Scheme of Delegation 2026-27

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 Article 105 of the Articles of Associations of certain powers and/or functions as detailed below.
- The Trust's Scheme of Financial Delegation, which the Trust is required to have under the Academies Trust Handbook, is set out in a separate document and also supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls.

The Scheme is divided into four sections as follows:
Section 1: Strategic Vision and Ethos
Section 2: Education and Curriculum
Section 3: Financial Management
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:

Adopt: the individual/group to agree in and take forward an approach, decision, or practice as the one to be used going ahead.

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 School Leader this will be at School level.

Determine: the individual/group to consider the available information and decide/recommend on the most appropriate next steps.

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	LAB	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 and Schools		Review	Deliver	Review	Deliver
1.4	Scrutiny: Performance – review and challenge progress of the Trust against its strategic objectives and KPIs		Review – progress of the Trust & Schools	Review - reports from the LABs/ School Leader Report- progress to the Trustees	Review – progress of the School Report – progress to the CEO & Trustees	Report – progress of the School to the CEO/LAB
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	Consult	
1.7	Changes to PAN (expansion/ reduction)		Approve	Recommend/propose	Consult	Propose

Section 2: Education and Curriculum

Ref	Task	Members	Trustees	CEO	LAB	Link Governor	School Leader
2.1	Trust Strategic Plan		Approve	Review			Review
2.2	School Improvement Plan/ Self Evaluation Form		Review	Approve /Delegate	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 – performance of the School and report to the CEO Deliver - holding leadership to account for delivery against KPIs	Support	Deliver – performance of the School against KPIs Report – performance of the School to LAB 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 – the work of the School Leader	Support	Deliver & Review – management of staff to ensure teaching and learning objectives are met Report
2.5	Curriculum – setting the curriculum for the Schools and reviewing its effectiveness		Review	Approve	Review	Review & Support	Deliver and review
2.6	Curriculum - ensuring that the legal requirements for children with special needs are met and that they are given support for learning.			Approve/Review	Review	Review & Support	Deliver & Report
2.7	Pupil Premium Strategy and Impact- Approval of the school's annual Pupil		Review	Review/Report across the Trust	Review	Approve and Review	Recommend Deliver

Ref	Task	Members	Trustees	CEO	LAB	Link Governor	School Leader
	Premium Strategy and reviewing and challenging the effectiveness and impact of Pupil Premium expenditure, including educational outcomes and reducing disadvantage.						Report – on effectiveness of use of the Pupil Premium
2.8	School Inclusion Strategy- Approval and review of the school's annual Inclusion Strategy, including the school's approach to SEND and inclusion, priorities, actions and intended outcomes		Review	Review	Review	Approve and Review	Recommend, Deliver and Report
2.9	Review – consider and evaluate performance of the Schools by: ▪ 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		Review	Review	Review	Review & Support	Report

Ref	Task	Members	Trustees	CEO	LAB	Link Governor	School Leader
	receiving reports on the quality of teaching and learning and making recommendations to the Trustees						
2.10	Review priorities - considering the aims and priorities for raising standards of achievement in each of the Schools' strategic plans.		Review	Consult	Review	Support	Deliver
2.11	Report – termly to Trustees on performance		Review	Review delivery	Review Support	Review Support	Deliver
2.12	Student issues- including attendance, exclusions, punctuality and disciplinary matters for each School		Review	Review delivery	Receiving reports from the School Leader Report any material issues to the Trustees and the CEO	Review	Deliver – ensuring student issues are dealt with in accordance with Trust &School Policies and any legal requirement. Report – to the LAB on any material issues
2.13	Term Dates and length of school day		Approve	Recommend			Recommend
2.14	School lunch – ensure provided to appropriate nutritional standards		Determine	Deliver	Review	Support	Deliver

Ref	Task	Members	Trustees	CEO	LAB	Link Governor	School Leader
2.15	Provision of free school meals - to those meeting criteria		Review		Review		Deliver
2.16	Safeguarding – ensure each School has appointed a Designated Safeguarding Lead, ensuring compliance with all other statutory guidance		Review	Review delivery	Deliver	Review & Support	Deliver
2.17	Stakeholder Engagement ▪ Promoting partnership working between parents/carers and the Schools to promote high standards of attendance, behaviour and learning by students.		Review	Consult with LAB and School Leader	Determine	Support	Deliver
2.18	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 (BFR)		Approve	Recommend	Review	Comply
3.6	Scheme of Financial Delegation & Financial Policies		Approve	Recommend	Propose	Comply
3.7	Financial Reporting - budget monitoring and forecast		Review	Recommend	Approve	
3.8	Investments – agreeing the investment policy in line with the Financial Policies and Procedures Manual and the Scheme of Financial Delegation		Approve,	Deliver		

Section 4: HR Management

Ref	Task	Members	Trustees	CEO (or delegated Authority)	F & R Com	LAB	School Leader
4.1	Appointing the CEO	Approve	Recommend				
4.2	Dismissing CEO, School Leader, senior/ cross Trust staff	Review - in respect to CEO	Approve - CEO, and Chief Finance Officer	Approve - – School leaders, SLT in schools, Central Team			
4.3	Appointing the School Leader 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 School Leader's)			Approve			Recommend
4.6	Appointing School Staff (excluding SLT & School Leader)			Approve			Recommend
4.7	Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)		Review	Approve/Delegate	Review	Review	Recommend
4.8	HR Policies including Remuneration Policy		Approve	Recommend	Recommend	Adopt	Comply

Ref	Task	Members	Trustees	CEO (or delegated Authority)	F & R Com	LAB	School Leader
4.9	Performance Management Process		Approve – CEO	Approve – School Leaders; Central Team; Executive Team	Review – Executive Team Review – Teaching and Non Teaching Staff; Central Team and School Leaders		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		Approve	Recommend	Review		Comply
4.12	Staff disciplinary action before dismissal: authority to hear disciplinary matters and determine appropriate sanctions short of dismissal, in accordance with the Trust Disciplinary Policy.		Review	Approve/Determine/Delegate]			Approve/Determine for school based staff

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 - overseeing public relations activities to project the activities of the Trust and the Schools to the wider community	Consult	Review	Deliver – Trust wide activities		Consult & Comply
5.8	Trust Prospectus and website			Approve		

Section 6: Governance and Compliance

Ref	Task	Members	Trustees	CEO	F & R Com	LAB	School Leader
6.1	Agree Articles of Association	Approve	Recommend	Recommend			
6.2	Approve Scheme of Delegation		Approve	Recommend			
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	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 LAB		Approve			Recommend	
6.10	Appointment/ Dismissal of Vice Chair of LAB					Approve	

Ref	Task	Members	Trustees	CEO	F & R Com	LAB	School Leader
6.11	Appointments of LAB members		Approve	Recommend		Recommend -Local Governors, this includes both Parent and Staff Governors Approve – appointment of Link Governors	
6.12	Annual Review of Governance		Approve	Recommend		Comply	Comply
6.13	Appointment of Clerk – to Trustees and LABs		Approve	Recommend		Consult	Consult
6.14	Compliance: Funding Agreement						
6.15	Compliance: Regulatory		Review	Deliver Report – to Trustees		Review	Deliver Report – to LAB & CEO
6.16	Compliance: Financial Oversight		Determine – policies to ensure compliance Review	Deliver Report – to Trustees		Review	Deliver Report – to LAB & CEO
6.17	Trust Risk Register		Approve	Recommend	Review		
6.18	Register of Interests and Third Party Related Transactions	Deliver and comply	Deliver and Comply	Deliver and comply		Deliver and Comply	Deliver and Comply

Ref	Task	Members	Trustees	CEO	F & R Com	LAB	School Leader
6.19	Policies – review and approval of Trust Wide Policies		Approve	Recommend– presenting polices to the Trustees for approval Report – material non-compliance to the Trustees		Review – all policies approved by the Trustees and School specific policies	Deliver – presenting School specific policies for approval by the LAB Report – non-compliance to the LAB and the CEO
6.20	Set admissions policy	Approve/ Delegate	Recommend	Develop & Deliver		Consult	Consult