



The Collegiate Trust  
Exceptional Education for All

# **Scheme of Delegation**

01.09.2021

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

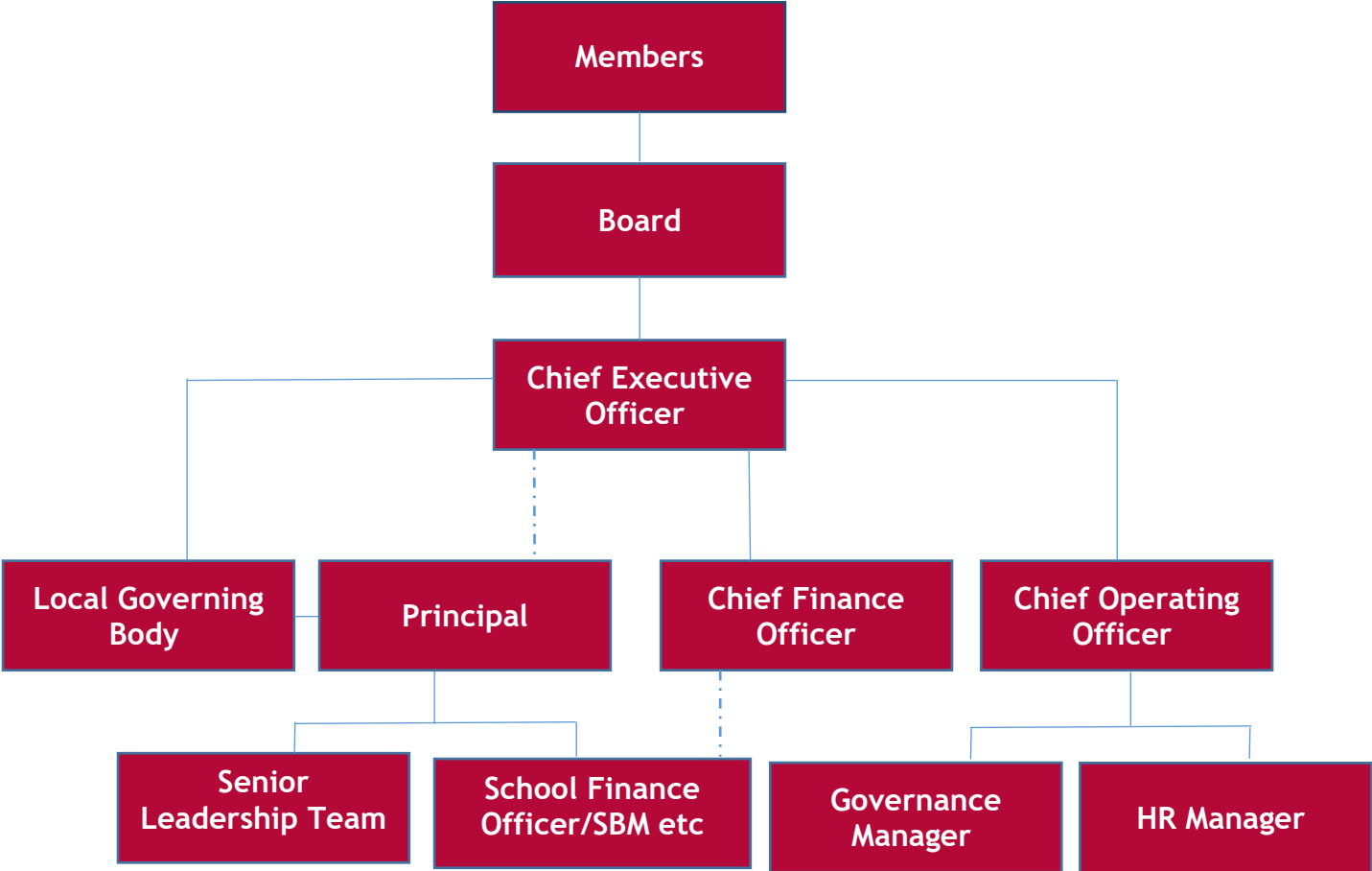
**Development** The person or group who carries out the background or preparatory work on this area, for example drafting a policy, researching an issue, bringing forward a proposal

**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 Directors (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, Risk & Finance Committee (ARFC) & Learning & Quality Committee (LQC))

LGB *Local Governing Body*

	Responsibility	Development	Approval / Control	Implementation	Monitoring / Review
STRATEGY AND LEADERSHIP	Strategic objectives of the Trust	CEO	Board	CEO	Board
	Strategic objectives of the School	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 Academy Trust Handbook	CEO	ARFC	CEO	ARFC
	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, Audit, Risk & Finance Committee and Learning and Quality 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
	School policies	Principal	LGB	Principal	Principal
	LGB Terms of Reference	Board	Board	LGB	Governance Manager
	Training programme for Board	CEO	Board	Governance Manager	Members
	Training programme for governors	Governance Manager	CEO	Governance Manager	Board

	Responsibility	Development	Approval / Control	Implementation	Monitoring / Review
EDUCATION AND CURRICULUM	School Development Plan	Principal	LGB	Principal	LGB CEO
	School Key Performance Indicators	Principal	LGB	Principal	LGB / CEO / Board <i>As required<sup>1</sup></i>
	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	Governance Manager
	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

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

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

	Responsibility	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 School staff	Principal	CEO	Principal	LGB
	Performance Management of Principal	CEO	LGB	LGB	CEO
	Dismissing of School staff	Principal	Principal	Principal	LGB
	Reviewing discipline and grievance policy	HR Manager	Board	Principal	CEO
	Setting Trust wide procurement policies	CFO	ARFC	CFO	Board
	Determining and allocating central services provided to the Schools 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	ARFC	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
	School Prospectus and Website	Principal	CEO	Principal	CEO
	Trust Prospectus and website	CEO	Board	CEO	Board