

Nishkam School Trust

Scheme of Delegation

This Scheme:

- Sets out the Trust's approach to delegations between the different layers of governance within the Trust and is a delegation by the Trust Board under the Articles of Associations of certain powers and/or functions as detailed below.
 - Should be read in conjunction the Trust's Scheme of Financial Delegation, which the Trust is required to have under the Academies Trust Handbook.

The Scheme is divided into the following sections:

- **Section 1: Strategic Vision and Ethos**
- **Section 2: Education and Curriculum**
- **Section 3: Financial Management and Governance**
- **Section 4: HR Management**
- **Section 5: Operations**
- **Section 6: Governance and Compliance**

DEFINITIONS - In this Scheme, the phrases used in the table below have the following meanings:

Approve: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Schools (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Comply: the individual/group will follow agreed policies and procedures.

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO this will be at Trust level. In the case of the Principal/Head this will be at School level.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed.

Report: the individual/group that has responsibility for reporting on the delivery of tasks.

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately.

Section 1: Strategic Vision and Ethos

Ref	Task	Members	Trustees	CEO	LGB	School Leader
1.1	Develop the ethos, character & mission of the Trust & Schools	Approve	Develop	Develop	Deliver	Deliver
1.2	Set strategic objectives of the Trust & Schools		Approve	Develop		Deliver
1.3	Deliver strategic objectives of the Trust & Schools		Review	Deliver	Review	Deliver
1.4	Scrutiny: Performance – review & challenge progress of the Trust against its strategic objectives and KPIs		Review – progress of the Trust & Schools	Review - reports from the LGBs/ Principal/ Heads Report- progress to the Trustees	Review – progress of the School	Report – progress of the School to the CEO/LGB
1.5	Scrutiny: Ethos – operation of the Trust & Schools against the agreed ethos, character & mission		Review	Report	Support & Review	Deliver
1.6	Growth of Trust		Approve	Recommend		
1.7	Changes to PAN (expansion/ reduction)		Approve	Recommend/propose		Propose

Section 2: Education and Curriculum

Ref	Task	Members	Trustees	CEO	LGB	Link Governor	School Leader
2.1	Trust Strategic Plan		Approve	Review			Review
2.2	School Improvement Plan/ Self Evaluation Form		Review	Approve	Approve	Support	Recommend and Deliver
2.3	Key Performance Indicators – setting and reviewing performance of the Trust & the Schools		Determine – Trust wide and School KPIs Review – performance against KPIs	Recommend	Review/ Deliver - holding leadership to account for delivery against KPIs	Support	Deliver/ Report – performance of the School to LGB and CEO
2.4	Quality of Teaching -ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes		Review - the work of the CEO	Deliver	Review	Support	Deliver & Review – management of staff to ensure teaching and learning objectives are met
2.5	Curriculum – setting the curriculum for the Schools and reviewing its effectiveness		Review	Approve	Review	Support	Deliver and review
2.6	Curriculum - ensuring that the legal requirements for children with special needs are met			Approve/Review	Review	Review & Support	Deliver & Report
2.7	Pupil Premium – reviewing and challenging the value for money/		Review	Report	Review	Approve & Review	Recommend

Ref	Task	Members	Trustees	CEO	LGB	Link Governor	School Leader
	ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap						Deliver Report – on effectiveness of use of the Pupil Premium
2.8	Review – consider and evaluate performance of the Schools by: <ul style="list-style-type: none"> ▪ reviewing progress against agreed KPIs ▪ holding each School's leadership to account for academic performance, quality of care and quality of provision ▪ monitoring the overall effectiveness and efficiency of leadership and management at the Schools ▪ receiving reports on the quality of teaching and learning and making recommendations to the Trustees . 		Review	Review	Review	Review & Support	Report
2.9	Review priorities - considering the aims and priorities for raising standards of achievement in each of the Schools' strategic plans.		Review	Consult	Review	Support	Deliver
2.10	Report – termly to Trustees on performance		Review	Review delivery	Review Support	Review Support	Deliver
2.11	Student issues- including attendance, exclusions, punctuality and disciplinary matters for each School		Review	Review delivery	Receiving reports from the Principal/Head	Review	Deliver – ensuring student issues are dealt with in accordance with Trust and School Policies Report – to the LGB on any material issues
2.12	Term Dates and length of school day		Approve	Recommend			Recommend
2.13	School lunch – ensure provided to appropriate nutritional standards	Consult	Determine	Deliver	Review	Support	Deliver
2.14	Provision of free school meals - to those meeting criteria		Review		Review		Deliver
2.15	Safeguarding – ensure each School has appointed a DSL ensuring compliance with all other statutory guidance		Review	Review delivery	Deliver	Review & Support	Deliver
2.16	Stakeholder Engagement		Review	Consult	Determine	Support	Deliver

Ref	Task	Members	Trustees	CEO	LGB	Link Governor	School Leader
2.17	Teaching & Learning Policies- including Exams		Approve	Recommend	Adopt		Propose

Section 3: Financial Management and Governance

Ref	Task	Members	Trustees	CEO	F & R Com	School Leader
3.1	Appointment/ dismissal of the Accounting Officer & Chief Financial Officer	Approve	Approve	Recommend	Review	
3.2	Appointment/ dismissal of External Auditors	Approve	Recommend	Propose	Propose	
3.3	Appointment of the Internal Auditors		Review	Recommend	Approve	
3.4	Approve Annual Accounts		Approve	Recommend	Propose	
3.5	Trust Annual Budget (BFRO)		Approve	Recommend	Review	Comply
3.6	Three Year Budget Plan (BFR3Y)		Review	Recommend	Approve	Comply
3.7	Scheme of Financial Delegation & Financial Policies		Approve	Recommend	Propose	Comply
3.8	Financial Reporting - budget monitoring and forecast		Review	Recommend	Approve	
3.9	Investments		Determine	Deliver		

Section 4: HR Management

Ref	Task	Members	Trustees	CEO	F & R Com	LGB	School Leader
4.1	Appointing the CEO	Approve	Recommend				
4.2	Dismissing CEO, Principal/Heads, senior/ cross Trust staff	Review - in respect to CEO	Approve - CEO and Executive Team	Approve - – School leaders, SLT in schools, Central Team			
4.3	Appointing the Principal/Head at each School	Consult	Approve -in consultation with the CEO	Recommend		Consult– Chair of Governors /representative to sit on the appointment panel with the CEO & a Trustee	
4.4	Appointing of cross-Trust Staff		Approve	Recommend			
4.5	Appointing School SLT (excluding Principal/Head)						Recommend
4.6	Appointing School Staff (excluding SLT & Principal/Head)			Review and approve			Recommend

Ref	Task	Members	Trustees	CEO	F & R Com	LGB	School Leader
4.7	Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)		Review	Approve	Review	Review	Recommend
4.8	HR Policies including Remuneration Policy		Approve	Recommend	Recommend	Adopt	Comply
4.9	Performance Management Process		Approve – CEO	Approve – School Leaders; Central Team; Executive Team		Review: School Leader	Approve - Teaching and Non-Teaching Staff
4.10	Pay reviews		Approve – Executive Team Review – School Leaders	Recommend – School Leaders; Central Team; Executive Team	Recommend – Executive Team Approve – Teaching and Non Teaching Staff; Central Team and School Leaders		Recommend: Teaching and Non-Teaching Staff
4.11	Setting Terms and Conditions of Employment and Staff Handbook		Approve	Recommend	Review		Comply

Section 5: Operations

Ref	Task	Members	Trustees	CEO	F & R Com	School Leader
5.1	Determining and allocating central services provided to the Schools by the Trust		Approve	Recommend & Deliver– of services to the Trustees	Review	
5.2	Overseeing the effectiveness of services provided centrally by the Trust		Review	Deliver and report to Trustees		
5.3	Asset and Premises Maintenance Strategy		Approve	Recommend	Review	Recommend
5.4	Acquiring and disposing of Trust land	Approve	Recommend	Recommend		
5.5	Changing use of Assets	Approve	Deliver	Recommend		
5.6	Arranging insurance for the Trust		Review	Approve		
5.7	Media and PR	Consult	Review	Deliver		Consult & Comply
5.8	Trust Prospectus and website			Approve		

Section 6: Governance and Compliance

Ref	Task	Members	Trustees	CEO	F & R Com	LGB	School Leader
6.1	Agree Articles of Association	Approve	Recommend	Recommend			
6.2	Approve Scheme of Delegation		Approve	Recommend			

Ref	Task	Members	Trustees	CEO	F & R Com	LGB	School Leader
6.3	Terms of Reference: Trust Board	Approve	Recommend	Recommend			
6.4	Appointment/ Dismissal of Members	Approve					
6.5	Appointment/ Dismissal of Trustees	Approve- up to 10	Approve- up to 10	Recommend			
6.6	Appointment/ Dismissal of Chair of Trust Board		Approve				
6.7	Appointment/ Dismissal of Vice Chair of Trust Board		Approve				
6.8	Committee Structure, Membership & Terms of Reference		Approve	Recommend	Review	Review	
6.9	Appointment/ Dismissal of Chair of LGB		Approve			Recommend	
6.10	Appointment/ Dismissal of Vice Chair of LGB					Approve	
6.11	Appointments of Governors		Approve – up to 7 Trust appointed governors per LGB	Recommend		Approve- selection of staff governors and parent governors Recommend -Trust Appointed Governors Approve – appointment of Link Governors	
6.12	Annual Review of NST Governance		Approve	Recommend		Comply	Comply
6.13	Appointment of Clerk – to Trustees and LGBs		Approve	Recommend		Consult	Consult
6.14	Compliance: Regulatory and Funding Agreement		Comply	Deliver/ Report – to Trustees			Deliver/Report – to LGB & CEO
6.15	Compliance: Financial Oversight		Determine – policies to ensure compliance Review	Deliver Report – to Trustees	Review/Comply	Review	Deliver Report – to CEO
6.16	Trust Risk Register		Approve	Recommend	Review		

Ref	Task	Members	Trustees	CEO	F & R Com	LGB	School Leader
6.17	Register of Interests and Third Party Related Transactions	Deliver and comply	Deliver and Comply	Deliver and Comply		Deliver and Comply	Deliver and Comply
6.18	Policies – review and approval of Trust Wide Policies		Determine	Recommend– presenting polices to the Trustees for approval Report – material non- compliance to the Trustees		Adopt/ Review	Comply/ Report – non- compliance to the LGB and the CEO
6.19	Set admissions policy/ arrangements	Agree Faith Admissions Policy	Approve	Develop & Deliver		Adopt	Consult
6.20	Pastoral Policies – including Safeguarding		Approve	Recommend		Adopt	Comply