



The Collegiate Trust
Exceptional Education for All

Scheme of Delegation

01.09.2019

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

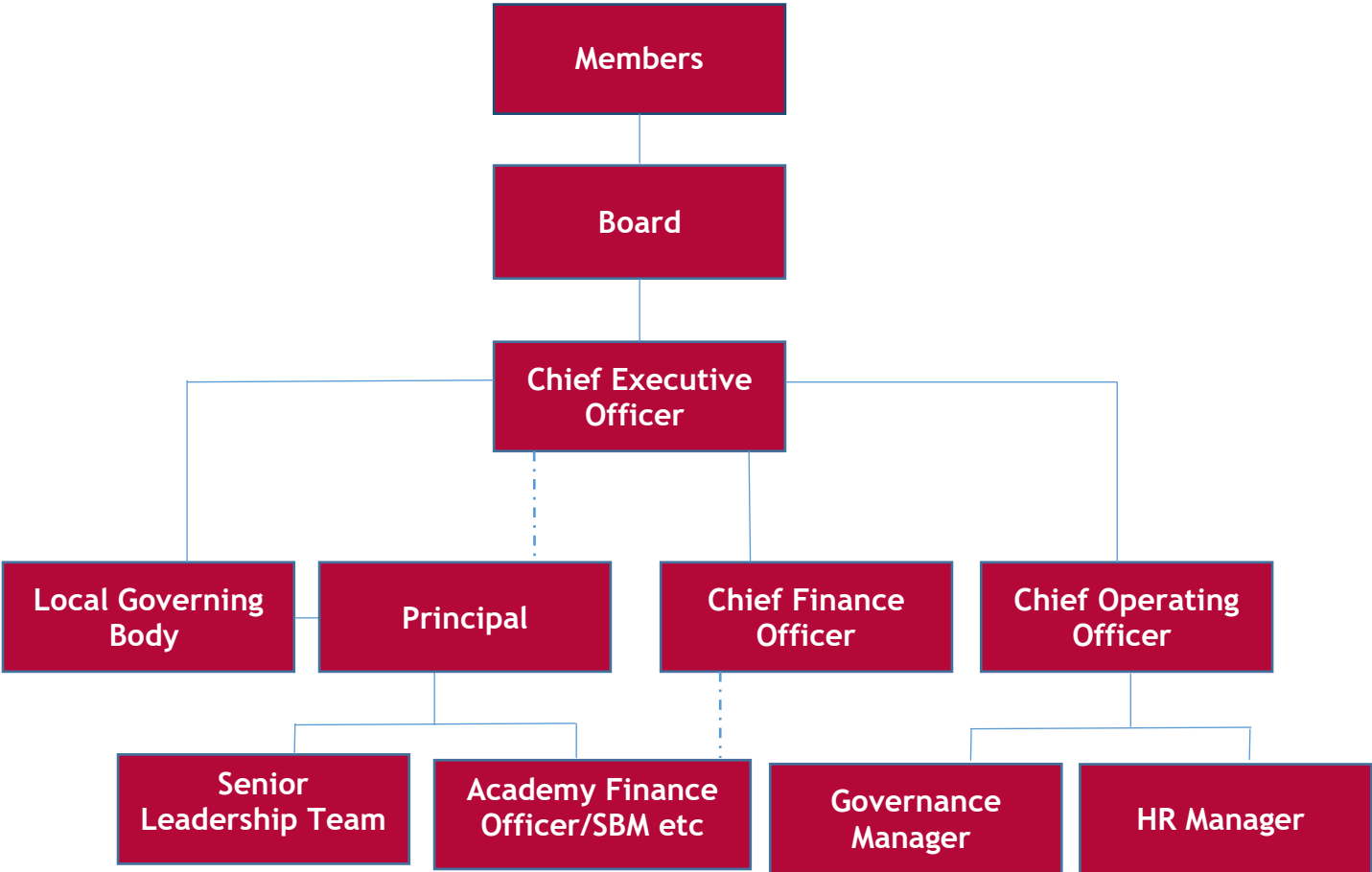
Development The person or group who carries out the background or preparatory work on this area, for example drafting a policy, researching an issue, bringing forward a proposal

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

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 Audit & Finance Committee (AFC) & Learning & Quality Committee (LQC))
 LGB *Local Governing Body*

	Development	Approval / Control	Implementation	Monitoring / Review
Strategic objectives of the Trust	CEO	Board	CEO	Board
Strategic objectives of the Academy	Principal	LGB	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	AFC	CEO	AFC
Compliance: Regulatory – with all regulations affecting the Trust (eg all charity law, company law, employment law and health and safety)	CEO	Board	Central Trust Team	CEO
Compliance: Financial Oversight - ensuring there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds	CFO	Board	CFO	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	Governance Manager	Board
Member Appointment of Directors		Members		
Board Appointment of Directors		Board		
Appointment of Governors	LGB	Board	LGB	Board
Appointment of the Responsible Officer and Audit & Finance Committee	CEO	Board		
Appointment of Clerk to the Board	CEO	Board	CEO	CEO
Appointment of Clerk to LGBs	COO	Board	Governance Manager	Governance Manager
Trust Policies	CEO	Board	Governance Manager	CEO
Academy Policies	Principal	LGB	Principal	Principal
LGB Terms of Reference	Board	Board	LGB	CEO
Training programme for Board	CEO	Board	Governance Manager	Members
Training programme for governors	Governance Manager	CEO	Governance Manager	Board

STRATEGY AND LEADERSHIP

	Development	Approval / Control	Implementation	Monitoring / Review
EDUCATION AND CURRICULUM	Academy Development Plan	Principal	LGB	Principal LGB CEO
	Academy Key Performance Indicators	Principal	LGB	Principal LGB / CEO / Board As required ¹
	Quality of Teaching	Principal	LGB	Principal LGB/LQC
	Curriculum	Principal	LGB	Principal LGB
	Pupil Premium	Principal	LGB	Principal LGB
	Set admissions policy	Principal	Board	LGB CEO
	Admission decisions	Principal	Board	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

¹ Where there are two or more groups or individuals shown, this represents a hierarchy of accountability.

	Development	Approval / Control	Implementation	Monitoring / Review
FINANCIAL				
Funding Model - 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
Trust Annual Budget – formulating and setting the Trust wide budget	CFO	Board	CFO	AFC
Academy Annual Budget – formulating and determining the proportion of the overall budget to be delegated to the academy (including uses of contingency funds/ balances)	CFO	Board	CFO	AFC
Expenditure and ensuring delivery of the Academy budget	LGB	CFO	LGB	CFO
Reporting: financial reporting and KPIs	Principal	Board	Principal	AFC
Reporting of financial information at Academy level	CFO	Principal	CFO	LGB
Implementation of Financial Procedures	CFO	Board	CFO	CEO
Financial Policies – establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements	CEO	Board	CFO	CEO
Approving annual accounts	CFO	Board	CFO	AFC
Corporate Risk Register	COO	Board	CEO	AFC
Investments – agreeing the investment policy in line with the Academies Financial Handbook and any internal polices and controls	CEO	Board	CEO	Board

	Development	Approval / Control	Implementation	Monitoring / Review	
HR AND OPERATIONS	Setting Terms and Conditions of Employment, Staff Handbook and Trust HR wide policies	HR Manager	Board	Principal	CEO
	Appointing the CEO	Board	Board	Governance Manager	Members
	Appointing the Principal	CEO	Board	LGB	Board
	Dismissal of Principal	CEO	Board	CEO	Board
	Appointing of cross-Trust Staff (in line with recruitment policy)	CEO	Board	CEO	Board
	Appointing Academy staff	Principal	CEO	Principal	LGB
	Performance Management of Principal	CEO	LGB	LGB	CEO
	Dismissing of Academy staff	Principal	Principal	Principal	LGB
	Reviewing discipline and grievance policy	HR Manager	Board	Principal	CEO
	Setting trust wide procurement policies	CFO	AFC	CFO	Board
	Determining and allocating central services provided to the Academies by the Trust	CEO	Board	COO	CEO
	Overseeing the effectiveness of services provided centrally by the Trust	Principal	Board	Board	LGB
	Asset and Premises Maintenance Strategy	COO	AFC	COO	Board
	Acquiring and disposing of Trust land	CEO	Members	CEO	Board
	Changing use of Assets	CEO	Board	COO	Board
	Arranging insurance for the Trust	COO	Board	COO	CEO
	Media and PR	CEO	Board	Principal	CEO
	Academy Prospectus and Website	Principal	CEO	Principal	CEO
	Trust Prospectus and website	CEO	Board	CEO	Board