

## **Ebor Academy Trust Scheme of Delegation V7 March 2021**

This Scheme of Delegation has been developed to clarify strategic level accountabilities and responsibilities across the Trust. It takes into account the Funding Agreement, Corporate and Charity law, Academies Financial Handbook, CIPFA guidance and other DfE guidance

The separate Finance Scheme of Delegation sits alongside this to provide detail of delegated financial authorities around key controls. The Governance Handbook includes an extract of responsibilities for the LGBs along with additional practical guidance. The Trust suite of policies detail how business is conducted, supported by process guidelines and supported by an Accountability and Responsibility Matrix to act as an aide memoire.

### **Introduction**

The Board of Trustees of Ebor Academy Trust has accountability for ensuring the Trust meets its charitable objectives and responsibility for setting the direction of the Trust, ensuring that it is solvent, compliant, and delivers the Trust's charitable objects for the benefit of the public.

The Board may under the Trust's Articles of Association, may 'delegate such powers and functions as they consider are required by the Chief Executive Officer and Principles for the internal organisation, management and control of the Academies (including the implementation of all policies approved by the Trustees and for the direction of the teaching and curriculum at the Academies). This document reflects the delegations that have been made

The levels of delegation are as follows:

- Board of Trustees
- Committees of Board of Trustees
- Local Governing Bodies
- CEO
- Headteachers and Heads of School (HOS) or Principals (ie Directors)

Where Trustees have delegated responsibility for areas they are accountable for, the scope of delegated responsibilities will be documented, along with reporting requirements and when Trustees may intervene. Whilst some delegated responsibilities may be further delegated, others, including those of Accounting Officer are for the CEO alone.

This document is intended to ensure a consistent approach across the Trust and demonstrate transparency. As far as possible all academies will have the same levels of decision making, though supported academies will, in some instances, be required to 'defer to the CEO'.

**Conflicts**

In the event of any conflict between any provision of this Scheme of Delegation and the Articles, the Articles shall prevail.

**Review**

The Scheme of Delegation shall operate from the Effective Date

The Trustees will review this Scheme of Delegation at least on an annual basis and to alter any provision of it.

Legislative changes to accountabilities and responsibilities , or changes to delegated powers, will be immediately reflected.

In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Trustees will have regard to and give due consideration of any views of the Local Governing Bodies and the Diocese.

## Summary of Roles

A Multi Academy Trust has a structure which has evolved since 2010. At each level there are specific accountabilities and functions which combine to form the leadership of the Trust. This summary outlines the key differences in these roles

Members	Trustees	Board Committees	CEO	COO	LGBs	Headteachers/ Heads of School
<p><b>Guardians of the governance of the Trust</b></p> <p><b>Appointing Trustees to the Board</b></p> <p><b>Acting as ambassadors for the Trust</b></p> <p><b>Removing trustees</b></p> <p><b>High level monitoring of the overall effectiveness of the trust</b></p>	<p>Responsible for the general control and management of the administration of the trust in accordance with the provisions set out in the memorandum and articles of association.</p> <p>Ensure clarity of vision, ethos and strategic direction</p> <p>Hold the executive to account for the educational performance of the schools and their pupils, and the performance management of staff</p> <p>Oversee the financial performance of the trust and make sure its money is well spent</p> <p>Legally responsible for compliance with company and charity law</p> <p>The trust board will delegate to the chief executive responsibility for the day to day operations of the trust.</p> <p>The trustees can determine whether to delegate any governance functions</p>	<p>The trustees may establish committees either with delegated authority to make decisions or for the purpose of providing advice and support, informing the overall work of the trust board.</p> <p>Committees are not legally accountable for statutory functions – the trust board retains overall accountability and the Accounting Office also holds responsibility</p>	<p>The CEO is the accounting officer and responsible for all areas that are encompassed in this role.</p> <p>They are personally responsible to Parliament and to ESFA for the Trusts Financial Resource. The CEO will delegate executive management functions to the executive management team and is accountable to the trust board for the performance of the executive management team.</p> <p>Ultimate executive responsibility for delivering excellent educational provision</p> <p>Responsible for leading and development and delivery of the Trusts strategy</p>	<p>Executive responsibility for delivering all services other than education</p> <p>Supports CEO in delivery of Trust strategy</p> <p>Line manages CST Directors</p>	<p>Oversight of running of the academies in terms of learning, standards, safety and wellbeing</p> <p>Holding local academy leadership to account for academic performance, quality of care and provision</p>	<p>Provide professional leadership for the academy and secure its success and improvement</p> <p>Ensuring high quality education for all its pupils and good standards of learning and achievement</p> <p>Provide leadership and management of the academy and its staff</p>

<b>MONITORS/ RECEIVES REPORTS FROM: Trustees</b>	REPORTS TO: Members  MONITORS/ RECEIVES REPORTS FROM: Committees/ CEO and LGBS	REPORTS TO: Trustees  MONITORS/ RECEIVES REPORTS FROM: CEO, Exec team and LGBS	REPORTS TO: Trustees and Committees  MONITORS/ RECEIVES REPORTS FROM: Exec Team and Heads	REPORTS TO: CEO and Trustees  MONITORS/ RECEIVES REPORTS FROM: CST Directors	REPORTS TO: Trustees/ Committees MONITORS/ RECEIVES REPORTS FROM: Headteachers	REPORTS TO: CEO  MONITORS/ RECEIVES REPORTS FROM: Academy SLT
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The Scheme of Delegation sets out key activities of the Trust and the roles of key roles and groups.

<b>R</b>	<p>Means <b>Responsible</b>. The individual that has been delegated responsibility to ensure an activity is undertaken within defined and agreed time, cost and quality constraints; reporting progress as required.</p> <p>In the case of the CEO, this reporting will be at board level. In the case of the Head of School, this will be at Academy LGB level.</p>
<b>A</b>	<p>Means <b>Accountable</b>. The individual that has ultimate accountability for ensuring completion of a task.</p>
<b>S</b>	<p>Means <b>Support</b>. The individual/group who should provide support to those responsible for the task, during the implementation of the task.</p>
<b>C</b>	<p>Means <b>Consult</b>. The individual/group that should be consulted as part of the process of completing the task because they can provide valuable advice and/or input.</p>
<b>I</b>	<p>Means <b>Inform</b>. The individual/group that should be kept up-to-date about the progress of the task and/or the decisions in the task.</p>

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## Overarching Governance

## Member Matters

Item		Members	Trust Board	CEO /AO	COO	LGB	Head teacher / Head of School	Comments / Notes
1.1	Signatories to amendment of Articles of Association	A	R	S				Consent of York Diocesan Board of Education (YDBE) and Directors required Must be filed at Companies House along with copy of special resolution and any required forms  Members are signatories to changes
1.2	Right to amend Articles of Association	A	C					HM Guidance to governance MATS - Members have a right to amend articles

1.3	Call Members' Meetings	A	S					<p>Articles of Association item 19</p> <p>Extraordinary meetings may also be called by Directors or Members. Decisions may be made by written resolution between meetings.</p> <p>NGA Academy Trust role of members</p>
1.4	Appoint/remove Members and Trustees	A	S	I				<p>Accountability for appointment and consultation on appointment varies - Refer to Clause 12 &amp; 15 Articles of Association</p>
1.5	<p>Ensure appropriate procedures are in place for the recruitment of Member Appointed Trustees both in terms of finding suitable candidates and putting in place an open and robust selection process for candidates.</p>	A	R					<p>MOU with the DBE/ DYET</p> <p>Refer to MOU with DBE/ DYET for composition of recruitment panel</p>



1.6	Complete Member Register of Interests, and keep under regular review	R		I	A				Financial Scheme of Delegation 3.3 Academies Financial Handbook
1.7	Hold Trustees to account for achieving the Trusts objectives, effective governance and working with the law and any guidance on the governance of academy trusts	A	R						Financial scheme of delegation 1.1 Academies Financial Handbook NGA Academy Trust role of members Funding agreement 1.13111, 1.22
1.8	Determine the name of the Trust	A	R						NGA Academy Trust role of members
1.9	Appoint Auditors	A		R					Academies Financial Handbook
1.10	Receive Statutory Accounts	A		R					Academies Financial Handbook
1.11	Dissolve the company	A	R	S	S	S	S	S	NGA Academy Trust role of Members

1.12	Members to complete a Member Ethos Undertaking Form	R	A	S				MOU with the Diocese
1.13	Ensure no new Members are appointed until the Secretary of State has been informed and they have assessed their suitability		A					Funding agreement 1.25  R = Company Secretary
<b>Board Matters</b>								
1.14	Appoint/remove Trustees	R	A	R	S	S		Responsibility for appointment varies refer to clause 50-52 Articles of Association  Also - refer to MOU with DBE/ DYET for composition of recruitment panel
1.15	Inform YDBE of any change to Trustees		A	R				DBE / DYET requirement of Trustees

1.16	Ensure that each Trustee completes on appointment a Trustee Ethos Undertaking		A	R					DBE / DYET MOU with the Trust
1.17	Complete Director/Trustee Board skills audit and training plan annually	I	A	R					Skills audit should include ability and commitment to preserve and develop CE ethos of CE schools within the Trust.  YDBE guidance and training should be provided to those undertaking the role.  Chair of Board to follow up with Trustees on training requirements Details of skills gaps should be provided to those responsible for appointing Directors when a vacancy arises  HM Government Governance in MATs
1.18	Appoint/Remove Chair of Trustees	I	A	R					Articles of Association 82
1.19	Appointment Vice Chair of Trustees	I	A	R					Articles of Association 84
1.20	Appoint clerk to the Trustees		A	R	S				Articles of Association S81

1.21	Appointment of CEO in line with Articles and MOU with DYET		A	R				Articles of Association S57 and S107 & 107a
1.22	Appoint Head teachers or Heads of Schools of Academies		A	R	R			Articles S107 & 107a
1.23	Determine and allocate specific Trustee roles in safeguarding/child protection and health & safety and others as required		A	R				Chair to advise/ provide recommendations based on skills audit Funding agreements 1.20
1.24	Agree Scheme of Delegation	I	A	R	S	S		The Scheme of Delegation will comply with the Memorandum of Understanding and Articles of Association and other legal requirements. The Board will ensure that the CE foundation and responsibilities to the YDBE and site trustees are properly reflected in the Scheme. The YDBE will be consulted prior to first adoption and thereafter in the event that any proposed changes could impact on the CE foundation of an academy. Trustees Act

1.25	Complete Director Register of Interests and keep under regular review	I	A	I	R			To comply with all legal duties and guidance Articles of Association 97 Companies Act
1.26	Approve Board of Directors/Trustees' Annual Schedule of Business		A	R	S	S		CE LGBs and Church school groups/committees being scheduled to feed into the reporting cycle to reflect YDBE/DYET guidance. This is important assurance mechanism for YDBE/DYET and Ebor Trustees
1.27	Determine policy review process and schedule		A	R	S	S		Head of Risk, Governance and Compliance to support
1.28	Annual Review of Governance and Board Effectiveness		A	R	S	S	S	Head of Governance and Compliance to support
1.29	Delegate powers and functions to the CEO, Head teachers and committees including the LGB and any other holder of an executive office, ensuring delegated powers, arrangements for		A	R	S	S	S	Section 105 and 107 Articles of Association Ebor Scheme of Delegation 1.4 Head teachers are sometimes referred to as Principals in the Articles

	reporting and rescinding powers are documented							Trustee Act, Companies act - showing reasonable care, skill and diligence	
1.30	Ensure expertise is used in furtherance of Charitable objectives, deferring to the expertise of others		A	R	S	S		S	Charities & Trustees Act Funding agreement 1.14 Articles of Association
1.31	Ensure the Secretary of State gives consent for changes to Articles and Charities Commission are informed of changes		A			R			R = Company secretary Funding agreement 1.27 & 1.28
<b>LGB Matters</b>									
1.32	Determine and allocate role, rules and reporting requirements of LGBs by way of Scheme of Delegation		A	R	S	S		S	Articles of Association 101 - membership, proceedings of any committee shall be determined by the Trustees by way of a scheme of delegation Also section 105  This will include required reporting in the YDBE/DYET Trustee guidance

1.33	Determine LGB composition		A	R	S			S	<p>For Church schools, the composition of the LGB will be agreed with the YDBE. Any changes to the number or proportion of Foundation Local Governors, or how they will be appointed, will require the consent of the YDBE</p> <p>Articles S101 and 105</p>
1.34	Ensure that 25% of LGB Governors of Robert Wilkinson Primary Academy are appointed by the Foundation		A	R					
1.35	Ensure the composition of the Local Governing Bodies of Church of England Academies will be in accordance with the Supplemental Funding Agreement		A	R					<p>See MOU with YDBE / DYET for requirements on board composition</p>
1.36	Appointments to LGB		A		S		R	C	<p>The YDBE's Foundation Local Governor appointment processes should be followed when Foundation Local Governors are being appointed.</p> <p>Trustees shall ensure the LGB has 2 representatives from parents Articles Of Association 101a</p>

1.37	Hold Staff and Parent Governor elections for LGB		A	I		R	C	LGB members to flag need for skills and ability to support CE ethos of the Academy if appropriate as part of the process.  Trustees shall ensure the LGB has 2 representatives from Parents Articles Of Association 101a	
1.38	Appoint Chair of LGB		I	I		A	R	I	Director of Risk, Governance and Compliance to support if required
1.39	Appoint Vice Chair of LGB					A	R	I	
1.40	Allocate governor specific roles					A	R	S	
1.41	Complete LGB register of interests and keep under regular review				S	A	R	S	Director of Risk, Governance and Compliance to support  Finance scheme of delegation 3.3
1.42	Review of LGB effectiveness		A			S	R	S	



1.43	LGB Skills audit		A	S		A	R	S	Skills audit should include ability and commitment to preserve and develop CE ethos of the Academy in church schools  Clerk/ Head of Risk, Governance and Compliance to support
1.44	Ensure effectiveness of leadership and management in individual Academies		A	R		S	R		Delegated responsibilities in Ebor published governors guidance
1.45	Ensure the quality of teaching, learning and assessment		A	R		S	R		Delegated responsibilities in Ebor published governors guidance
1.46	Ensure personal development and appropriate behaviours		A	R		S	R		Delegated responsibilities in Ebor published governors guidance
1.47	Ensure best outcomes for children and learners		A	R		S	R		Delegated responsibilities in Ebor published governors guidance

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## Strategy and Leadership

Item		Members	Trust Board	CEO /AO	COO	LGB		Head teacher / Head of School	Comments / Notes	
2.1	Ensure the Trust is financially viable, run in accordance with its Articles and law and meeting its charitable objectives		A	R	S	S		S	Companies Act Charities act Funding agreement 1.21 & 4.4	
2.2	Take forward the strategic objectives of the Trust to further its charitable purpose of delivering education		A	R	S	C	I	C	I	Articles of Association section 4 Charities Act Funding agreement
2.3	Develop the character, mission and ethos of the Trust fostering the individuality of each school		A	R	S	R		R		

2.4	Agree Trust Strategic and Operational Plan, including growth model		A	R	S	C	C	
2.5	<b>Scrutiny: performance</b> - hold senior leaders to account, review and challenge progress of the trust against its strategic objectives and KPIs		A	R	S	C	S	Section 106 Articles of Association
2.6	<b>Performance management of CEO/COO</b>		A	R				Panel to include DYET appointed Director / Trustee
2.7	<b>Compliance:</b> - ensure financial compliance and probity with all obligations		A	R	S	S	S	Companies Act - showing reasonable care, skill and diligence  Charities Act, Companies Act, Academies Financial Handbook
2.8	<b>Compliance: regulatory</b> - ensure compliance with all the regulations affecting the Trust (including all charity		A	R	S	S	S	Companies Act and Charities Act

	law, company law, employment law and health and safety)								
2.9	<b>MAT Risk Appetite</b> - approve risk process and risk appetite as recommended by the A&R committee to include operational and H&S risk		A	S	R	S	S	Health and Safety at Work Act, best practice	
2.10	<b>Ensure Trustees and members of Trust Committees</b> - have the necessary skills to fulfill their role and access to relevant training	C	A	R	S	S		Consultation with Diocese regarding DYET trustees Governance lead to liaise with diocese re training Trustees act	
2.11	<b>Local Governors</b> – ensuring they have the necessary skills to fulfil their role, including access to relevant training		A	R	S	S	R	S	LGB recommend new Governors for approval. Governance Lead to link with Governor Clerking service to ensure adequate training is on offer
2.12	<b>Appointment of Clerk – Board and LGBs</b>		A	R	S				

2.13	<b>Review and agree Scheme of Delegation and other delegated accountabilities annually</b>		A	R	S	S			Companies Act - acting with reasonable care, skill and diligence
2.14	<b>Policies</b> - formally approve statutory policies ( including admissions , DBS, charging and remissions policies, health and safety and safeguarding) as recommended by delegated committees		A	R	S	S	S	LGB- responsible where policies are school specific  Committees with delegated responsibility accountable for review of policy and recommending to Trustees  Companies Act - showing reasonable care	
2.15	<b>Academy School Development Plans</b> - for each Academy in line with the strategic aims of the Trust		A	R			R	R	Supported by Executive Head
2.16	<b>Key Performance Indicators</b> - setting and reviewing performance of the Trust and the academies including “category” of each academy with appropriate support if required		A	R			C	C	CEO and Executive team to prepare evidence and report on ongoing basis

2.17	<b>Quality of Teaching</b> - ensuring appropriate levels of support ,challenge and intervention to support delivery of education outcomes		A	R		C	R	
2.18	<b>Curriculum-</b> setting the curriculum for the academies and reviewing its effectiveness		A	S		R	R	All schools follow the National Curriculum and then contextualise according to individual school. Scrutiny by P and E committee
2.19	<b>Pupil Premium</b> - reviewing and challenging the value for money in terms of educational outcomes and narrowing the achievement gap		A	R		C	R	
2.20	<b>Ensure appropriate due diligence is conducted for any school joining the trust</b>		A	R	S			CEO to prepare. Trust board to approve.

2.21	Collective worship arrangements for school without religious character		A	C		C	R	
2.22	Report progress against objectives to Trustee Board		A	R	S			

<b>3</b>	<b>Education</b>							
<b>Item</b>	<b>Members</b>	<b>Trust Board</b>	<b>CEO/AO</b>	<b>COO</b>	<b>LGB</b>	<b>Headteachers / Heads of School</b>	<b>Comments/ Notes</b>	
Trustees have delegated responsibility for educational performance to the P&E committee. Scheme of Delegation section 1.2								
3.1	Determine and allocate role, rules and reporting requirements of Scrutiny		A	R			S	

	Committee by way of Scheme of Delegation								
3.2	Assure achievement of the Trusts charitable purpose  'to advance for public benefit - education'		A	R				S	Articles of Association section 4
3.3	Set Admissions Policy		A	R	S		I	I	Ensure Church of England Academies have appropriate Admissions Policy - MOU with DYET
3.4	Admission decisions		C	I			R	S	Follow LA Admissions Policies
3.5	Review - considering and evaluating performance of the academies by  <ul style="list-style-type: none"> <li>Reviewing progress against agreed KPIs</li> <li>Holding each academy's leadership to account for academic performance, quality of care and quality of provision</li> <li>Monitoring the overall effectiveness and efficiency of leadership</li> </ul>		A	R			C	S	Monitored by Education Executive and ESIT team



	<p>and management in academies</p> <ul style="list-style-type: none"> <li>Receiving reports on the quality of teaching and learning and reporting to the Board</li> </ul>							
<b>3.6</b>	<b>Self evaluation</b> - carrying out the self evaluation process to identify areas for improvement with regard to outcomes and success criteria		<b>A</b>	<b>C</b>		<b>S</b>	<b>R</b>	
<b>3.7</b>	<b>Review priorities</b> - considering the aims and priorities for raising standards of achievement in each of the academies strategic development plans in Trust format		<b>A</b>	<b>C</b>		<b>S</b>	<b>R</b>	Supported by Education Executive
<b>3.8</b>	<b>Report</b> - termly to the Board on performance		<b>A</b>	<b>R</b>		<b>C</b>	<b>S</b>	Monitored by P & E committee

3.9	<b>Academy Hours</b> - setting the opening and closing times for the academies		A	S		C	R	
3.10	<b>Term dates and length of school day</b>		A	S		S	R	School day - LGB / Term dates - Trust Board
3.11	<b>Stakeholder engagement</b> <ul style="list-style-type: none"> <li>● Promoting partnership working between parents/ carers and the academies to promote high standards of attendance, behaviour and learning by students/ pupils</li> <li>● Undertaking consultation with students/ children , parents/ carers and other stakeholders as part of a programme of regular self evaluation by the academies to assess its performance against its stated aims and objectives</li> <li>● Ensuring that such feedback is used to support the development of best practice and to</li> </ul>		A	S		R	S	

	promote the quality of the overall student experience							
3.12	<b>Ofsted Inspections Trust support</b> <ul style="list-style-type: none"> <li>Trust will liaise with Ofsted where MAT is inspected and assist with an academy inspection</li> <li>CEO will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review</li> <li>CEO will support LGBS and heads for individual academy inspections</li> </ul>		A	R		S	S	Support from Diocese where required

3.13	Effectively manage resources and capacity from across the Trust to bring about sustained improvement in academies		A	R		C	S	
3.14	Sports Premium - review and challenge the value for money / return on investment of the sports premium in terms of quality of teaching and outcomes in physical education and access to out of school activities		A	S		R	S	Support by Trust PE Lead

4	<b>Behaviour, Attendance and Inclusion</b>						
Item	Members	Trust Board	CEO/AO	COO	LGB	Headteacher/ Head of School	Comments/ Notes

4.1	Monitor and challenge pupil attendance on an ongoing basis and provide regular updates		C	C		A	R		Supported by Trust ESIT lead CEO to report Trust wide
4.2	Establish and keep under review academy Behaviour policy for pupils, monitoring the impact		I	S		A	R		Trust Safeguarding Lead to review for supported academies
4.3	Fixed term or permanently exclude a pupil			S		A	R		CEO must be informed in all cases / Support from Trust behaviour lead
4.4	Review the decision to permanently exclude a pupil / direct reinstatement of a pupil			S		A	R	S	Support from Trust behaviour lead

5	Finance
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Item	Members	Trust Board	CEO/AO	COO	LGB	Headteacher/ Head of School	Comments/ Notes	
<p>Trustees have delegated responsibility for financial performance and monitoring financial administration of the Academy (except for those items reserved for Trustees) to the Finance Committee.</p> <p>The Committee will ensure the CEO, COO, FD, LGB, Headteacher and other staff act within their delegated authority, as laid out in the Financial Scheme of Delegation and approved by the Trustee Board.</p> <p>This document contains matters which are not addressed through the Financial Scheme of Delegation</p>								
5.1	Determine and allocate role, rules and reporting requirements of Finance Committee by way of Scheme of Delegation		A	R	S	S		<p>R = Finance committee</p> <p>Charities Act and Companies Act - working with due care and skill, demonstrating accountability.</p> <p>Funding Agreement 1.16</p>
5.2	Appointment of the Accounting officer & inform the Secretary of State		A	R				<p>Academies Financial Handbook</p> <p>Funding Agreement 4.3</p>
5.3	Appointment of the CFO		A	R	S			Academies Financial Handbook

5.4	Ensure Trust's continuing compliance with all requirements of ESFA/DfE and Funding Agreement around financial management & controls		A	R	S	R			Support from FD R = Finance Committee Charities Act and Companies Act - working with due care and demonstrating accountability Finding Agreement 3.2, 4
5.5	Gain assurance from Finance Committee over Trust wide annual budgeting, to ensure the Trust remains viable		A	R	S	C	S		support from FD Charities Act and Companies Act - working with due care and demonstrating accountability Financial Handbook
5.6	Investments -agreeing the investment policy in line with the academies financial handbook and scheme of financial delegation		A	R	S				Articles of Association 5m
5.7	Approve the school support charges from Trust to individual Academies		A	R					Finance Committee to recommend to Board

5.8	Approval of Special Payments per ESFA including staff severance and compensation payments		A	R	S	S			Support from FD if required
5.9	Approval of novel or contentious transactions - which always must be referred to the ESFA for prior authorisation		A	R	S	S			Supported by Finance Director
5.10	Approve a scheme for paying Governors allowances		A	R		S			
5.11	Ensuring the Trust is adequately insured ( RPA)		A		I	R			Funding agreement 4.7
5.12	Review and approve a Charging and Remissions policy for the Trust for the academies		A	R	S	S			



5.13	Receive and review termly management accounts		A		S				A = Finance Committee R = FD
5.14	Approval of capitalisation limits and depreciation policy for the Trust		A	R	S	S			R = Finance Committee
5.15	Changing use of assets		A		R	S	C		
5.16	Ensure funds are only applied in furtherance of charitable objectives		A	R	R				R = Finance committee
5.17	Ensure adequate records are kept in line with Company law		A		R	S			Funding agreement 4.18, 4.24
5.18	Report progress to the Trustee Board		A	R	S	S			R = Chair of Finance Committee

5.19	Report progress to Finance Committee		A	R	S			Charities Act and Companies Act - working with due care and demonstrating accountability, manager resources responsibly
5.20	Review finance policies		A		R			A = Finance Committee
5.21	Ensure funding is spent in line with the requirements of the Funding Agreement and in furtherance of the Trusts charitable objectives		A	R				.R = Finance Committee Funding Agreement 2.29 & 3
5.22	Ensure sufficient capacity and expertise to manage the finances of all academies		A	R				R = Finance Committee Funding Agreement 4.3
5.23	Ensure annual reports and accounts are prepared and submitted to Companies House		A	R				Funding Agreement 4.18, 4.10 Companies Act R = Company Secretary

5.24	Ensure a balanced budget subject to clauses set out in the Funding Agreement		A	R						R = Finance Committee Funding Agreement 4.9
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<b>6</b>	<b>Audit and Compliance</b>									
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Item	Members	Trust Board	CEO/AO	COO	LGB	Headteacher/ Head of School	Comments/ Notes
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Responsibility for audit and risk has been delegated to the Audit and Risk Committee.

6.1	Determine and allocate role, rules and reporting requirements of Audit and Risk by way of Scheme of Delegation		A	R	S	S				
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6.2	Agree the annual audit program and recommend to Trustees		I	R		R			R = Audit and Risk Committee
6.3	Receive External Audit Management letter and findings report and recommend to Trustees		A	R					R = Audit and Risk Committee  <i>A change from the existing Financial scheme of delegation which says this is the Finance committee</i>
6.4	Receive Internal Audit service reports and report action points and academy responses to AO/ Trust Board		A	R	S	R	I	S	R = Audit and Risk Committee
6.5	Assure all points raised from Annual Audit Management reports are actioned and provide Board with assurance		A	R	S	R			Finance Director  R = A & R Committee
6.6	Investigate any financial irregularities and report to Trust Board		A	R	S	R			R = Finance Committee

6.7	Investigate financial irregularities at Trust Board level			A	R			Defer to Auditors
6.8	Review Compliance Policies		A		R			A = A & R Committee
6.9	Ensure Secretary of State is informed of all new or replacement members within 14 days of appointment		A					R = Company Secretary Funding Agreement 1.24
6.11	Gain assurance that the following policies are fit for purpose and followed : whistleblowing , GDPR, data protection, equality and diversity		A	S	R	S	S	A = Audit and Risk Committee Equality - funding agreements 1.23, & Equalities Act
6.12	Report to the Board of Trustees		A	R				R = Chair of Audit and Risk Committee

**Responsibilities for Estates have been delegated to the Estates Committee**

Item		Members	Trust Board		CEO/AO	COO	LGB	Headteacher / Head of School	Comments / Notes
7.1	Determine and allocate role, rules and reporting requirements of Estates Committee by way of Scheme of Delegation		A	R	S	S			
7.2	Ensure that building and grounds remain Health & Safety compliant		A			R	S	R	Health and Safety at Work Act Estates Committee = R
7.3	Monitor Trust wide implementation and compliance of the Health and Safety policy with regard to Estates		A			R	S	R	Health and Safety at Work Act R -= Estates Committee

7.4	Recommend H&S policy as required by law for approval by the Board of Trustees		A	R		S			H&S At Work Act
7.5	Report to the Board on all necessary estates matters		A	R		S			R = Chair of Estates Committee
7.6	Provide assurance on progress against objectives		A			R			A = Chair of Estates Committee
7.7	Ensure the Estates Strategy is fit for purpose and recommend to the Board		A			R			Estates Committee = R
7.8	Review Estates Policies		A		C	R		S	Estates Committee = A

8	Human Resources
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Item		Members	Trust Board	CEO/AO	COO	LGB	Headteacher/ Head of School	Comments / Notes
The Trustee Board have delegated responsibility for pay to the Trust HR Forum								
8.1	Determine and allocate role, principles and reporting requirements of Pay Committee by way of Scheme of Delegation		A	R	S	S		
8.2	Approving the executive structure		A		R	C		
8.3	Appointing the CEO	I	A	R				Articles of Association & Finance Scheme of Delegation - Directors may appoint after consultation with Diocesan Board of Education
8.4	Appointing the Executive team		A	C	R	S		Articles of Association (FD) & Finance Scheme of Delegation  CEO involves Board in appointments at COO, FD, Director level



8.4a	Approve new posts to the structure where they fall outside of agreed budgets		A	R	S				Delegated to the CEO by the Board
8.5	Ratification of appointments made by the CEO		A	R	S		C		
8.6	Approving the dismissal of CEO, COO , FD (in accordance with the Trust Disciplinary and Capability policies)		A	R					Articles of Association
8.6a	Dismissing Headteachers/ Heads of school ( in accordance with the Trust Disciplinary and Capability Policy)		I		A	R		S	Articles of Association
8.7	Approving Trust wide HR policies required by law: <ul style="list-style-type: none"> <li>• Equal opportunities.</li> <li>• Equality and diversity.</li> </ul> Discipline/dismissal and grievance where it is not a statutory requirement to		A	R	S	S	C		R = HRD Unions consulted Finding agreement

	have a policy, but , there is a legal duty to comply with law ; ensure the policy is fit for purpose								
8.8	Setting terms and conditions of employment and staff handbook		A	S	R	C	S	HR Director	
8.8a	Moving of staff within the Trust to meet local need			A		R	C	R = HR Director	
8.9	Setting pay reviews and ensuring all staff have access to either the LGPS or Teachers' Pension Scheme		A	S	R	C	S	HR Director A = Pay Committee Finding agreement 2.7	
8.10	Awarding pay rises and any other appropriate remuneration for staff on leadership contracts		I	A	R			A = Pay Committee	
8.11	Awarding pay rises and any other relevant remuneration to an individual within an individual academy for teaching and non teaching staff (with the exception of		A	R	C		S	R	A R = Trust HR Forum

	teaching staff on the leadership scale) in line with the Trust Pay Policy								
8.12	Production of HR policies		A	S	R	I	I	R = HR Director	
8.13	Report on outcomes to Trustee Board		I	C	A	R		R = HR Director	
8.14	Agree special payments for work outside or normal contract		A	R	C		C	C	
8.15	Approving the ESIT staffing structure		A		R				
8.16	Appointing ESIT staff		C		A	R			

9	Communications
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Item		Members	Trust Board	CEO/AO	COO	LGB	Headteacher/ Head of School	Comments / Notes
9.1	Ensure each Special Academies website includes detail of the arrangements for admission of disabled pupils		A		R			R - Director of Communication
9.2	Ensure the Academies publish details of pupil premium on their web sites in accordance with the requirements of the Finding Agreement		A		R			R - Director of Communication Funding Agreement 2.13
9.3	Ensure information on curriculum , and details of achievements, are published on each Academy's website in accordance with Funding Agreement		A				R	R = Headteacher Funding Agreements 2.22 & 2.23, 2.30

10		Safeguarding						
Item		Members	Trust Board	CEO/AO	COO	LGB	Headteacher / Head of School	Comments/ Notes
10.1	Approval of Safeguarding Policy & Procedures		A	S		S	R	Supported by Trust safeguarding lead
10.2	Safeguarding Policy & Procedures: review & monitor		A	S		S	R	Trust Safeguarding Lead to review for supported academies
10.3	Safeguarding Annual Report: filed to Trust		A	R		S	S	Trust safeguarding lead to report back to safeguarding Trustee
10.4	Safeguarding Systems: ensure systems in place to ensure compliance		A	S		S	R	

10.5	Safeguarding Audits of all Academy Schools completed		S	A		S	R	
10.6	Safeguarding Training: provision and monitoring		S	A		S	R	Support from Trust safeguarding lead where concerns have been identified through audit return
10.7	Ensure local procedures are in place and implemented		S	A		S	R	