



Scheme of Delegation

Version 11

September 2022

Ebor Academy Trust Scheme of Delegation V11

Effective September 2022

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, Academy Trust 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, under the Trust's Articles of Association, may 'delegate such powers and functions as they consider are required by the Chief Executive Officer 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 Body
- CEO
- Headteachers.

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.

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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	LGBs	Headteachers
<p>Guardians of the governance of the Trust</p> <p>Appointing Trustees to the Board</p> <p>Acting as ambassadors for the Trust</p> <p>Removing Trustees</p> <p>High level monitoring of the overall effectiveness of the Trust</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 Trust's Financial Resource</p> <p>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 and educational services</p> <p>Responsible for leading and development and delivery of the Trust's 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>
<p>MONITORS/ RECEIVES REPORTS FROM: Trustees</p>	<p>REPORTS TO: Members</p> <p>MONITORS/ RECEIVES REPORTS FROM: Committees/ CEO and LGBS</p>	<p>REPORTS TO: Trustees</p> <p>MONITORS/ RECEIVES REPORTS FROM: CEO, Exec team and LGBs</p>	<p>REPORTS TO: Trustees and Committees</p> <p>MONITORS/ RECEIVES REPORTS FROM: Executive Team and Headteachers</p>	<p>REPORTS TO: Trustees/ Committees</p> <p>MONITORS/ RECEIVES REPORTS FROM: Headteachers</p>	<p>REPORTS TO: CEO and LGB</p> <p>MONITORS/ RECEIVES REPORTS FROM: Academy SLT</p>

The Scheme of Delegation sets out key activities of the Trust and definitions of key roles and groups.

R	Means Responsible . 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. In the case of the CEO, this reporting will be at board level. In the case of the Headteacher, this will be at Academy LGB level.
A	Means Accountable . The individual that has ultimate accountability for ensuring completion of a task.
S	Means Support . The individual/group who should provide support to those responsible for the task, during the implementation of the task. The individual/group providing support should be ready to give valuable advice and input where applicable.

For Church schools, all relevant parties must be kept informed of matters dealt with under the Scheme of Delegation:

York Diocesan Board of Education: https://docs.google.com/document/d/1FPYQryDXnZryTme-m_e6gXfiYq2NRbiD/edit

1. Overarching Governance							
– Member matters							
Item		Members	Trust Board	CEO/AO	LGB	Head-teachers	
1.1	Amendment of Articles of Association	A	R	S			
1.2	Call Members' Meetings	A	S				
1.3	Appoint/remove Members and Trustees	A	S				
1.4	Ensure appropriate procedures are in place for the recruitment of Member Appointed Trustees	A	R				
1.5	Member Register of Interests are completed and kept under regular review	R		A			
1.6	Hold Trustees to account for achieving the Trust's objectives, effective governance and working with the law and any guidance on the governance of academy trusts	A	R				
1.7	Determine the name of the Trust	A	R				
1.8	Appoint Auditors	A	R				
1.9	Receive Statutory Accounts	A	R				
1.10	Dissolve the company	A	R	S	S	S	S
1.11	Members/Trustees to complete an Ethos of Undertakings Form	R	A	S			
– Board matters							
Item		Members	Trust Board	CEO/AO	LGB	Head-teachers	
1.12	Complete/Review Trustee Board skills audit and training plan annually		A	R			
1.13	Appoint/Remove Chair/Vice Chair of Trustees		A	R			
1.14	Appoint Clerk to the Trustees		A	R			
1.15	Appointment of CEO		A	R			
1.16	Appoint Headteachers		A	R	R	S	
1.17	Determine and allocate specific Trustee roles		A	R			
1.18	Agree Scheme of Delegation and review annually		A	R	S	S	
1.19	Approve Board of Trustees Annual Schedule of Business		A	R	S		
– LGB matters							
Item		Members	Trust Board	CEO/AO	LGB	Head-teachers	
1.20	Determine LGB composition		A	R	S		S
1.21	Appoint Chair/ Vice Chair of LGB				A	R	
1.22	Allocate governor specific roles				A	R	S
1.23	Complete and maintain LGB register of interests				A	R	S
1.24	Review of LGB Effectiveness		A		S	R	S
1.25	Complete LGB Skills Audit		A	S	A	R	S
1.26	Ensure effectiveness of leadership and management in individual academies		A	R	S		
1.27	Ensure the quality of teaching, learning and assessment, personal development and best outcomes for children and learners		A	R	S		R
1.28	Appoint Trust governors to LGB		A	R	S		R

2. Strategy and Leadership

Item	Members	Trust Board	CEO/AO	LGB	Head-teachers
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
2.2 Agree Trust Strategic and Operational Plan, including growth model		A	R	S	S
2.3 Develop the character, mission and ethos of the Trust fostering the individuality of each school		A	R	R	R
2.4 Scrutiny of performance		A	R	S	S
2.5 Performance management of CEO		A R			
2.6 Ensure statutory policies are in place, approved and reviewed in line with statute and guidance		A	R	S	S
2.7 Ensure compliance with all regulation, policies and other statutory obligations		A	R	S	S
2.8 Approve and maintain the risk process and approve the risk appetite		A	S	S	S
2.9 Formally approve and review non DfE statutory school specific policies		A	S	R	R
2.10 School Development Plans are in place and regularly reviewed		A	R	R	R
2.11 Set the curriculum in line with the national curriculum and context of the school		A	S	S	R
2.12 Review and challenge the spend of pupil premium/sports funding and recovery funding in terms of educational outcomes and narrowing the achievement gap		A	S	S	R

3. Education

Item	Members	Trust Board	CEO/AO	LGB	Head-teachers
3.1 Admission Policies and decisions		R		S	S
3.2 Review and evaluate school performance		A	R	S	S
3.3 Evaluate the school self evaluation and key priorities		A	S	S	R
3.4 Agree term dates and length of school day		A	S	S	R

4. Behaviour, Attendance and Inclusion

Item	Members	Trust Board	CEO/AO	LGB	Head-teachers
4.1 Ensure pupil attendance is monitored and challenged in line with national guidance		S	A	S	R
4.2 Fixed term or permanently exclude a pupil			S	S	A R
4.3 Review the decision to permanently exclude a pupil/direct reinstatement of a pupil			S	S	A R

5. Finance						
Item	Members	Trust Board	CEO/AO	LGB	Head-teachers	
<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, 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	Appointment of the Accounting Officer and inform the Secretary of State		A	R		
5.2	Appointment of the CFO/FD		A	R	S	
5.3	Ensure Trust's continuing compliance with all requirements of ESFA/DfE and Funding Agreement		A	R	S	
5.4	Agree Investment policy in line with the Academies Handbook		A	R		
5.5	Agree the financial charging model for academies		A	R	S	S
5.6	Approval of Special Payments per ESFA including staff severance and compensation payments		A	R	S	
5.7	Approval of novel or contentious transactions - which always must be referred to the ESFA for prior authorisation		A	R	S	
5.8	Approve a scheme for paying Governors allowances		A	R		
5.9	Ensure the Trust is adequately insured (RPA)		A	R		
5.10	Review and approve a Charging and Remissions policy for the Trust for the academies		A	R	S	
5.11	Approval of capitalisation limits and depreciation policy for the Trust		A	R	S	
5.12	Ensure sufficient capacity and expertise to manage the finances of all academies		A	R		

6. Compliance						
Item	Members	Trust Board	CEO/AO	LGB	Head-teachers	
6.1	Agree the annual audit program and recommend to Trustees		A	R		
6.2	Receive External and Internal Audit Management letters and findings reports		A	R		
6.3	Ensure all points raised from Annual Audit Management reports are actioned and provide Board with assurance		A	R		
6.4	Investigate any financial irregularities and report to Trust Board		A	R		
6.5	Investigate financial irregularities at Trust Board level			R		
6.6	Agree Trust Policy delegation list		A	S		

7. Estates						
Item		Members	Trust Board	CEO/AO	LGB	Head-teachers
Responsibilities have been delegated to the Estates Scrutiny Committee						
7.1	Ensure that building and grounds remain Health & Safety compliant		A	R	S	R
7.2	Recommend H&S policy as required by law for approval by the Board of Trustees		A R	S		
7.3	Ensure the Estates Strategy is fit for purpose and recommend to the Board		A	R		

8. Human Resources						
Item		Members	Trust Board	CEO/AO	LGB	Head-teachers
8.1	Approval and appointment of the Executive Team		A	R		
8.2	Approve new posts to the structure where they fall outside of agreed budgets		A R	S		
8.3	Approving the dismissal of CEO, FD		A R			
8.4	Dismissal of Headteachers			A	S	
8.5	Approve the appointment of senior leaders			A	S	S
8.6	Changes to terms and conditions of employment		A	R	S	S
8.7	Moving of staff within the Trust to meet local need			A	S	S
8.8	Awarding pay rises and any other appropriate remuneration for staff on leadership contracts		A	R		
8.9	Awarding pay rises and any other relevant remuneration to an individual within an individual academy for teaching and non teaching staff including CST in line with the Trust Pay Policy		A R	S	S	R

9. Communications						
Item		Members	Trust Board	CEO/AO	LGB	Head-teachers
9.1	Ensure websites are compliant with national regulation		A	R		

10. Safeguarding						
Item		Members	Trust Board	CEO/AO	LGB	Head-teachers
10.1	Ensure Safeguarding Annual Report is filed with the Trust		A	R	S	S
10.2	Ensure local procedures are in place and implemented in line with local safeguarding boards		S	A	S	R

Appendix A: LGB responsibilities

Item		Members		Trust Board	CEO/AO	LGB		Head-teachers
1.10	Dissolve the company	A	R	S	S	S		S
1.16	Appoint Headteachers			A R	R	S		
1.18	Agree Scheme of Delegation and review annually			A R	S	S		
1.21	Appoint Chair/Vice Chair of LGB					A R		
1.22	Allocate governor specific roles					A R		S
1.23	Complete and maintain LGB register of interests					A R		S
1.24	Review of LGB Effectiveness			A		S R		S
1.25	Complete LGB Skills Audit			A	S	A R		S
1.26	Ensure effectiveness of leadership and management in individual academies			A	R	S		
1.27	Ensure the quality of teaching, learning and assessment, personal development and best outcomes for children and learners			A	R	S		R
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
2.2	Agree Trust Strategic and Operational Plan, including growth model			A	R	S		S
2.3	Develop the character, mission and ethos of the Trust fostering the individuality of each school			A	R	R		R
2.4	Scrutiny of performance			A	R	S		S
2.6	Ensure statutory policies are in place, approved and reviewed in line with statute and guidance			A	R	S		S
2.7	Ensure compliance with all regulation, policies and other statutory obligations			A	R	R		R
2.8	Approve and maintain the risk process and approve the risk appetite			A	S	S		S
2.9	Formally approve and review non DfE statutory school specific policies			A	S	R		R
2.10	School Development Plans are in place and regularly reviewed			A	R	R		R
2.11	Set the curriculum in line with the national curriculum and context of the school			A	S	R		R
2.12	Review and challenge the spend of pupil premium/sports funding and recovery funding in terms of educational outcomes and narrowing the achievement gap			A	S	S		R
3.1	Admission Policies and decisions			S		R		S
3.2	Review and evaluate school performance			A	R	S		S
3.3	Evaluate the school self evaluation and key priorities			A	S	S		R
3.4	Agree term dates and length of school day			A	S	S		R
4.1	Ensure pupil attendance is monitored and challenged in line with national guidance			S	A	S		R
4.2	Fixed term or permanently exclude a pupil				S	S	A R	
4.3	Review the decision to permanently exclude a pupil/direct reinstatement of a pupil				S	S	A R	
7.1	Ensure that building and grounds remain Health & Safety compliant			A	R	S		R
7.2	Recommend H&S policy as required by law for approval by the Board of Trustees			A	R	S		
8.4	Dismissal of Headteachers				A	S		
8.5	Changes to terms and conditions of employment			A	R	S		S
8.6	Moving of staff within the Trust to meet local need				A	R		S
8.8	Awarding pay rises and any other relevant remuneration to an individual within an individual academy for teaching and non teaching staff including CST in line with the Trust Pay Policy			A R	S	S		R
10.1	Ensure Safeguarding Annual Report is filed with the Trust			A	R	S		S
10.2	Ensure local procedures are in place and implemented in line with local safeguarding boards			S	A	S		R

Appendix B

Discharging the responsibilities of the Local Governing Board

The work of school leaders, including governors, is driven by a series of considerations, which together make up the design and delivery of learning in each academy. These considerations each have associated tasks, which are delegated to the academy Headteacher to undertake in collaboration and consultation with the Local Governing Board. During inspection, governors will be held to account for their knowledge of the elements contained within this document.

Question	Associated Task
What is our moral purpose? What kind of learner do we want to produce?	Determine the educational vision and ethos of the Academy Set the aims and objectives of the Academy in the context of the overall aims and objectives of the Trust
What curriculum do we need in order to deliver this vision?	Establish and implement a local, relevant curriculum
What kind of pedagogy do we need to deliver this curriculum?	Ensure high quality teaching, learning and assessment takes place and is continuously improved
What kind of learning environment do we need to deliver this pedagogy? (Physical and emotional)	Oversee the quality of the built environment, including health and safety Oversee child protection and safeguarding, including e-safety Oversee the health and well-being of all members of the school community Ensure the implementation and embedding of British values For Church academies: a. Ensure the implementation and embedding of Christian values b. Ensure a high quality of religious education, and that arrangements for daily collective worship are in place
How do we know if we are achieving our vision?	Contribute to the research and preparation of the academy's annual Self Evaluation including the analysis of performance data or information directed from the Board of Trustees Standards Scrutiny Committee.
How do we secure the effectiveness of the LGB?	Conduct an annual skills audit Complete an annual self-review of the structures and procedures of the LGB Act upon the outcomes of the evaluation process
What do we do about the outcomes of self-evaluation?	Set the priorities of the Academy Develop, implement and monitor a fully costed academy improvement plan, and any OFSTED (or SIAMS) improvement plan
How do we secure the implementation of the academy improvement plan?	Ensure that academy staff receive a regular appraisal of their performance. Appoint one (or two) governor(s) (usually to include the Chair, and in a Church school, a Foundation Governor), to be part of the panel for carrying out all aspects of the Headteacher's appraisal. Review and monitor the management accounts against the agreed Start/Revised Budget. The LGB must ensure compliance documents are in place annually for Pupil Premium and Sports Funding.



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