

SCHEME OF DELEGATION

Governance Trustees are responsible for : • The Charitable Company processes in line with Articles of Association and Master Funding Agreement. • Statutory compliance • Board recruitment • Evaluating own effectiveness • Communicating the Trust's strategic vision • Approval of proposed changes to admissions policies.	Trustees are responsible for: • Own processes in line with legal requirements of scheme of delegation • Succession planning and recruitment of members • Training • Evaluating own effectiveness • Declarations of Interest • Communicating with Trust and submitting required governance information • Ensuring activities are communicated to school community. (publication of minutes etc.) • Recommending admissions policy to Trust.	Head of School is responsible for: • Supporting Trustees with advice and guidance • Acting on behalf of the Trustees in discharging duties • Providing reports and other relevant information to Trustees • Providing reports and other relevant information to the Trustees • Ensuring appropriate administrative and clerking support to Trustees • Checking school admissions policies for compliance • Administering admissions
Strategy Trustees are responsible for: • The overall strategic vision of the Trust • Approving the strategic plan	Trustees are responsible for: • Overseeing the overall strategic vision • Developing the strategic plan with the Head of school • Monitoring and updating the school's development plan	Head of School is responsible for: • Implementing the Trusts vision • Developing the school's strategic plan • Developing the school development plan • Implementing the development plan

Finance, Procurement, buildings, maintenance and H&S Trustees are responsible for: • The Trust's assets and accounts and for statutory compliance in accordance with Academies Financial Handbook • Developing the overall strategic vision for the Trust • Setting the school's budget • Developing the strategic plan for capital expenditure • Setting financial regulations and procedures • Receiving school's accounts • Approving the annual statements	Trustees are responsible for: • Receiving summary management accounts • Setting school level of scheme of delegation • Contribute to the strategic plan and medium term budget plan • Deciding priorities for capital expenditure • Proposing amendments to the years Budget • Monitoring planned capital works • Appointing named governor for health and safety • Ensuring health and safety policies and procedures are adhered to	Head of School is responsible for: • Preparing the school budget for approval by Trustees • Providing accounting and financial planning, treasury and financial systems • Accounting officer • Ensuring school has adequate controls and assurance • Controlling costs and ensuring budget commitments are met • Operating within the scheme of delegation • Seeking approval for any variations to the agreed budget • Reviewing monthly management accounts • Developing asset/capital expenditure plan • Maintaining asset register • Ensuring school buildings are adequately maintained • Implementing policies for statutory compliance • Reporting to Trustees • Reviewing the health and safety guidance and monitoring compliance
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Standards, Teaching, Curriculum Trustees are responsible for: • Overall standards in the Trust • Ensuring sufficient resources allocated • Strategic vision for schools' curriculum and qualifications	Trustees are responsible for: • Supporting and challenging school with self-evaluation • Understanding and challenging the school's response to any recommendations from previous inspections • Understanding and challenging overall standards. Monitoring progress of students, overall standards and relative performance of groups including those eligible for pupil premium • Understanding the school's evaluation of quality teaching • Supporting and challenging the school in addressing weaknesses • Ensuring that curriculum and qualifications are in line with trust strategic vision	Head of School is responsible for: • Monitoring statutory compliance on behalf of the trust • Providing guidance support and challenge on curriculum design and qualifications • Accurate self-evaluation of the school's strengths and weaknesses • Action planning to improve and develop based on the evaluation • Achievement and progress of the students • Taking timely action to improve achievement and progress of students • The quality of teaching in the school • Develop the school's curriculum and qualifications framework • Developing and implementing the school's extended provision/enrichment provision.
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Safeguarding Trustees are responsible for: • Overall policies for safeguarding • Strategic vision of spiritual, moral, social and cultural development of students • Reviewing individual school policy and practices	Trustees are responsible for: • Appoint named safeguarding governor • Monitor, support and challenge welfare within the school • Ensure the Single Central Records are maintained	Head of School is responsible for: • Safeguarding within the school • The quality of spiritual, moral, social and cultural development of students • Ensure arrangements meet the overall Trust strategy and take into account procedures agreed by board of Directors. • Reporting regularly to board of Directors. • Undertake risk assessments relating to effective safeguarding and taking action appropriately
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Staffing Trustees are responsible for: • Appoint Head of School, senior leaders • Overall policies on appraisals and salaries • Developing a strategy for staff development	Trustees are responsible for: • Supporting with recruitment when invited to do so • Contributing to and involvement with the recruitment of Head of School • Monitoring and reviewing key staff performance data and challenging appropriately • Ensuring that requirements for safer recruitment are met • Monitoring and oversight of appraisal of school staff • Approval of salaries • Contribution to Heads appraisal • Participation in panels/hearings and appeals for grievance, capability and disciplinary processes • Monitoring effectiveness of professional development	Head of School is responsible for: • Collecting and maintaining Trust Level Single Central Record • Ensuring Directors have appropriate safer recruitment training • Recruitment and appointment of school staff • Reporting on staffing and recruitment to trust. • Ensuring the school's SCR is accurate and shared with the Trust. • Appraisal for school staff • Staff conduct matters • Developing school strategy for staff professional development • Delivering professional development as appropriate
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Policies and Procedures Trustees are responsible for: • Approving trust policies in line with DfE decision matrix • Annual review of safeguarding policies • Annual review of school's exclusion policy	Trustees are responsible for: • Reviewing policies and procedures • Ensuring practice in the school match policy • Ensuring that there is a review cycle for policy scrutiny	Head of School is responsible for: • Developing policies and procedures • Updating policies and procedures • Updating process and procedures
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Communication, Information, Complaints		
Trustees are responsible for: • Monitoring reports and statistics on communication, information and complaints • Reviewing Trusts complaints policy	Trustees responsible for: • Reviewing schools policy relating to communication, review website compliance • Monitoring school's link with community, parents and carers • Providing challenge where necessary • Monitoring complaints and manage appeals in line with policy • Receiving reports on key areas of communication	Head of School is responsible for: • Monitoring statutory compliance • Developing effective links with the community, parents and carers • Developing and implement school policies • Ensure Directors have access to information provided to regulators, parents, community and Trust • Ensuring information provided is high quality, meets the needs of the school community and any regulatory frameworks