



## Scheme of Delegation

(Adopted on June 22nd 2017, updated September 2019, October 2020, October 2021, October 2022)

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 Trustees under Article 105 of the Articles of Associations of certain powers and/or functions as detailed below;
- confirms which powers and functions are reserved to the Trustees;
- should be read in conjunction with the Trust's Committee Terms of Reference;
- may only be altered or revoked by the Trustees.

At all levels of delegation, the trustees retain the right to withdraw delegation of certain responsibilities or functions if performance in the delegated area is a cause for concern. For example, if a school's leadership and management is judged to be inadequate, the trustees may wish to take responsibility for governance at a local level to ensure the correct support and scrutiny is in place.

The Trust's Scheme of Financial Delegation, which the Trust is required to have under re Academies Financial 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:

- Strategy & Leadership;
- Education & Curriculum;
- Financial;
- HR & Operations.

To assist interpretation of the matters delegated in the Scheme it uses defined phrases which are supplemented by additional comment as appropriate. The defined phrases should be given their common meaning but for the avoidance of doubt an explanation can be found on the final page of this Scheme.

## STRATEGY AND LEADERSHIP

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
1.i. Set strategic objectives of the Trust		Determine - for the Trust & Academies	Develop	Recommend	Consult - with regard to their Academy		
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted
1.ii. Set strategic objectives of the Academies			Consult - in the case of the Academies in consultation with LGB & Headteacher	Consulted	Develop - in the case of their Academy	Develop - in the case of their own Academy	
	Informed	Informed	Accountable	Consulted	Consulted	Responsible	Responsible
2.i. Develop the character, mission & ethos of Trust		Determine - for the Trust	Develop - for the Trust				
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	
2.ii. Develop the character, mission & ethos of Academies		Consult - for the Academies	Consult - for the Academies	Deliver - for the Academies	Recommend - for the Academies	Recommend - for the Academies	
	Informed	Informed	Accountable	Consulted	Responsible	Responsible	
3.i. Deliver strategic objectives of the Trust		Review	Deliver		Deliver	Deliver	
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted
3.ii. Deliver strategic objectives of the Academies		Review	Consulted	Review	Deliver	Deliver	
	Informed	Informed	Accountable	Consulted	Consulted	Responsible	Responsible
4.i. Scrutiny: Performance - review & challenge progress of the Trust against its strategic objectives and KPIs: Trust		Review - progress of the Trust	Report				
	Accountable	Responsible	Consulted	Informed	Informed	Informed	Informed
4.ii. Academies		Review - progress of the Academies	Review - reports from the LGBs/Heads	Report - progress to the CEO & Board Review - progress of the Academy	Recommend	Report - progress of the Academy to the LGB	Report - progress of the Academy to the LGB
	Informed	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted

## STRATEGY AND LEADERSHIP

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
5.i. Scrutiny: Ethos - operation of the Trust & Academies against the agreed character, mission & ethos: Trust		Review	Report	Review	Review	Review	
	Accountable	Responsible	Consulted	Informed	Informed	Informed	Informed
5.ii. Academy		Review	Report	Review	Report	Report	
	Informed	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted
6. Compliance: Funding Agreement - comply with all obligations including the Academies Financial Handbook		Review	Deliver	Comply	Comply	Comply	Comply
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted
7. Compliance: Regulatory - with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)		Review	Deliver Report - to Board	Review	Deliver Report - to LGB & CEO	Deliver	
	Informed	Accountable	Responsible	Informed	Informed	Informed	Consulted
8. Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds		Determine - policies to ensure compliance Review	Deliver Report - to Board	Review	Deliver Report - to LGB & CEO	Deliver Report - to LGB & CEO	
	Informed	Accountable	Responsible	Informed	Informed	Informed	Consulted
9. Compliance - completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions		Determine - policies to ensure compliance Deliver		Deliver			
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted

**STRATEGY AND LEADERSHIP**

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
10. Trust Risk Register		Review delivery	Deliver - management of corporate risk register	Review - Academy risk register	Deliver - management of Academy risk register	Deliver - management of Academy risk register	
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted
11.i. Appointments of Trustees and Governors - ensuring processes in place for appointment of trustees (including ensuring that the Trustees and Governors have the skills to run the Trust and the Academies): Trust Board		Determine - policies and criteria for the selection of Trustees Review - the Board's own performance					
	Accountable	Responsible	Consulted	Informed	Consulted	Consulted	Consulted
11.ii. Local Governing Board		Determine - policies and criteria for the selection of Governors Review - performance of the LGBs	Report to the Board on the performance of the LGBs Review - annually the size, structure and composition and skill Determines of LGBs Recommend - if appropriate changes to the size and composition of the LGBs	Review - procedures for the election of staff and parent governors of the LGB Review - own performance			
	Accountable	Responsible	Informed	Consulted	Consulted	Consulted	Consulted
12.i. Register of Interests		Deliver		Deliver			
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted

**STRATEGY AND LEADERSHIP**

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
Appointment of Clerk - Board and LGBs:  Trust Board		Deliver - appoint the company secretary /clerk to the Board					
	Accountable	Responsible	Consulted	Informed	Informed	Informed	Informed
12.ii. Local Governing Body				Deliver - appoint clerk to the LGB			
	Informed	Accountable	Consulted	Responsible	Informed	Informed	Informed
13. Policies - review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)		Determine	Deliver - presenting polices to the Board for approval Report - material non-compliance to the Board	Review - all policies approved by the Board and Academy specific policies	Recommend	Deliver - presenting Academy specific policies for approval by the LGB Report - non-compliance to the LGB and the CEO	Deliver - presenting Academy specific policies for approval by the LGB Report - non-compliance to the LGB and the CEO
	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted	Consulted
14. Prepare terms of reference for LGB's and Committees		Deliver Review - annually	Develop	Consult			
	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted	Consulted
15.i. Training programme for trustees and governors: Trust Board		Deliver	Develop				
	Accountable	Responsible	Consulted	Informed	Informed	Informed	Informed
15.ii. Local Governing Body				Deliver		Consult	Consult
	Informed	Accountable	Informed	Responsible	Consulted	Consulted	Consulted

**EDUCATION AND CURRICULUM**

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
16. Academy Development Plan - for each Academy in line with strategic aims of the Trust		Determine - the Academy Development Plan in consultation with the appropriate LGB	Deliver - drafting and agreeing the Academy Development Plan	Recommend - Academy Development Plan to the Board	Work with the CEO in developing and producing the Academy Development Plan Review - the Academy Development Plan	Work with the CEO in developing and producing the Academy Development Plan Review - the Academy Development Plan	Support the Exec Head in developing the Academy Development Plan Review - the Academy Development Plan
	Informed	Informed	Accountable	Consulted	Responsible	Responsible	Consulted
17.i. Key Performance Indicators - setting and reviewing performance of the Trust & the Academies Trust		Determine - Trust wide and Academy KPIs Review - performance against KPIs	Consult - with the LGBs and propose KPIs to the Board				
	Accountable	Responsible	Consulted	Informed	Consulted	Consulted	Consulted
17.ii. Academies			Receive reports - from the LGBs and report performance of the LGBs against KPIs	Recommend - targets for performance of the Academy to the CEO Review - performance of the Academy and report to the CEO Deliver - holding leadership to account for delivery against KPIs	Report - performance of the Academy to LGB	Report performance of the Academy to LGB and Deliver	Deliver - performance of the Academy against KPIs
	Informed	Informed	Accountable	Responsible	Accountable	Accountable	Consulted

## EDUCATION AND CURRICULUM

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
18. Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes		Review - the work of the CEO	Deliver - supporting the Academies and intervening where appropriate	Review - at the Academy	Review - management of staff to ensure teaching and learning objectives are met	Report- strengths and concerns in the quality of teaching to LGB	Report- strengths and concerns in the quality of teaching to LGB
	Informed	Informed	Accountable	Consulted	Responsible	Responsible	Responsible
19. Curriculum - setting the curriculum for the Academies and reviewing its effectiveness		Determine - curriculum and standards Review - effectiveness of the curriculum across Trust	Recommend	Consult Review	Report	Recommend and Deliver	Deliver
	Informed	Informed	Accountable	Consulted	Responsible	Responsible	Responsible
20. Curriculum - ensuring that the legal requirements for children with special needs are met and that they are given support for learning.				Review	Deliver	Deliver	Deliver
	Informed	Informed	Accountable	Consulted	Consulted	Responsible	Responsible
21. Pupil Premium - reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap (also Primary Sports Grant, Year 7 Literacy and Numeracy Catch-up, 16-18 student bursary)		Review	Report - to Board effectiveness of use of the Pupil Premium across Trust	Determine & Review - how Pupil Premium is spent at the Academy	Review	Deliver	Deliver Report - on effectiveness of use of the Pupil Premium
	Informed	Informed	Accountable	Consulted	Report	Responsible	Responsible

## EDUCATION AND CURRICULUM

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
22. Collective worship arrangements for school without religious character				Review		Deliver	Deliver
	Informed	Informed	Accountable	Consulted		Responsible	Responsible
23. Set admissions policy Special Academies (LA is admissions authority)		Deliver	Develop		Work with CEO to Develop	Work with CEO to Develop	
	Informed	Informed	Accountable	Consulted	Responsible	Responsible	Consulted
24. Mainstream Academies (Trust is admissions authority)		Deliver	Develop		Work with CEO to Develop	Work with CEO to Develop	
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted
25. Admission decisions				Deliver	Consult		
	Informed	Accountable	Consulted	Informed	Consulted	Responsible	Responsible
26. Review - considering and evaluating performance of the MAT		Deliver	Report	Consult	Consult	Consult	Consult
	Accountable	Accountable	Responsible	Informed	Consulted	Consulted	Consulted
27. 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> </ul>		Review	Review	Deliver	Report	Report	Report
	Informed	Informed	Accountable	Responsible	Consulted	Consulted	Consulted

**EDUCATION AND CURRICULUM**

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
<ul style="list-style-type: none"> <li>monitoring the overall effectiveness and efficiency of leadership and management at the Academies</li> <li>receiving reports on the quality of teaching and learning and making recommendations to the Board.</li> </ul>							
28. Self-evaluation - carrying out the self-evaluation process and the areas for improvement with particular regard to outcomes and success criteria.		Review	Consult	Review	Deliver	Deliver	Deliver
	Informed	Accountable	Consulted	Consulted	Consulted	Responsible	Responsible
29. Review priorities - considering the aims and priorities for raising standards of achievement in each of the Academies' strategic plans.		Review	Consult	Review	Deliver	Deliver	Deliver
	Accountable	Informed	Responsible	Consulted	Consulted	Consulted	Consulted
30. Report - termly to Board on performance		Review	Review	Deliver	Deliver	Deliver	Deliver
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted

## EDUCATION AND CURRICULUM

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
31. Student issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)		Review	Review delivery	Receiving reports from the Headteacher  Report any material issues to the Board and the CEO	Review Delivery	Deliver - ensuring student issues are dealt with in accordance with Trust and Academy Policies Report - to the LGB on any material issues	Deliver - ensuring student issues are dealt with in accordance with Trust and Academy Policies Report - to the LGB on any material issues
	Informed	Informed	Informed	Accountable	Consulted	Responsible	Responsible
32. Student emotional health and wellbeing		Review	Review delivery	Receiving reports from the Headteacher  Report any material issues to the Board and the CEO	Review Delivery	Deliver - ensuring student issues are dealt with in accordance with Trust and Academy Policies Report - to the LGB on any material issues	Deliver - ensuring student issues are dealt with in accordance with Trust and Academy Policies Report - to the LGB on any material issues
	Informed	Informed	Informed	Accountable	Consulted	Responsible	Responsible
33. Academy Hours - setting the opening and closing times for the Academies		Determine - in consultation with LGBs		Consult - with the Board	Comply	Comply	Comply
	Informed	Accountable	Consulted	Responsible	Consulted	Consulted	Consulted
34. Term Dates and length of school day		Determine - in consultation with LGBs		Consult - with the Board	Comply	Comply	Comply
	Informed	Accountable	Consulted	Responsible	Consulted	Consulted	Consulted

## EDUCATION AND CURRICULUM

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
35. School lunch - ensure provided to appropriate nutritional standards				Review		Deliver	Deliver
			Accountable	Informed		Responsible	Responsible
36. Provision of free school meals to those meeting criteria				Review		Deliver	Deliver
			Accountable	Informed		Responsible	Responsible
37. Safeguarding - including ensuring each Academy has appointed a Designated Safeguarding Lead, ensuring compliance with statutory guidance and maintenance of single central record.		Review	Review	Deliver	Review	Deliver	Deliver
		Informed	Accountable	Responsible	Responsible	Responsible	Responsible
38. Stakeholder Engagement - <ul style="list-style-type: none"> <li>▪ Promoting partnership working between parents/carers and the Academies to promote high standards of attendance, behaviour and</li> </ul>		Review	Consult	Determine	Consult	Deliver	Deliver

**EDUCATION AND CURRICULUM**

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
<p>learning by students.</p> <ul style="list-style-type: none"> <li>▪ Undertaking consultation with students, 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 promote the quality of the overall student experience.</li> </ul>		Informed	Informed	Accountable	Consulted	Responsible	Responsible

**EDUCATION AND CURRICULUM**

	Members	Trustees	CEO	LGB	Executive Headteacher	Headteacher	Head of School
<b>39.i. Ofsted Inspections Trust Support -</b> <ul style="list-style-type: none"> <li>▪ Board will liaise with Ofsted where MAT is inspected or it will 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 Headteachers for individual Academy inspections</li> </ul>		Deliver	Deliver	Support	Support	Support	Support
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted
<b>39.ii. Ofsted Inspections: Academies</b>		Review	Support	Deliver	Deliver	Deliver	Deliver
	Informed	Informed	Consulted	Accountable	Responsible	Responsible	Consulted

FINANCIAL							
	Members	Trustees	CEO & CFO	LGB	Executive Headteacher	Headteacher	Head of School
40. Appointment of the Audit & Risk Committee		Deliver					
	Accountable	Responsible	Informed	Informed	Informed	Informed	Informed
41. Appointment of the Accounting Officer & Chief Financial Officer		Deliver	Deliver - the Accounting Officer role				
	Accountable	Responsible	Informed	Informed	Informed	Informed	Informed
42. Recommend appointment of External Auditors to the Members		Deliver					
	Informed	Accountable	Responsible	Informed	Informed	Informed	Informed
43. Appointment of the Internal Auditors		Deliver					
	Informed	Accountable	Responsible	Informed	Informed	Informed	Informed
44. Approve Annual Accounts		Approve	Deliver - arrange for auditing and filing of annual report and accounts	Comply - by ensuring Academy keeps proper records and providing such information to assist the Trust in preparation of the Annual Accounts			
	Informed	Accountable	Responsible	Informed	Informed	Informed	Informed
45. Scheme of Financial Delegation & Financial Policies -establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements		Determine  Comply	Review - compliance Report - any issues or non-compliance to the Board Comply	Review - compliance by the Academy Report - any issues or non-compliance to the CEO  Comply	Comply	Comply	Comply
	Informed	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted

FINANCIAL							
	Members	Trustees	CEO & CFO	LGB	Executive Headteacher	Headteacher	Head of School
46. Bank Accounts - authorising the establishment of bank accounts and approve bank mandates in the name of the Trust		Determine	Recommend				
	Informed	Accountable	Responsible	Informed	Informed	Informed	Informed
47. Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to the secure the Trust's financial health in the short term and the long term		Determine - in consultation with the LGBs	Recommend a funding model to the Board for approval Review	Consult - with the Board Review - compliance with the overall financial plan for the Academy	Comply	Comply	Comply
	Informed	Accountable	Responsible	Informed	Informed	Informed	Informed
48. Trust Annual Budget - formulating and setting the Trust wide budget		Determine  Approve - significant variances (as defined in the Scheme of Financial Delegation)	Deliver - preparation of Trust budget and present to the Board for approval Review - submission of Trust budget to the ESFA				
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Informed

FINANCIAL							
	Members	Trustees	CEO & CFO	LGB	Executive Headteacher	Headteacher	Head of School
49. Academy Annual Budgets - formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances)		Determine Approve - significant variances (as defined in the Scheme of Financial Delegation)	Deliver - preparation of Academy budgets in consultation with the LGBs and present to the Board for approval Review - submission of Academy budgets to the ESFA	Consult - with CEO & CFO in respect of the Academy's requirements Comply Approve within permitted limits (as defined in the Scheme of Financial Delegation) any variances	Deliver - in consultation with CFO  Comply	Deliver - in consultation with CFO  Comply	Deliver - in consultation with Executive Headteacher and CFO  Comply
	Informed	Informed	Consulted	Accountable	Consulted	Responsible	Responsible
50. Expenditure and ensuring delivery of Annual Budgets		Review	Report - to the board any material issues with delivery against the Annual Budget by the Academies Receive reports - on matters of concern in connection with compliance with the Annual Budgets	Review Report - to the CEO any issues with expenditure or compliance with the Annual Budgets by the Academy	Report - to the LGB any need for any matters of concern in respect of the Academy's annual budget	Report - to the LGB any need for any matters of concern in respect of the Academy's annual budget	Deliver
	Informed	Informed	Accountable	Consulted	Responsible	Responsible	Consulted
51. Reporting: financial reporting and KPIs		Determine Review	Deliver	Review	Deliver	Deliver	Deliver
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted

FINANCIAL							
	Members	Trustees	CEO & CFO	LGB	Executive Headteacher	Headteacher	Head of School
52. Investments - agreeing the investment policy in line with the Academies Financial Handbook and the Scheme of Financial Delegation		Determine and review delivery	Deliver				
	Informed	Accountable	Responsible	Informed			

HR AND OPERATIONS							
	Members	Trustees	CEO & COO	LGB	Executive Headteacher	Headteacher	Head of School
53. Appointing CEO		Appoint					
	Accountable	Responsible		Consulted	Consulted	Consulted	Informed
54. Appointing Trust Senior Leadership (CFO, COO)		Appoint	Deliver				
	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted	Informed
55. Appointing the Executive headteacher / Headteacher / Head of School at each Academy		Approve -in consultation with the CEO/ LGBs	Recommend - sit on appointment panel along with, two Trustees & a representative of the relevant LGB	Recommend - a representative to sit on the appointment panel with the CEO & two Trustees	Involved in process	Involved in process	
	Informed	Accountable	Consulted	Consulted	Informed	Informed	Informed
56. Appointing the Deputy Heads at each Academy		Approve -in consultation with the CEO/ LGBs	Recommend - sit on appointment panel along with, Trustee & [two] representatives of the relevant LGB	Recommend - [two representatives] to sit on the appointment panel with the CEO & a Trustee	Involved in process	Involved in process	
	Informed	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted
57. Appointing of cross-Trust Staff (in line with recruitment policy)		Review	Appoint and report to the Board				
	Informed	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted
58. Appointing Academy SLT (excluding Head & Deputy)			Consult	Appoint and report to the Board	Recommend	Recommend	Recommend
	Informed	Informed	Consulted	Accountable	Responsible	Responsible	Consulted
59. Appointing Academy Staff (excluding SLT, Head & Deputy)				Appoint	Recommend		Deliver
	Informed	Informed	Informed	Accountable	Consulted	Responsible	Responsible

HR AND OPERATIONS							
	Members	Trustees	CEO & COO	LGB	Executive Headteacher	Headteacher	Head of School
60. Establishing Trust wide HR Policies (including recruitment , discipline, capability, grievance and absence policies) in accordance with all appropriate regulations		Determine Review	Comply	Review	Comply	Comply	Comply
	Informed	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted
61. Ensuring emotional health and wellbeing of staff is promoted		Determine	Comply	Review	Comply	Comply	Comply
	Informed	Informed	Responsible	Accountable	Responsible	Responsible	Responsible
62. Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust’s pay policy and all statutory regulations)		Review - in respect of CEO Receive reports - in respect of appraisal arrangements and outcomes Review - any appeals in respect of the Headteachers and cross academy staff	Review - in respect of Headteachers and cross Trust staff (and any appeals from Academy staff) Review - and Report - (annually) to the Board on appraisal arrangements and outcomes	Assure - in respect of performance management of Headteacher Review - any appeals respect of all other staff	Report - annually to the CEO on appraisal arrangements and outcomes	Review - in respect of all other staff Report - annually to the CEO on appraisal arrangements and outcomes	Review - in respect of all other staff
	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted	Consulted
63. Setting Terms and Conditions of Employment and Staff Handbook		Determine - and consider any proposals by LGBs to make amendments	Recommend	Consult - report to Board on any suggested changes to the Academy’s terms and conditions	Comply	Comply	Comply
	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted	Consulted

HR AND OPERATIONS							
	Members	Trustees	CEO & COO	LGB	Executive Headteacher	Headteacher	Head of School
64. Dismissing CEO, Trust Leadership Team, Executive Headteacher, Headteacher, Head of School, Deputy Headteacher, senior/ cross Trust staff (in accordance with the Trust disciplinary and capability policies)		Review - in respect of the CEO	Review - Re Headteachers, cross academy staff and SLT Report - dismissals to the Board	Review - in respect of the Headteacher of the Academy			
	Accountable	Responsible	Recommend	Consulted / informed	Consulted	Consulted	Consulted
65. Dismissing all other staff (in accordance with the Trust disciplinary and capability policies)			Review Report - to the Board	Review (in consultation with the CEO) Report - to CEO	Deliver	Deliver	Consult
	Informed	Responsible	Consulted	Consulted	Recommend	Recommend	Consult
66. Reviewing discipline and grievance policy		Review delivery	Recommend	Review - in line with Trust policy			
	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted	Informed
67. Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy		Determine	Deliver	Comply	Comply	Comply	Comply
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Informed
68. Setting academy specific procurement policies - in accordance with the Funding Agreement, Academies Financial Handbook and		Determine	Recommend	Deliver - in accordance with Trust policy			
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Informed

HR AND OPERATIONS							
	Members	Trustees	CEO & COO	LGB	Executive Headteacher	Headteacher	Head of School
the Trust's procurement policy							
69. Enter into contracts - up to limit of delegation set out in Scheme of Financial Delegation		Deliver	Deliver	Review	Deliver	Deliver	
	Informed	Accountable	Responsible	Informed	Consulted	Responsible	Responsible
70. Determining and allocating central services provided to the Academies by the Trust		Determine (in consultation with the LGBs)	Deliver- on recommending the allocation of services to the Board	Consult	Consult	Consult	Consult
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted
71. Overseeing the effectiveness of services provided centrally by the Trust		Review	Deliver and report to Board	Report - to the Board			
	Informed	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted
72. Asset and Premises Maintenance Strategy - determining use of Academies' premises and ensuring premises are adequately maintained		Determine - Trust wide policy	Recommend	Determine - academy plan in accordance with Trust policy Review delivery of academy plan	Deliver - in accordance with Academy policy	Deliver - in accordance with Academy policy	Deliver - in accordance with Academy policy
	Informed	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted
73. Acquiring and disposing of Trust land		Deliver	Recommend				
	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted	Consulted
74. Changing use of Assets		Deliver		Recommend to the Board of any changes to fixed assets used by the Academy			
	Informed	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted

HR AND OPERATIONS							
	Members	Trustees	CEO & COO	LGB	Executive Headteacher	Headteacher	Head of School
75. Arranging insurance for the Trust		Review	Deliver				
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Informed
76. Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community		Review	Deliver - Trust wide activities	Comply	Comply	Deliver	Deliver
	Informed	Informed	Accountable	Consulted	Responsible	Responsible	Consulted
77. Information management - including adopting and following policies for information security and compliance with GDPR and FOI legislation and maintaining accurate records (staff, student)		Determine	Deliver	Comply	Comply	Comply	Comply
	Informed	Accountable	Responsible	Informed	Consulted	Consulted	Consulted
78. Academy Prospectus			Review	Deliver	Recommend	Recommend	Consult
	Informed	Consulted	Consulted	Accountable	Responsible	Responsible	Consulted
79. Trust Prospectus and website		Review	Deliver				
	Informed	Accountable	Responsible	Consulted	Consulted	Consulted	Consulted

In this Scheme the phrases used above have the following meanings:

**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 Head this will be at Academy level.

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

**Develop:** the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

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

- the CEO they will be making recommendations to the Board and/or LGB (as appropriate)
- the LGB they will be making recommendations in relation to their Academy to the Board, CEO and/or Head (as appropriate)

- the Head they will be making recommendations in relation to their Academy to the CEO and/or LGB (as appropriate).

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

- the CEO they will be making reports to the Board and/or LGB (as appropriate)
- the LGB they will be making reports in relation to their Academy to the Board and/or CEO (as appropriate)
- the Head they will be making reports in relation to their Academy to the CEO and/or LGB (as appropriate).

**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. In the case of:

- the Board they will be reviewing the CEO and/or LGB (as appropriate)
- the CEO they will be reviewing the Head
- the LGB they will be reviewing the Head and his/her leadership team.

**Support:** the individual/group that should support completing a particular task.