



SCHEME OF DELEGATION 2025 – 2026

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for delivery and does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.

Date approved:	26 February 2026
Approved by:	Trust Board
Date of next review:	December 2026

	Task	Members	Trust Board	PM&PR Committee	F&A Committee	TI Committee	CEO / CET	CFO	Governance Professional	LGB	HT	Notes
1. Trust governance												
1.1	Appoint/remove members	A										
1.2	Appoint/remove trustees	A	A* / C									*Only Co-opted Trustees as per the Articles
1.3	Elect chair/vice chair of trustees annually		A									
1.4	Appoint committee chairs annually and remove when necessary		A	R	R	R				R		
1.5	Determine powers of chair of trustees in urgent situations		A									
1.6	Establish and review trust governance structure		A									
1.7	Agree named safeguarding trustee		A									
1.8	Agree named trustee for special educational needs and disabilities (SEND)		A									
1.9	Appoint trust governance professional		A									
1.10	Articles of association: review		A									

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1.11	Articles of association: ratify changes	A										
1.12	Agree scheme of delegation and complete annual review		A									
1.13	Agree committee terms of reference (including academy committees) and complete annual review		A									
1.14	Agree role description for link governor/trustee areas		A									
1.15	Agree trust board and committee meeting dates and agendas		A				C		R			
1.16	Commission external review of trust board effectiveness every three years		A									
1.17	Complete annual trust board self-evaluation		A									
1.18	Publish governance arrangements on trust and academy websites						A					

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1.19	Ensure trust and academy websites are compliant and effective						A					
1.20	Maintain compliance on GIAS and Companies House						A					
1.21	Submit annual report on the performance of the trust to members		A									
1.22	Maintain register of interests		A						R			
1.23	Maintain a trustee/governor expenses policy		A									
1.24	Approve statutory policies*		A									
1.25	Ensure there is a clear approach to trust-wide policies and the maintenance and adoption of these across the trust						A					
1.26	Appoint/remove academy committee chairs		A	R	R	R				R		
1.27	Appoint/remove academy committee members (local governors)		A							R		

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1.28	Agree academy committee clerking arrangements		A									
1.29	Appoint and dismiss local clerks						A					
1.30	Agree academy committee meeting dates and agendas, ensuring trust-wide consistency								R	A	C	
1.31	Complete periodic review of local governance		A									
1.32	Set clear expectations on monitoring and visits to schools		A									
1.33	Ensure board reporting channels are established		A									
1.34	Agree remit and constitution of any working party established to support trust's strategic objectives		A									
2. Vision and strategy												
2.1	Determine trust's vision, strategy, ethos/culture and key priorities		A				R					

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2.2	Develop engagement channels with key stakeholders in line with trust vision and priorities						A				R	
2.3	Agree trust growth strategy		A				R					
2.4	Determine non-statutory trust-wide policies						A					
2.5	Determine academy level policies						A				R	
3. Finance												
3.1	Appoint and performance manage chief financial officer (CFO)						A					
3.2	Produce trust's financial manual to further expand on processes relating to delegated financial powers		A					R				
3.3	Produce annual report and accounts		A				C	R				
3.4	Submit required financial reports and returns						A	R				
3.5	Agree budget plan to support delivery of		A				C	R				

	trust strategic priorities											
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3.6	Agree budget plan to support delivery of academy strategic priorities		A				C	R		C		
3.7	Monitor trust budget		A		R		R	R				
3.8	Approve long term financial plans		A									
3.9	Develop and submit three-year budget forecast						A	R				
3.10	Carry out benchmarking and trust-wide value for money evaluation						A	R				
3.11	Agree reporting and monitoring arrangements for trust and academy budgets		A		R		R	R			C	
3.12	Prepare management accounts every month setting out the trust's financial performance and position						A	R*				*To be shared with the Chair of the Trust Board every month and circulated at every full Trust Board meeting
3.13	Approve expenditure/contracts above a specified threshold		A									

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4. Operations												
4.1	Appoint and remove external auditors	A	C		C							
4.2	Receive external auditor's report	A	C		C							
4.3	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to				A							
4.4	Action recommendations arising from internal audits						A					
4.5	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third-parties to support the trust						A					
4.6	Agree risk management policy		A		R		R					
4.7	Oversee the risk register and undertake a full review at least annually		A									
4.8	Undertake termly review of risk register				A							

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4.9	Manage and report on risk mitigation strategies						A				R	
4.10	Maintain trust contingency and business continuity plans						A					
4.11	Monitor implementation of, and compliance with, health and safety policy and procedures at academy level						A			R	R	
4.12	Agree premises management documents, including estate vision, estate strategy and asset management plan						A					
4.13	Monitor academy estates to ensure they are safe and well-maintained						A			R	R	
4.14	Ensure that there is suitable expert support on health and safety						A					
4.15	Secure suitable insurance (commercial and/or the risk protection						A					

	arrangement (RPA)) for the trust											
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4.16	Develop a cyber security framework						A					
4.17	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes				A		R					
4.18	Ensure there is adequate company secretarial support		A									
4.19	Appoint a data protection officer (DPO)						A					
4.20	Complete and maintain Single Central Record (SCR)						A				R	
4.21	Receive routine reports on the status of the SCR					A						
5. Workforce												
Appointing / Dismissing												
5.1	CEO/Accounting Officer		A									
5.2	Other executive team staff						A					
5.3	Headteacher & SLT						A					

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5.4	Academy level staff members										A	
Performance Management & Determining Pay / Progression												
5.5	CEO			A								
5.6	Other staff members of executive team			A			R*					*Undertake PM and make recommendations to the committee
5.7	Headteacher & SLT			A			R*			C		*Undertake PM and make recommendations to the committee
5.8	Academy level staff members						A				R	
Undertake Panel Hearings for Staffing Procedures such as Disciplinary, Grievance and Capability Matters												
5.9	CEO		A									
5.10	Other staff members of executive team		A									
5.11	Headteacher & SLT		A / R							R		
5.12	Academy level staff members									A		
5.13	Determine executive team staffing structure						A					
5.14	Determine academy level staffing structure						A			C*	R	*Only if significant changes

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5.15	Ensure appointment of DSLs and deputy DSLs						A				R	
5.16	Ensure appointment of SENCOs						A				R	
5.17	Ensure there is effective school improvement capacity within, or accessed by, the trust						A	R				
5.18	Monitor compliance with safer recruitment requirements		A				R			R	R	
5.19	Monitor staff wellbeing and workload					R	A			R	R	
5.20	Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD					R	A			R	R	
6. Curriculum												
6.1	Approve trust-wide curriculum						A					
6.2	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		A				R					

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6.3	Ensure provision of religious education						A				R	
6.4	Ensure delivery of collective worship						A				R	
6.5	Ensure compliance with SMSC requirements including the promotion of British values		A				R				R	
6.6	Monitor the inclusiveness of the curriculum									A	R	
7. Pupils and learning support												
7.1	Ensure high standards of teaching and learning						A				R	
7.2	Set targets for pupil outcomes across trust and monitor in-year data termly						A				R	
7.3	Agree school improvement strategies						A				R	
7.4	Determine use and monitor impact of pupil premium									A	R	
7.5	Determine use and monitor impact of sports premium									A	R	

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7.6	Set the dates of school terms and holidays		A				R					
7.7	Set the times of school sessions		A				R					
7.8	Monitor attendance and persistent absence of pupils					A	R			R	R	
7.9	Ensure effective and compliant trust-wide SEND provision		A			R	R					
7.10	Regularly monitor compliance with SEN code of practice						A					
7.11	Monitor effectiveness of SEND provision at an academy level, ensuring compliance with relevant policies and statutory requirements						A			R	R	
7.12	Monitor progress and attainment for all vulnerable children					A	R			R	R	
7.13	Monitor support for looked after and previously looked after children					A	R			R	R	
7.14	Monitor pupil behaviour data across different pupil groups					A	R			R	R	

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7.15	Ensure careers provider access across trust						A					
7.16	Review headteacher decision to suspend/exclude pupils									A		
7.17	Monitor rates of suspension and exclusion across the trust					A	R					
7.18	Ensure school food standards are met for pupils						A				R	
7.19	Ensure free school meal provision is adequately implemented						A				R	
7.20	Ensure the provision of universal infant free school meals						A				R	
7.21	Deliver inclusive extra-curricular activities										A	
7.22	Monitor children's wellbeing and how this is actively supported					A	R			R	R	
7.23	Monitor provision and outcomes for EAL pupils						A			R	R	

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7.24	Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements.					A	R			R	R	
8. Parents and community												
8.1	Implement admissions appeal process									A	R	
8.2	Review complaints at panel stage									A		
8.3	Monitor all complaints raised (including through external agencies e.g. LA, ESFA and Ofsted) across the trust					A	R					
8.4	Engage with key stakeholders at academy level									A	R	