

Detailed Scheme of Delegation of Responsibilities and Finance 2016-17 – reviewed and revised by Directors ongoing.

Key: **** indicates who has responsibility (blue indicates Board, pink LGB)

* both a blue and pink tick indicate that the main responsibility sits with the LGB but the Board has final sign off

 **A** indicates advisory role, with < and > indicating direction of advice

| Area | Decision | Delegation  |  |
| --- | --- | --- | --- |
| Members | Trust Board | CEO | LGB  | Academy Principal  |  |
| Governance framework  |
| People | Members: Appoint/Remove | **** |  |  |  |  |
| Directors: Appoint/Remove | **** |  |  |  |  |
| Role descriptions for members | **** |  |  |  |  |
| Role descriptions for Directors/chair/specific roles/committee members: agree |  | **** | **<A** |  |  |
| Committee chairs: appoint and remove |  | **** | **<A** |  |  |
| LGB chairs: appoint and remove |  | **** | **<A** | **** |  |
| Co-opted governors: appoint and remove |  | **** | **<A** | **** |  |
| Appointment LGB staff and parent governors |  |  |  | **** | **A** |
| Clerk to board: appoint and remove |  | **** |  |  |  |
| Clerk to LGB: appoint and remove |  | **** |  |  |  |
| Systems and structuresSystems and structures | Articles of association: agree and review | **** | **<A** | **<A** |  |  |
| Governance structure (committees) for the trust: establish and review annually |  | **** | **<A** |  |  |
| Terms of reference for trust committees (including audit if required): agree annually |  | **** | **<A** |  |  |
| Terms of reference for LGB: agree and review annually |  | **** | **<A** |  |  |
| Skills audit: complete and recruit to fill gaps  |  | **** | **<A>** | **** | **A** |
| Annual self review of trust board and any committee performance: complete annually |  | **** |  |  |  |
| Annual self review of LGB performance: complete annually and Chairs’ report to the Board |  |  |  | **** |  |
| Chair’s performance: carry out 360 review periodically  |  | **** |  | **** |  |
| Director / Governor contribution: review annually |  | **** |  | **** |  |
| Succession: plan |  | **** | **<A>** | **** | **A** |
| Annual schedule of business for trust board: agree   |  | **** | **<A** |  |  |
| Annual schedule of business for LGB: agree |  |  | **A>** | **** | **A** |
| Reporting  |
| Reporting  | Trust governance details on trust and academies' websites: ensure |  | **** | **<A** |  |  |
| Academy governance details on academy website: ensure |  | **** | **<A** |  |  |
| Register of all interests, business, pecuniary, loyalty for members/trustees/governors: establish and publish  |  | **** | **<A** |  |  |
| Annual report on performance of the trust: submit to members ~~and publish~~ |  | **** | **<A** |  |  |
| Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit |  | **** | **<A** |  |  |
| ~~Annual report~~ Twice yearly feedback on the work of LGB: to the Board ~~submit to trust and publish~~  |  |  |  | **** | **A** |
| Being Strategic |
| Being StrategicBeing Strategic | Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: safeguarding, health and safety, HR, ICT  |  | **** | **<A** |  |  |
| Determine Trust level policies which reflect the Trust’s ethos and values to include e.g. admissions; safeguarding and child protection; curriculum: approve ( see full list attached as appendix) |  | **** | **<A** |  |  |
| Determine school level policies which reflect the school's ethos and values to include e.g. ~~admissions~~; SEND; ~~safeguarding and child protection; curriculum~~; behaviour: approve (see full list attached as appendix) |  |  | **A>** | **A** | **** |
| Central spend / top slice: agree |  | **** | **<A** |  |  |
| Management of risk: establish register, review ~~and monitor~~ (delegation to right has been edited) |  | **** | **<A** |  |  |
| Management of risk: ~~establish register, review and~~ monitor (delegation to right has been edited)  |  | **** | **<A>** | **** | **A** |
| Engagement with stakeholders  | **** | **** | **** | **** | **** |
| Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine  |  | **** | **<A** |  |  |
| Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine |  |  | **A>** | **A** | **** |
| Chief executive officer: Appoint and dismiss  |  | **** |  |  |  |
| Academy principal: Appoint and dismiss (delegation to right has been edited) |  | **A>** | **** | **<A** |  |
| Budget plan to support delivery of trust key priorities: agree |  | **** | **<A** |  |  |
| Budget plan to support delivery of school key priorities: agree  |  | **** | **<A>** | **A** | **** |
| Consolidated accounts and budget monitoring (delegation to right has been edited) |  | **** | **<A>** | **A** | **** |
| Trust's staffing structure: agree |  | **** | **<A** |  |  |
| School staffing structure: agree  |  |  | **A>** | **A** | **** |
| Holding to account  |
| Holding to account | Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree  |  | **** | **<A>** | **** | **A** |
| Reporting arrangements for progress on key priorities: agree  |  | **** | **<A>** | **** | **A** |
| Performance management of the Chief Executive Officer and TPET staff: undertake  |  | **** |  |  |  |
| Performance management of academy principal : undertake  |  |  | **** | **A** |  |
| Trustee monitoring: agree arrangements  |  | **** | **<A** |  |  |
| LGB member monitoring: agree arrangements Chair of Board review Director / Governor attendance annually |  |  |  | **** | **A** |
| Ensuring financial probity |
| Ensuring financial probity | Finance Director for delivery of trusts detailed accounting processes: appoint  |  | **** | **<A** |  |  |
| Trust's scheme of financial delegation: establish and review  |  | **** | **<A** |  |  |
| ~~School's scheme of financial delegation: establish and review~~  |  | **~~~~** | **~~<A~~** |  |  |
| External auditors' report: receive and respond(delegation to right has been edited) |  | **** | **<A** |  | **A** |
| CEO pay award: agree |  | **** |  |  |  |
| Academy principal pay award: agree  |  |  | **** | **A** |  |
| Academy Staff appraisal procedure and pay progression: monitor and agree  |  | **** | **A>** | **A** | **** |
| Benchmarking and trust wide value for money: ensure robustness |  | **** | **<A** |  |  |
| Benchmarking and academy value for money: ensure robustness |  |  |  | **** | **A** |
| Develop trust wide procurement strategies and efficiency savings programme  |  |  | **** |  |  |