

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 structures  Systems 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 Strategic  Being 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 | | |  | | |  | | | **** | | |  |  | |