



The Collegiate Trust
Exceptional Education for All

Scheme of Delegation

1.9.2023

1. The Collegiate Trust

The Trust is a partnership of schools in Crawley and Croydon whose purpose is to build *collaboration to deliver exceptional education*, and whose vision is *exceptional education for all*. This is reflected in our Trust's values: **ambition & collaboration**, as well as in our desired outcomes: **achievement & enjoyment**.

2. Governance Structure

a. Members

Members are the 'Guardians of the Trust' and have an important role to play in overseeing and holding the Trustees/Directors to account for the governance arrangements of the Trust.

To give linkage, the Chair of the Trust is also a Member.

b. The Trust Board

The Board of Trustees/Directors manages the business of the Trust and focuses strongly on the three core functions of governance.

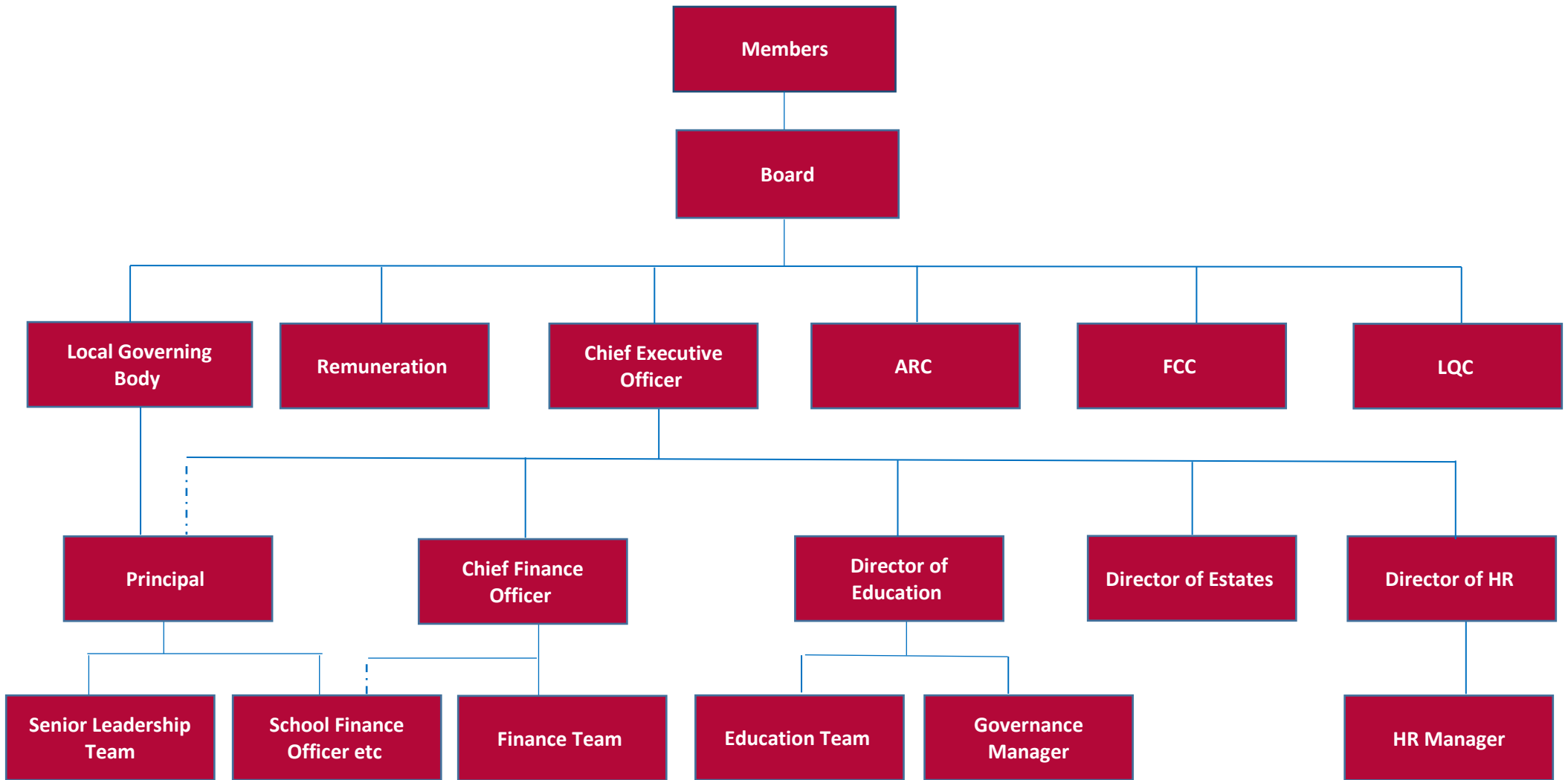
- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account
- Overseeing the financial performance of the organisation

The Trustees/Directors ensure compliance with the Trust's charitable objects and with company and charity law and adherence to the Trust's funding agreement with the Secretary of State.

The Trust Board has four committees: *Audit & Risk, Finance & Capital, Learning & Quality and Remuneration*.

c. Local Governing Body (LGB)

The LGB is a designated sub-committee of *The Collegiate Trust*. Its function is to hold to account and support the Principal and senior staff in delivering the best possible outcomes for pupils. As such the Principal & SLT provide the key professional advice to the LGB and support governors in their decision making.



Notes:

Board *Board of Directors / Trustees* (including Audit & Risk Committee (**ARC**), Finance & Capital Committee (**FCC**) & Learning & Quality Committee (**LQC**))
 LGB *Local Governing Body*

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

Where more than one postholder / group shares a specific responsibility, the primary responsibility holder is listed first. Where necessary, the responsibility assigned to the Principal will instead be assigned to the Executive Principal or Head of School, as appropriate.

No further delegation of responsibility or accountability in this *Scheme of Delegation* is permitted.

Any areas not covered in this document or the Terms of Reference remain the overall responsibility of the Trust Board.

Terms of Reference

Trust Board
ARFC
LQC
Remuneration
Courtwood Primary School
Gossops Green Primary School
Kenley Primary School
Riddlesdown Collegiate
The Quest
Waterfield Primary School

The following describes the most likely delegation of action:

1. STRATEGY AND LEADERSHIP

Responsibility	Development	Approval/Control	Implementation	Monitoring/Review
1. Strategic Objectives of the Trust Vision, Values, Culture and Strategic Plan	CEO	Board	CEO	Board
2. Scrutiny Review and challenge progress of the Trust against its strategic objectives and KPIs	CEO	Board <ul style="list-style-type: none"> • Via Committees 	CEO	Board
3. Compliance: Funding Agreement Comply with all obligations including the Academy Trust Handbook	CEO	Board	CEO	Board
4. Compliance: Regulatory Comply with all regulations affecting the Trust <ul style="list-style-type: none"> • charity law, company law, • employment law, • H&S 	Governance Manager/CFO Director of HR Director of Estates	Board	Governance Manager/CFO Director of HR Director of Estates	CEO
5. Compliance: Financial Oversight Ensure appropriate financial controls provide regularity, probity and value for money in relation to the management of public funds	CFO	Board	CFO	FCC
6. Stakeholder Engagement (across Trust)	CEO	Board	CEO	LQC
7. Stakeholder Engagement (in schools)	Principal	LGB	Principal	LGB

2. EDUCATION AND CURRICULUM

Responsibility	Development	Approval/Control	Implementation	Monitoring/Review
1. School Development Plan (including KPIs)	Principal	Director of P&Q LGB	Principal	Director of Education LGB
2. School Evaluation Report	Principal	Director of P&Q	Principal	Director of Education LGB
3. Quality of Education	Principal	Director of Education	Principal	Director of Education LGB
4. Curriculum Planning & Implementation (including compliance with any funding agreement requirements)	Principal	Director of Education LGB	Principal	Director of Education LGB
5. Staffing Plan	Principal	LGB	Principal	LGB
6. Pupil Premium and other educational grants	Principal	Director of Education LGB	Principal	Director of Education LGB
7. Safeguarding & Child Protection	Director of P&Q	Board	Principal	LGB LQC
8. Assessment & Reporting	Director of P&Q	LQC	Principal	LGB LQC
9. Admissions Criteria	Governance Manager	Board	LGB	Governance Manager
10. Collective Worship Arrangements	Principal	LGB	Principal	LGB
11. Behaviour & Attendance	Principal	LGB	Principal	LGB
12. Personal Development	Principal	LGB	Principal	LGB
13. Term Dates & Timings of the School Day	Principal	LGB	Principal	LGB
14. School Lunch & Provision of FSM	Principal	LGB	Principal	LGB

3. FINANCIAL

Responsibility	Development	Approval/Control	Implementation	Monitoring/Review
1. Funding Model	CFO	Board	CFO	FCC
2. Budgets Formulation and Approval	CFO Principal	Board	CFO Principal	FCC
3. Budget Management	Principal	CFO	Principal	FCC
4. Financial Reporting	CFO	FCC	CFO	FCC LGB
5. Financial Policies & Procedures	CFO	Board	CFO	CEO
6. Annual Accounts & Reports to ESFA	CFO	Board	CFO	FCC / ARC
7. Risk Register & Management Plan/Policy	CEO	Board	CEO	ARC
8. Investments	CFO	Board	CFO	FCC
9. Management of Reserves	CFO	Board	CFO	Board

4. GOVERNANCE AND COMPLIANCE

Responsibility	Development	Approval/Control	Implementation	Monitoring/Review
1. Governance Compliance (including Code of Conduct, Skills Audit, Register of Interests, procedure to deal with any conflicts of interest or connected party transactions)	Governance Manager	CEO	Governance Manager	Director of Education
2. Member Appointment of first 6 Directors		Members		
3. Board Appointment of co-opted Directors		Board		
4. Appointment and removal of Governors	Governance Manager	Board	Governance Manager	Governance Manager
5. Appointment and removal of Clerk to the Board	CEO	Board	CEO	CEO
6. Appointment and removal of Clerk to LGBs	Governance Manager	Director of Education	Governance Manager	Governance Manager
7. Trust Policies (including compliance with any funding agreement requirements)	CEO	Board	Governance Manager	CEO
8. School Policies (including compliance with any funding agreement requirements)	Principal	LGB Director of P&Q	Principal	LGB Governance Manager
9. Governance Structure & Terms of Reference	Governance Manager Principal	Board	Governance Manager	CEO
10. Governance Calendar (in line with Trust cycle of business)	Governance Manager	Board	Governance Manager	Governance Manager
11. Governance Training	Governance Manager	Board	Governance Manager	Members
12. Websites	Governance Manager	Director of Education	Governance Manager Principal	Governance Manager

5. HR AND OPERATIONS

Responsibility	Development	Approval/Control	Implementation	Monitoring/Review
1. Terms and Conditions of Employment & HR Policies	Director of HR	Board	CEO	CEO
2. Employment contracts	Director of HR	CEO	CEO	Director of HR
3. Salary Scales	CFO	Board	CFO	CEO
4. Staff Restructure/Redundancy	CEO	Board	Principal	CEO
5. Appointment & Dismissal of CEO	Board	Board	Director of HR	Members
6. Appointment & Dismissal of Principal	CEO	Board	LGB & CEO	Board
7. Appointment & Dismissal of Senior Staff	Principal	CEO	Principal & CEO	LGB
8. Appointment & Dismissal of School Staff	Principal	CEO	Principal	LGB
9. Appointment & Dismissal of Trust-wide Staff	Executive Team	CEO	Executive Team	CEO
10. Performance Management of Principal	CEO	LGB	LGB	CEO
11. Procurement	Director of Operations / Director of Estates	Board	CFO	FCC
12. Asset & Premises Maintenance	Director of Estates	Board	Director of Estates	FCC
13. Acquisition & Disposal of Land	CEO	Members	CEO	Board
14. Changing use of Assets	CEO	Board	Director of Estates	Board
15. Insurance	Director of Finance	Board	Director of Finance	CEO
16. Media & PR	CEO	Board	Principal	CEO
17. School Prospectus & Website	Principal	CEO	Principal	LGB
18. Trust Prospectus & Website	CEO	Board	CEO	Board