		
	Changing use of Assets	CEO	Board		
	Arranging insurance for the Trust	CEO	Board		
	Media and PR	CEO	Board	Principal	LGB

		Development	Approval / Control	Implementation	Monitoring / Review
HR AND OPERATIONS	Courtwood Prospectus and Website	Principal	LGB	Principal	CEO
	Trust Prospectus and website	CEO	Board	CEO	Board