



Scheme of Delegation

Date of Approval by Trust Board:	25 th September 2025
Date of Next Review:	Autumn 2026
Version Control:	24.04.2024: Version 1.0 (based on NGA Model 2023) 22.10.2024: Version 1.1 (addition of Appendix 1 - Delegation of statutory policies) 05.06.2025: Version 1.2 (amendment to Financial Limits) 25.09.2025: Version 2.0 (based on NGA Model 2025)

Responsibilities Delegated to Members		Notes
Trust Governance		
1.1	Appoint/remove members	
1.2	Appoint/remove trustees	Up to 6 Member-appointed Trustees following recommendation from Nominations Committee
1.13	Articles of association: ratify changes	On recommendation from Trust Board
Operations		
4.1	Appoint and remove external auditors	At AGM, on recommendation from Trust Board
4.2	Receive external auditor's report	At AGM

Responsibilities Delegated to Trust Board		Notes
Trust Governance		
1.2	Appoint/remove trustees	Co-opted Trustees via Nominations Committee
1.3	Elect Chair/Vice-Chair of trustees annually	
1.4	Appoint Committee chairs annually and remove when necessary	
1.5	Determine powers of Chair of Trustees in urgent situations	
1.6	Establish and review trust governance structure	Including Roles and Responsibilities
1.7	Agree named safeguarding trustee	
1.8	Agree named Special Educational Needs and Disabilities (SEND) trustee lead	
1.9	Agree named careers trustee lead	Required in Secondary Schools
1.10	Appoint trust governance professional	
1.11	Undertake trust governance professional review annually	In consultation with CEO
1.12	Articles of association: review	
1.14	Agree Scheme of Delegation and complete annual review	
1.15	Agree committee terms of reference and complete annual review	In consultation with Academy Committees for LGB Terms of Reference

1.16	Agree role description for link governor/trustee areas	
1.17	Agree trust board and committee dates and agendas	In consultation with CEO and Governance Professional
1.18	Commission external review of trust board effectiveness every 3 years	
1.19	Complete annual trust board self-evaluation	
1.23	Submit annual report on the performance of the trust to Members	
1.24	Maintain register of interests	On GovernorHub
1.25	Maintain a trustee/governor expenses policy	See Appendix 1
1.26	Approve statutory policies	See Appendix 1
1.33	Complete periodic review of local governance	Via Nominations Committee and Chairs' Forum
1.34	Set clear expectations on monitoring and visits to schools	
1.35	Ensure board reporting channels are established	In consultation with Governance Professional
1.36	Agree remit and constitution of any working party established to support trust strategic objectives	
	Vision and strategy	
2.1	Determine trust's vision, strategy, ethos/culture and key priorities	In consultation with CEO/Exec Team
2.3	Agree trust growth strategy	In consultation with CEO/Exec Team
	Finance and estates	
3.3	Approve annual report and accounts	Following recommendation from Finance Committee
3.5	Agree budget plan to support delivery of trust strategic priorities	Following recommendation from Finance Committee
	Operations	
4.7	Oversee the risk register and undertake a full review at least annually	Full risk register available on GovernorHub
4.18	Ensure there is adequate company secretarial support	
	Workforce	
5.1	Appoint and dismiss CEO/Accounting Officer	
5.5	Professional growth and pay progression of CEO	Via Panel and Remunerations Committee

5.9	Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters of CEO/ Executive Team	
5.18	Monitor compliance with safer recruitment requirements	
5.19	Monitor staff wellbeing and workload	
	Curriculum	
6.2	Agree equality information and objectives (public sector equality duty) statement and monitor delivery	In consultation with CEO/Exec Team
	Parents and Community	
8.2	Review complaints at panel stage	
8.3	Monitor all complaints raised (including through external agencies e.g. DfE and Ofsted) across the trust	In addition to CEO

Responsibilities Delegated to Finance Committee		Notes
	Finance	
3.2	Approve Trust's Financial Manual to further expand on processes relating to delegated financial powers	Maintained by CFO
3.5	Agree budget plan to support delivery of trust strategic priorities	Recommend to Trust Board for approval
3.6	Monitor trust budget	
3.8	Approve long term financial plans	Report to Trust Board
3.9	Approve 3-year budget forecast	
3.11	Agree reporting and monitoring arrangements for trust and academy budgets	In consultation with CEO/CFO and Headteachers
3.13	Approve expenditure/contracts above a specified threshold	See Section 9.0 Financial Limits

Responsibilities Delegated to Audit and Risk Committee		Notes
	Operations	
4.3	Ensure Academy Trust Handbook (ATH) requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to	In consultation with CEO

4.5	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third parties to support the trust	In consultation with CEO
4.6	Agree risk management policy	Maintained by CEO
4.8	Undertake termly review of risk register	
4.17	Agree on proportionate controls that address the risk of fraud, irregularity and theft through relevant policies and processes	In consultation with CEO
4.21	Receive routine reports on the status on single central record (SCR)	

Responsibilities Delegated to Standards Committee		Notes
Workforce		
5.20	Monitor impact of CPD	
Curriculum		
6.5	Ensure compliance with Spiritual, Moral, Social and Cultural (SMSC) requirements including the promotion of British values	In consultation with CEO/Headteachers
Pupils and learning support		
7.8	Monitor attendance and persistent absence of pupils	In addition to CEO
7.9	Ensure effective and compliant trust-wide Special Educational Needs and Disability (SEND) provision	In addition to CEO
7.12	Monitor progress and attainment for children at Early Years Foundation Stage (EYFS), Phonics, Multiplication Test Check (MTC) and all Key Stages across the trust	In addition to CEO
7.14	Monitor pupil behaviour data across the Trust	In addition to CEO
7.17	Monitor rates of suspension and exclusion across the Trust	In addition to CEO
7.22	Monitor children's wellbeing and how this is actively supported across the Trust	In addition to CEO

Responsibilities Delegated to Academy Committees (LGBs)		Notes
Governance		
1.26	Approve statutory policies	See Appendix 1
1.28	Appoint/remove academy committee chairs	With approval from Nominations Committee (NOMCOM)
1.29	Appoint/remove academy committee members	With approval from Nominations Committee (NOMCOM)
1.30	Agree academy committee clerking arrangements	In consultation with CEO
1.32	Agree academy committee meeting dates and agendas, ensuring trust-wide consistency	In consultation with Headteacher/Governance Professionals
Finance		
3.6	Agree budget to support delivery of academy strategic priorities	Approving the budget: Questions to ask
3.7	Monitor academy budget including Key Performance Indicators (KPI's) and spend in those areas linked to delegated responsibilities e.g. pupil premium, staffing	Monitoring the budget: Questions to ask
Operations		
4.11	Monitor implementation of, and compliance with, health and safety policy and procedures at academy level	Health and Safety: Governor's Role
4.13	Monitor academy estates to ensure they are safe and well-maintained	Health and Safety: Questions to ask
Workforce		
5.3	Appoint/dismiss Headteacher	In consultation with CEO/Exec Team
5.7	Professional Growth of Headteacher	In consultation with CEO/Exec Team
5.11	Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters for Headteacher	In consultation with CEO/Exec Team
5.12	Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters for academy level staff members	
5.18	Monitor compliance with safer recruitment requirements	Safer Recruitment: Role of the Governing Board
5.19	Monitor staff well-being and workload	Wellbeing: Questions to ask
5.20	Monitor staff statutory training (safeguarding, prevent, H&S etc.) and impact of CPD	In consultation with CEO/Headteacher

	Curriculum	
6.7	Monitor the inclusiveness of the curriculum	Curriculum: Governor's Role
	Pupils and learning support	
7.4	Determine use and monitor impact of pupil premium	Monitoring Pupil Premium
7.5	Determine use and monitor impact of sports premium	Primary PE and Sport Premium
7.8	Monitor attendance and persistent absence of pupils	Attendance: Questions to ask
7.11	Monitor effectiveness of Special Educational Needs and Disabilities (SEND) provision at an academy level, ensuring compliance with relevant policies and statutory requirements	SEND: Questions to ask
7.12	Monitor progress and attainment for all vulnerable children	Monitor Pupil Progress
7.13	Monitor support for looked after and previously looked after children	
7.14	Monitor pupil behaviour data across different pupil groups	Behaviour: Questions to ask
7.16	Review headteacher decision to suspend/exclude pupils	
7.22	Monitor children's wellbeing and how this is actively supported	
7.23	Monitor provision and outcomes for English as Additional Language (EAL) pupils	EAL: Questions to ask
7.24	Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements	Monitoring Safeguarding Checklist
	Parents and Community	
8.1	Implement admissions appeal process	In consultation with Headteacher
8.2	Review complaints at Stage 2/3	Chair of LGB
8.4	Engage with key stakeholders at academy level	Tips to boost engagement with parents and other stakeholders

Responsibilities Delegated to CEO/Exec Team/CFO (in addition)		Notes
Governance		
1.21	Ensure trust and academy websites are compliant and effective	
1.22	Maintain compliance on GIAS and Companies House	CFO
1.27	Ensure there is a clear approach to trust-wide policies and the maintenance and adoption of these across the trust	
1.31	Appoint and dismiss local clerks	
Vision and Strategy		
2.4	Determine non-statutory trust-wide policies	
2.5	Determine academy level policies	
Finance		
3.1	Appoint and professional growth of CFO	
3.2	Produce trust's financial manual to further expand on processes relating to delegated functions	CFO
3.3	Produce annual report and accounts	CFO
3.4	Submit required financial reports and returns	CFO
3.6	Agree budget to support delivery of academy strategic priorities	
3.9	Develop and submit 3-year budget forecast	Present to Trust Board for approval
3.10	Carry out benchmarking and trust-wide value for money evaluation	
3.12	Prepare management accounts every month setting out the trust financial performance and position	CFO. Circulated to Chair of Trust and Chair of Finance Committee
Operations		
4.4	Action recommendations arising from internal audits	
4.6	Maintain risk management policy	
4.9	Manage and report on risk mitigation strategies	In consultation with Headteachers
4.10	Maintain trust contingency and business continuity plans	

4.14	Ensure there is suitable expert support on Health and Safety	
4.15	Secure suitable insurance (RPA) for the trust	
4.16	Develop a cyber security framework	
4.19	Appoint a data protection officer (DPO)	
4.20	Complete and maintain single central record (SCR)	In consultation with Headteachers
	Workforce	
5.2	Appoint/dismiss other Executive Team members	
5.6	Professional Growth and pay progression of other Executive Team members	
5.7	Professional Growth and pay progression of Headteachers	
5.13	Determine Executive Team staffing structure	
5.15	Ensure appointment of Designated Safeguarding Leads (DSLs) and Deputy DSLs	In consultation with Headteachers
5.17	Ensure there is effective school improvement capacity within, or accessed by, the trust	
	Curriculum	
6.1	Approves trust-wide curriculum	
6.3	Ensure provision of religious education	In consultation with Headteachers
6.4	Ensure delivery of collective worship	In consultation with Headteachers
	Pupils and learning support	
7.1	Ensure high standards of teaching and learning	In consultation with Headteachers
7.2	Set targets for pupil outcomes across Trust and monitor in-year data termly	
7.3	Agree school improvement strategies	
7.6	Set the dates of school terms and holidays	
7.7	Set the times of school sessions	
7.9	Ensure effective and compliant Special Education Needs (SEND) provision	
7.10	Regularly monitor compliance with SEND code of practice	
7.15	Ensure careers provider access across trust	

7.18	Ensure school food standards are met for pupils	In consultation with Headteachers
7.19	Ensure free school meal provision is adequately implemented	In consultation with Headteachers
7.20	Ensure the provision of Universal Infant Free School Meals (UIFSM)	In consultation with Headteachers

Responsibilities Delegated to Headteachers (in addition)		Notes
Workforce		
5.4	Appoint/dismiss academy level staff members	
5.8	Professional growth and pay progression of academy level staff members	In consultation with Pay Panel (see Terms of Reference)
5.14	Determine academy level staffing structure	In consultation with CEO
Curriculum		
6.6	Deliver provision of statutory careers education (secondary)	
Pupils and Learning Support		
7.21	Deliver inclusive extra-curricular activities	

Responsibilities Governance Professional (in addition)		Notes
Governance		
1.20	Publish governance arrangements on Trust / academy websites	
1.22	Maintain compliance on GIAS for academies	

9.0 Financial Limits		Finance Committee	CEO	CFO	Headteachers
9.1	Approve capital budget variations (subject to available in-year surplus)	>£150K	>£75K - £150K	>£25K - £75K (Secondary) >£15K - £75K (Primary)	Up to £25K (Secondary) Up to £15K (Primary)
9.2	Agree local procurement plan within agreed budget and authorize contracts	>£150K	>£75K - £150K	>£25K - £75K (Secondary) >£15K - £75K (Primary)	Up to £25K (Secondary) Up to £15K (Primary)
9.3	Agree staffing expenditure variations from budget	>£150K	>£75K - £150K	>£25K - £75K (Secondary) >£15K - £75K (Primary)	Up to £25K (Secondary) Up to £15K (Primary)
9.4	Agree central premises and capital related strategy plans; agree major works	>£75K	>£50K - £75K	Up to £50K	C
9.5	Authorise/disposal of assets (Net book value at time of disposal)	>£75K	>£30K - £75K	>£10K - £30K (Secondary) >£5K - £30K (Primary)	Up to £10K (Secondary) Up to £5K (Primary)
9.6	Authorise bad debt write off	>£25K	>£10K - £25K	>£2.5K - £10K (Secondary) >£1K - £10K (Primary)	Up to £2.5K (Secondary) Up to £1K (Primary)
9.7	General procurement – PSF sign off		>£15K	>£10K - £15K (Secondary) >£5K - £15K (Primary)	Up to £10K (Secondary) Up to £5K (Primary)
9.8	Novel, Contentious and Repercussive Transactions (all subject to prior DfE approval): Trust Board only	>£0K	N/A	N/A	N/A

Appendix 1: Delegation of Statutory Policies

	Members	Trust board	CEO	Academy committees	Headteachers
TRUST BOARD APPROVAL					
Accessibility Plan – Trust Level		BOARD			
Accounting		FINANCE			
Admissions – Trust Level		BOARD			
Allegations of Abuse against staff		BOARD			
Anti-Bribery and Corruption		FINANCE			
5-year Asset Management Plan (prev. Premises Management)		FINANCE			
Attendance – Trust Level		STANDARDS			
Behaviour and Discipline – Trust Level		STANDARDS		***	***
Charging and Remissions		FINANCE		***	***
Capability		BOARD			
Children with Health Needs who cannot attend School		STANDARDS		***	***
Complaints and Complaints Procedures (adapted to include specific contact info at School Level)		BOARD			
Data Protection		BOARD			
ECT Induction		STANDARDS		***	***
Equalities and Diversity Policy and Objectives		BOARD			***
Gifts and Hospitality		FINANCE			
Health and Safety – Trust Level		FINANCE			
Investments and Reserves		FINANCE			
Pay		BOARD		***	
Procurement and Tendering		FINANCE			
Safeguarding – Trust Level		BOARD			

*** Numbering corresponds to NGA model

	Members	Trust board	CEO	Academy committees	Headteachers
Safeguarding and Child Protection – Model Policy		BOARD			
SEND – Trust Level		STANDARDS			
Staff Code of Conduct		BOARD			
Staff Disciplinary		BOARD			
Staff Grievance		BOARD			
Trust Expenses		FINANCE			
Whistleblowing – Trust Level		BOARD			

***Responsibilities included in policy

	Members	Trust board	CEO	Academy committees	Headteachers
CEO APPROVAL					
Anti-Bullying – Trust Level			CEO		
First Aid – Trust Level			CEO		
Freedom of Information			CEO		
Relationships and Sex Education – Trust Level			CEO		
Safer Recruitment			CEO	***	
Supporting Pupils with Medical Conditions			CEO	***	***

*** Responsibilities included in policy

	Members	Trust board	CEO	Academy committees	Headteachers
LGB APPROVAL					
Accessibility - School Level				LGB	
Admission - School Level				LGB	
Anti-Bullying – School Level				LGB	
Attendance – School Level				LGB	
Behaviour Statement and Procedures – School Level				LGB	

*** Numbering corresponds to NGA model

	Members	Trust board	CEO	Academy committees	Headteachers
Careers Guidance incl. Provider Access				LGB	
First Aid – School Level (adapted from Appendix 1 in Trust Level)				LGB	
Health and Safety – School Level				LGB	
Premises Management – School Level including: • 5 year rolling plan • Business Continuity Plan • Asset Register • Emergency Procedures • Annual external Health and Safety Audits				LGB	
Relationships and Sex Education – School Level				LGB	
Safeguarding – School Level				LGB	
School Uniform				LGB	
SEND – School Level				LGB	
Suspensions and Exclusions				LGB	
Whistleblowing – School Level (including named governor)				LGB	