

Scheme of Delegated Authority v22



Last Review: October 2021

Due for review: July 2022

COLUMN TICKED: Responsible for taking action and accountable for outcome of action
COLUMN MARKED 'A': Provide advice and support to those accountable for decision making
COLUMN MARKED 'R': LGB has standing invitation to make recommendations to trustees

COLUMN MARKED 'I': Notified by Decision Maker
COLUMN MARKED 'CC': Compulsory consultation by Decision Maker
COLUMN MARKED 'OC': Optional consultation by Decision Maker

Key Function	Number	Task	Mem	Board	Board Cttee	CEO	Central Team	LGB/EEC	PCAB	Head
A Governance	A1	Members: Appoint/Remove	✓							
	A2	Trustees: Appoint/Remove	✓							
	A3	Trustees: Co-opt trustees		✓						
	A4	Co-opt trustees from other Trusts onto panels		✓						
	A5	Appoint the Chair and Vice Chair of the Board		✓						
	A6	Board Committee Chairs: appoint/remove		✓						
	A7	Local Governance Chairs: appoint/remove		✓		A				I
	A8	Company Secretary: appoint and remove		✓						
	A9	Clerk to Board: appoint and remove		✓		A				
	A10	Clerk to Local Governance: appoint and remove				✓		A	I	
	A11	Articles of Association: amend, agree, review	✓	A		A				
	A12	Approve changes to the Governance structure, Terms of Reference or Funding Agreement	I	✓		A	A	I	I	
	A13	Approve changes to the Scheme of Delegated Authority		✓		A		I	I	I
	A14	Terms of reference for Trust committees: agree annually		✓		A				
	A15	Terms of reference for Local Governance: agree annually		✓		A		CC	CC	A
	A16	Trust Board skills audit: complete and recruit to fill gaps		✓		A				
	A17	Local Governance skills audit: complete and recruit to fill gaps				A		✓	✓	✓
	A18	Annual self-review Trust Board and committee performance: complete annually			✓	A	A			
	A19	Annually self-review of Local Governance performance: complete annually				I		✓		A
	A20	Annual schedule of business for Trust Board: agree		✓		A				
	A21	Annual schedule of business for Local Governance: agree		I				✓	✓	A
	A22	Annual register of trustees and Local Governance members' pecuniary interests: establish and publish		✓		A		✓	✓	A
	A23	Approve Trustees and Local Governance Expenses Policy		✓				CC	CC	
	A24	Appoint a Chief Executive Officer		✓				I		I
	A25	Appoint Internal Auditors		✓			A			
	A26	Appoint External Auditors	✓	✓		A	A			
	A27	Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement: submit	I	✓	A	✓				
	A28	Determine and approve Trust wide policies reflecting Trust ethos and values including statutory, admissions, employment policies		✓		A	A/I	OC		OC
	A29	Determine and approve school level policies that reflect the school's ethos (in line with Trust ethos) including Curriculum, teaching and learning		I		CC		✓	OC	A
	A30	Central spend/ management charge: agree		✓		A	A	I		
	A31	Management of risk; establish register, review and monitor		✓	A	A	A	OC		
	A32	School based risk management and reporting to Audit Committee according to Trust Risk management policy			A	A	A	✓		✓
	A33	Determine Trust's vision and strategy, agreeing KPIs		✓		A		OC	OC	
	A34	Determine school vision and strategy within Trust's ethos and values, agreeing KPIs		✓		A	OC	R	R	A
	A35	Trust's staffing structure: agree		✓		A	OC			
	A36	School staffing structure: agree		✓		✓		R		A
	A37	Performance management of the CEO		✓			OC			OC
	A38	Performance management of the CEO		✓		✓	OC	A		
	A39	Manage Freedom of Information and SAR requests for schools and Trust				✓	✓			A

L: Matters of Ethos	L1	To determine what constitutes a matter of ethos and scope for consultation		✓						
	L2	Approve changes to school organisational structure/delivery from original offer		✓						
	L3	Approve changes to school uniform including price and supplier		✓				CC		
M: Safeguarding	M1	Complete, maintain and review school Single Central Record		I		I	A		✓	
	M2	Appoint safeguarding LGB/EEC member (non-parent)						✓		
	M3	Appoint Trust Safeguarding Trustee		✓						
	M4	Annual approval of school safeguarding policies and annual review		✓		A			A	
	M5	Commission annual review of school safeguarding		I		✓		CC	CC	A
	M6	In the event of a pandemic (such as COVID- 19) , approve Child Protection and Safeguarding Policy appendices		✓		A				A