

Detailed Scheme of Delegation of Responsibilities and Finance 2017-18 – 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  |  | **** | **<A** |  |  |
| Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit |  | **** | **<A** |  |  |
| Twice yearly feedback on the work of LGBs to the Board  |  |  |  | **** | **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) |  | **** | **<A** |  |  |
| Determine school level policies which reflect the school's ethos and values to include e.g.; SEND; behaviour. |  |  | **A>** | **A** | **** |
| Central spend / top slice: agree |  | **** | **<A** |  |  |
| Management of risk: establish register, review  |  | **** | **<A** |  |  |
| Management of risk: monitor  |  | **** | **<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  |  | **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 |  | **** | **<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** |  |  |
| External auditors' report: receive and respond |  | **** | **<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  |  |  | **** |  |  |

**Appendix A**

List of Tudor Park Policies used by Springwest Academy and Logic Studio School

Capability support staff

Capability teaching staff

Complaints

Data Protection - and all the related GDPR policies and documentation

Equal Opportunity

Exclusions

Fire safety

First Aid

Freedom of Information

Gift and Hospitality

Grievance

Health & Safety

ICT policies – Full suite

Investment

Lettings

Lockdown

Management of Absence

Management and retention of records

Pay

Performance Management for support staff

Pregnancy and maternity

Probation policy for support staff

Procurement and Competitive Tendering

Safeguarding (all related policies)

Shared Parental Leave

Staff Disciplinary

Supporting students with medical needs