

SCHEME OF DELEGATION 2026/27

Strategy and Leadership	Members	Trustees	CEO	LAC	Headteacher
1. Set strategic objectives and KPIs of the Trust in line with the strategic plan	Receive Strategic Plan with KPI's	Review, Challenge and Approve	Draft and develop	Attend trust strategy day CoG	Attend trust strategy day
2 Set strategic objectives for the Academies		Review and adopt	Review, Challenge and Approve Ensure academy plans encompass trust strategic objectives	Monitor and Challenge	Draft and develop individual Academy Objectives in line with Trust and school strategy
3. Monitor performance against strategic plan		Review and monitor performance	Deliver & Report to Trustees		
4. Deliver strategic objectives of the Academies		Review	Review and monitor performance via school improvement team Report progress to Trustees	Review and monitor performance	Deliver/achieve objectives Report progress to LAC, CEO and school improvement team
5.Compliance: Funding Agreement- comply with all obligations including the Academy Trust Handbook		Monitor Trust wide compliance	Monitor and report to Trustees Take action to mitigate noncompliance Deliver compliance with policies		Deliver & Report to CEO & CFOO
6. Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety		Monitor Trust wide compliance	Monitor and report to Trustees Take action to mitigate noncompliance Deliver compliance with policies.		Deliver & Report to relevant Executive team lead Deliver compliance with policies
7. 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	Receive Annual Accounts	Review and approve Trust policies and controls to ensure compliance	Develop policies, checks & balances to ensure proper financial oversight	Monitor individual academy compliance in relation to any additional time and project related	Deliver & Report to CEO & CFOO Deliver compliance with policies and controls

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Strategy and Leadership	Members	Trustees	CEO	LAC	Headteacher
			Deliver compliance with policies	government funding allocations	
8. Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions		Review and approve Trust policies and processes to ensure compliance Record Trustees conflicts of interest and connected party transactions Review annually conflicts of interest and connected party transactions of each LAC	Develop policies and processes Deliver compliance with policies	Annual completion of DOI form Monitor individual academy compliance Report annually conflicts of interest and connected party transactions to the Trustees	Deliver & Report to CEO Deliver compliance with policies
9. Appointments of Trustees– ensuring processes in place for appointment of trustees (including ensuring that the Trustees have the skills to run the Trust)	Appoint in accordance with the Articles of Association	Appoint in accordance with Articles of Association	Ensure processes are developed in accordance with Articles of Association		
10. Appointment of Members	Appoint other Members in accordance with Articles of Association				
11. Appointments of Governors ensuring processes in place for appointment of Governors (including ensuring that the Governors have the skills to support and challenge the Academies)		Appoint Chair of Governors Appoint co-opted Governors	Recommend Co-opted Governors to Trustees	Appoint Staff and Parent Governors as per Annex 1 Recommend Co-opted Governors to Trustees Review Governor competency and performance and report to Trustees	Refer any new proposed governor appointments to the Lead Governance Professional to action the recruitment process

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Strategy and Leadership	Members	Trustees	CEO	LAC	Headteacher
				Elect Chair and Vice Chair annually for TB approval	
12. Removal of Members / Trustees / Governors	Removal of fellow Members and Trustees in accordance with Articles of Association	Removal of Governors when appropriate	Ensure processes are in place for the removal of Governors when appropriate and recommend when appropriate	Comply	Comply
13. Removal of LAC		Review and Approve AIB members	Recommend AIB appointments Inform Headteacher	Comply	Comply
14. Appointment of Clerk – Board and LACs		Appoint the Clerk to the Board & LACs			
15. Appointment of Auditors	Appoint external auditors	Appoint internal scrutineers and recommend external auditors	Monitor performance in role as Accounting Officer		Comply
16. Policies – review, approve and monitoring of Trust Wide statutory and relevant non statutory Policies (including all HR policies, complaints, curriculum, admissions, DBS, charging and remissions policies, health & safety and safeguarding)		Review and Approve Trust wide policies	Develop Trust wide polices for Board approval Deliver compliance with policies Report material non compliance to the Board Comply: seek legal advice, take any appropriate action and report to board	Monitor compliance with relevant Trust policies Review and approve academy specific policies	Develop academy specific polices for LAC approval Deliver compliance with Trust and academy policies Report noncompliance to the LAC and the CEO
17. Prepare Terms of Reference for Trust Board		Develop, approve and comply	Develop and comply		
18. Prepare ToFR for Sub-Committees including LACs		Develop and approve	Recommend	Comply	

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19. Training programme for trustees and governors		Approve and comply	Ensure a programme is developed	Comply	
20. Trust expansion		Develop and recommend in line with strategic plan Approve	Develop, recommend, and deliver		
21. Stakeholder engagement		Review stakeholder engagement survey responses Take account of stakeholder feedback when developing and implementing new strategies	Consult with stakeholders	Review stakeholder engagement survey responses and monitor school action plans Report stakeholder feedback to Trustees	Consult with stakeholders

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Education and Curriculum	Members	Trustees	CEO	LAC	Headteacher
1. Academy Improvement Plan for each Academy in line with strategic aims of the Trust		Receive an overview and regular updates on academy progress ensure consistency with Trust strategic plan	Review and challenge the Academy Improvement Plan(s) with the Sch Imp Team Inform trustees of progress	Review and challenge Academy Improvement Plan supported by Sch Imp team.	Work with the Sch imp team to produce the academy's Improvement plan Review – the improvement plan
2 Key Performance Indicators – setting and reviewing performance of the Trust & the Academies		Set Trust wide KPIs Review performance against KPIs	Delivering against the KPIs Report performance against KPIs to the appropriate trust board committee and the full board	Monitoring & challenging progress against academy imp plan KPIs	Delivering against the KPIs Reporting progress against KPIs to LAC & CEO and Sch imp team
3. Set Admissions Policy		Approve	Review		Deliver
4. Admissions decisions		Sit on appeal panel when required	Determine and approve	Review and monitor	Advise, recommend and report to CEO
5.Student Issues (including attendance, exclusions, punctuality and disciplinary matters for each Academy)		Review, challenge and approve policy Sit on exclusions and suspensions panel when required	Developing policy and ensuring compliance Report compliance to Trustees	Monitor compliance with Trust wide policy Sit on exclusions panel when required	Manage Student issues (including attendance, exclusions punctuality and disciplinary matters for each Academy)
6. Academy Hours and length of academy day		Approve	Determine	Comply	Comply
7. Term dates		Approve	Determine	Comply	Comply
8. Academy lunch – ensure provided to appropriate nutritional standards		Approve catering tender	Monitor		Deliver

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Education and Curriculum	Members	Trustees	CEO	LAC	Headteacher
09. Provision of free school meals to those meeting criteria			Monitor		Deliver
10. To monitor the educational outcomes for all year groups		Review, challenge and monitor	Challenge, monitor and review Report to trustees	Monitor and challenge	Determine in consultation with Sch Imp Team
11. To monitor all aspects of safeguarding, equality, SEND and pupil welfare		Approve	Ensure implementation and review Report to trustees	Monitor and challenge	Determine in consultation with SILS and in accordance with trust policies
12. Approve academy pupil premium and sports premium strategies and frameworks		Review, challenge and monitor	Review and monitor funding and report to trust board	Monitor outcomes of SP and PP strategy	Determine in consultation with Sch Imp Team
13. Approve academy census information prior to DfE submission			Receive and Review		Determine and comply
14. Curriculum Design (Intent, Implementation and Impact) –			Determine	Monitor	Determine in consultation with the CEO & Sch Imp Team

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Safeguarding	Members	Trustees	CEO	LAC	Headteacher
1. Safeguarding Policies (Trust wide and Local as per policy schedule)		Review and approve Trust wide policies Safeguarding to be a standing item at every trust board meeting	Develop Trust wide policies for Board approval Deliver compliance with policies Report material non-compliance to the Board	Review and monitor compliance with SG Policies Report noncompliance of Trust-wide policies to CEO or School Imp Lead	Contextualise Trustwide SG Policies Deliver compliance with Trust policies Report noncompliance to the LAC, Sch iMp Lead and the CEO
2. Single Central Register		Monitor	Develop Trust wide standardised SCR reporting and report compliance	Monitor SCR completion and compliance.	Comply with SCR reporting.
3. Record Keeping (of children at risk)			Review	Monitor	Determine
4. Continuing Professional Development (ensure that all staff, volunteers and visitors are appropriately and sufficiently trained to fulfil their safeguarding responsibilities).		Confirm compliance	Ensure Implementation	Monitor and report via KPI reporting and safeguarding audits	Determine
5. Safeguarding Practices including: Induction, Safeguarding Updates and statutory training		Review and Approve Comply	Develop and Implement Comply	Monitor and report Comply	Comply
6. Bound and Numbered book		Monitor	Ensure compliance	Monitor	Comply with reporting
7. Allergy compliance		Monitor	Ensure compliance	Monitor	Comply

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Financial – see also the financial schedule of delegated authority	Members	Trustees	CEO	LAC	Headteacher
1.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		Review and approve Funding Model	With support from CFOO recommend funding model to the Trustees for approval	Comply with the overall financial plan for the Academy	Comply with the overall financial plan for the Academy
2. Trust Annual Budget – formulating and setting the Trust wide budget		Review, challenge and approve Review submission of Trust budget to the DFE	CEO & CFOO prepare Trust budget CEO and/or CFOO presents budget to the Trustees for approval		
3. Academy Annual Budgets – formulating and determining the proportion of the overall budget, to be delegated to each Academy		Challenge and approve	Review and challenge. Present to Trustees for approval.		Develop Academy budget linked to Academy Improvement plan with oversight from the CFOO.
4.Monitor income and expenditure across the Trust to ensure delivery of the annual budgets		Challenge and approve Trust wide financial reporting	Review and challenge Academy financial reporting. CFOO prepares Trust wide financial monitoring reports for trustees		Deliver against agreed budget
5 Financial Policies (including procurement) – establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements and the Academy Trust Handbook		Review and approve Trust-wide policies	Develop with the support of the CFOO Trust wide policies for Board approval Deliver compliance with policies Report material non-compliance to the Board		Deliver compliance with Trust policies Report non-compliance to the CEO /CFOO
6. Approving annual accounts	Review and adopt annual accounts	Review and approve Annual Accounts	Ensure the preparation of the annual financial statements		Comply and provide information to assist the Trust in preparation of the Annual Accounts

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Financial – see also the financial schedule of delegated authority	Members	Trustees	CEO	LAC	Headteacher
			Arrange for auditing of annual report and accounts Ensure compliance with regulatory filing requirements Keep proper records in respect of the Trust		
7. Corporate Risk Register		Review, challenge and approve Monitor compliance	Ensure corporate risk register is maintained by CFOO. Report compliance to Trustees	Review and monitor Academy risk register and report compliance to CFOO	Ensure Academy risk register is maintained. Report compliance to the LAC.

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HR and Operations	Members	Trustees	CEO	LAC	Headteacher
1. Appointing the Chief Executive Officer		Appoint			
2. Appointing the Chief Financial Officer and other Executive leader roles		Appoint	Sit on appointment panel which must also include TWO Trustees. Recommend appointment to Trustees.		
3.Appointing the Headteacher at each Academy (Article 107)		Approve and appoint in consultation with the CEO and Chair of LAC	Recommend appointment to the Trustees Sit on appointment panel along with one Trustee and Chair of LAC	Chair of LAC (or nominee) to sit on appointment panel with CEO and Trustee	
4. Appointing of additional central team Trust Staff (in line with recruitment policy)			Appoint in line with Trust Policy and central budget.		
5. Appointing Academy Senior Leadership Staff			Sit on panel or delegate.		Appoint in line with Trust Policy and Budget. CEO or delegate to sit on panel and agree appointment
6. Appointing Academy Staff					Appoint in line with Trust Policy, AIP and Budget.
7. Restructuring Academy Staff		Approve	Review and recommend		Develop with CFOO and Sch Imp Team and report to CEO
8. Performance Management together with pay reviews (in line with the Trust's pay policy and all statutory regulations)		Conduct CEO PMR Receive reports in respect of appraisal arrangements and outcomes for the Executive and Headteachers Review appeals in respect of Headteachers and Executive	Conduct the Executive and Headteachers PMRs in accordance with policy Ensure executive team conduct PMRs in accordance with policy for all staff Review appeals in respect of SLT and UPR report to the Trustees		Conduct SLT PMRs in line with Trust Policy and make recommendations to the CEO. Ensure senior leaders conduct PMRs in accordance with policy for all other staff Exec Heads to conduct PMR for Heads of School

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HR and Operations	Members	Trustees	CEO	LAC	Headteacher
		Determine and approve pay for CEO, Executive Team, Headteachers	Report and recommend pay for executive team and HT, report on pay for SLT and UPS		
9. Setting Terms and Conditions of Employment and Staff Handbook		Review	Develop and present Terms and Conditions of Employment and Staff Handbook to Trustees Ensure T&Cs and Employment Handbook are maintained and current Deliver and Comply		Deliver and Comply
10. Dismissing Trust staff (in accordance with the Trust disciplinary and capability policies or for reason of redundancy)		Dismiss in respect of the CEO and Executive Team. Monitor staff dismissals. Sit on employment panels as required	Dismiss in accordance with employment law and trust policy. Inform trustees of all SLT dismissals (inc HT) Review in respect of all other staff		Dismiss staff in accordance with employment law & trust policies Report staff dismissals to CEO
11. Determining and allocating central services provided by the Trust to the Academies		Review, challenge and approve	Recommend, distribute and deliver. Report to trustees.	Comply	Comply
12. Overseeing the effectiveness of services provided centrally by the Trust		Review and monitor	Deliver and report to the Trustee		
13. Asset and Premises Maintenance Strategy and Estates Strategy – determining use of Academies’ premises and ensuring premises are adequately maintained		Review , challenge and approve Monitor compliance	Recommend, implement and report. Ensure compliance with trust policies	Monitoring compliance	Implement and comply with strategy

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HR and Operations	Members	Trustees	CEO	LAC	Headteacher
14. Approve or reject proposals for the acquisition of land and buildings including changing use of assets		Review, challenge and seek appropriate approval	Recommend		
15. Approve or reject proposals for the disposal of land and buildings including changing use of assets		Review, challenge and seek appropriate approval	Recommend		
16. Arrange insurance for the Trust		Approve	Deliver		
17. Media and PR - overseeing public relations activities to protect the activities of the Trust and the Academies to the wider community		Monitor Trust wide approach and/or policy	Deliver and comply	Comply	Comply
18. Academy Prospectus				Review and Approve	Prepare and Recommend
19. Trust web site (including Academy websites)		Receive compliance reports	Prepare and recommend Ensure compliance		Prepare and comply
20. Decisions to close academy for health and safety reasons			Approve and report to Chair of TB as soon as practical		Recommend closure to CEO for approval
21. Manage a data breach and FOI		Review, monitor and respond to ICO recommendations	Deliver, comply and report to Trustees		Deliver and comply. Report immediately to CEO
22. GDPR		Review , monitor and respond when required to do so	Deliver, comply and report to Trustees		Deliver and comply Report to CEO and LAC