

SINGLE ACADEMY TRUST 2025 - 2026

SCHEME OF DELEGATION

Introduction

An academy trust's board of trustees is accountable in law for all decisions about its academy. However, this does not mean that the full board is required to make all the decisions itself. Many decisions can be delegated to the principal (the senior executive leader in a single academy trust), trust board committees and individual trustees. It is vital that the decision to delegate a function is made by the full board of trustees and is recorded. Without such formal delegation, the individual or committee has no power to act.

What functions the board decides to delegate will vary depending upon individual circumstances.

The board of trustees must provide details of the academy trust's governance arrangements in the governance statement published within its annual accounts and on its website.

This includes its Scheme of Delegation (SoD) for governance functions, setting out what the board has delegated to its committees, and in the case of MATs, to local governing bodies.

The purpose of scheme of delegation

Deciding what to retain at trustee level and what to delegate will vary from trust to trust. The detail will not be set out in the articles of association, the academy trusts governing document. This is why it is critical that the academy trust agree a SoD that explicitly establishes who makes which decisions and ensures this is clear to all.

Format, structure and clarity

While schemes will vary from trust to trust depending on whether they are a single academy trust, a small Multi-academy trust (MAT), a medium MAT or large MAT covering a wider geographical area, there are basic principles to follow. This scheme of delegation aims to clarify decision making and lines of accountability in a simple, succinct and clear format and as such includes:

- A short paragraph of text which outlines the structure

- Details on roles and responsibilities

- A grid format, with columns for each layer of governance which enables stakeholders to quickly determine who has the power to take which decisions within the trust. The grid is in four key areas to reflect both the governance framework and the three core functions of the governing board:

- The governance framework:

- People

- Systems and structures

- Reporting

- Being strategic

- Holding to account

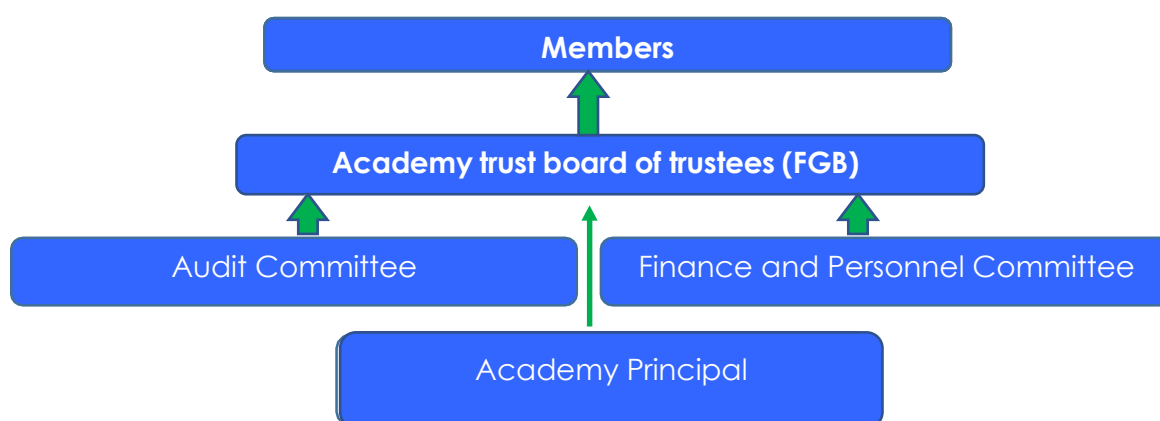
- Ensuring financial probity

This document is intended to be a working document that the trust board and executive leaders can revise and adapt in response to their context and circumstances.

Each trust should ensure that their scheme is tailored to their own chosen structure.

The SoD should be reviewed annually, with revisions made as the context changes, if necessary, each year to reflect changing circumstances. It is, however, important to ensure that all involved in governance are made aware of any changes and what these mean in practice.

Governance structure and lines of accountability



Key to Scheme of Delegation

Level 1: Members

Level 2: Academy trust board of trustees (FGB)

Level 3: Board Committees (Finance and Audit Committees)

Level 4: Individual trustee

Level 5: Head Teacher (accounting officer)

✓ Decision to be taken at this level

The academy trust board delegate responsibility for the day to day running of the academy to the principal. The trust board will hold the principal to account for the performance of the academy. The principal in turn holds other members of the senior leadership team to account by line managing them. While the board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making.

The principal will report to the board on the performance of the academy, although this will be supplemented by the monitoring of trust board committees and individual trustees with any delegated responsibilities.

The principal is performance managed by the trust board.

This scheme of delegation is to support governing bodies to record their delegation of functions by listing areas of business and the types of decision typically taken each year. (It will also provide

useful evidence for Ofsted). This document can also be used to create the governing body's committee remits; the listed business functions are the suggested list of business areas that each committee will undertake during the year.

Quoracy and reporting

Reference should be made to Articles of Association for quoracy and reporting of decisions made by committees.

Area		Function	In our academy, this responsibility is delegated to:
The governance framework			
People	1	Members: appoint/remove	Members
	2	Trustees: appoint/remove/suspend	Members Full Governing Body
	3	Role descriptions for members	Full Governing Body
	4	Role descriptions for trustees/chair/specific roles/committee members: agree	Full Governing Body
	5	Parent trustee: elected (manage nomination and election process)	Full Governing Body
	6	Trust Board chair/vice-chair: appoint/ remove	Full Governing Body
	7	Committee chairs/vice-chairs: appoint/ remove	Full Governing Body
	8	Clerk to board/committees: appoint/remove	Full Governing Body
Systems and Structures	1	Articles of association: may amend the articles of association subject to any restrictions created by the funding agreement or charity law Agree and Review	Members
	2	Establishment and membership of committees including selection panels for principal/ Headteacher and deputy Headteacher recruitment: review and agree annually	Full Governing Body
	3	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually	Full Governing Body
	4	Decide on arrangements for trust board meetings (legal minimum 3 per year) and any additional attendance	Full Governing Body
	5	Regulate the procedures at meetings	Full Governing Body
	6	Skills audit: complete and recruit to fill gaps	Full Governing Body
	7	Annual self-review of trust board and committee performance: complete annually	Full Governing Body
	8	Agree and monitor a training strategy including safeguarding training, to support annual self-review of trust board and committee performance	Full Governing Body
	9	Chair's performance: carry out 360 review periodically	Full Governing Body
	10	Trustee contribution: review annually	Full Governing Body
	11	Succession: plan	Full Governing Body
	12	Annual schedule of business for trust board: agree	Full Governing Body
	13	May by special resolution, issue direction to the trustees to take a specific action.	Members

	14	Have the power to change the company's name, and ultimately wind it up.	Members
Reporting	1	Ensure Trust governance details on trust website	Full Governing Body
	2	Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish	Full Governing Body
	3	Annual report on performance of the trust: submit to members and publish	Full Governing Body
	4	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: approve and pass to Members	Full Governing Body
	5	Determine whether to publish a home school agreement (not statutory)	Full Governing Body
	6	Issue press statements	Principal
	7	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met including the publishing of equality objectives at least every four years.	Full Governing Body
	8	Publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	Principal
Being strategic			
Being strategic	1	Review, approve and monitor trust policies including admissions; expenses; SEN, safeguarding and child protection and curriculum (SEND information report to be published on the school's website)	Full Governing Body
	2	Annually review, agree and monitor the implementation of the pay policy	Full Governing Body
	3	Annually review and agree the appraisal policy	Full Governing Body
	4	Implement the appraisal policy	Full Governing Body
	5	Review, approve and monitor all other trust staffing policies including capability, discipline, conduct and grievance	Full Governing Body
	6	Review, approve and monitor trust policies for complaints, health and safety, accessibility plan, premises management, data protection and FOI	Full Governing Body
	7	Establish a complaints panel – when required, to consider formal complaints about the school and any community facilities or services it provides	Full Governing Body
	8	Approve and monitor trust policy for RSHE, RE, collective worship, careers guidance	Full Governing Body
	9	Annually review the behaviour and anti-bullying policy and the use of exclusion in comparison with local and national data	Full Governing Body

10	Draft content of school behaviour policy and publicise it to staff, students and parents.	Full Governing Body
11	Determine admission arrangements annually by 28th February every year even if there is no change ensuring that all appropriate bodies are notified. Publish a copy of the determined arrangements on the school website and send to the Local Authority by 15th March.	Full Governing Body
12	Carry out statutory consultation when changes are proposed to the admission arrangements, as outlined in the School Admissions Code (paragraphs 1.45 – 1.48) for a minimum of 6 weeks. This must take place between 1 October and 31 January. This includes catchment areas, supplementary information forms and 6th form arrangements where relevant or where the Trust has not consulted on their arrangements in the last seven years.	Full Governing Body
13	Verify and rank admission applications against the academy oversubscription criteria in line with the LA coordinated scheme	Admissions Committee
14	To inform the Local Authority whether the Trust intend to be part of the in-year coordinated scheme for the period to 31 August 2026 by 1 August 2025	Principal
15	Ensure that the school website is updated with information on how in-year applications from 1 September – 31 August will be dealt with by 31 August.	Principal
16	Notify the LA of applications and outcomes for in-year applications (for academies not participating in the LA coordinated scheme) in line with the timeframe set out in the School Admissions Code paragraph 2.30	Full Governing Body
17	Make arrangements for any admission appeals and attend as necessary (presenting the academy's case)	Admissions Committee
18	Ensure a broad and balanced curriculum is in place	Principal
19	Ensure the curriculum and all policies and procedures comply with the Equality Act legislation and that equality impact assessments are completed and actioned as appropriate	Principal
20	Decide which subject options should be taught having regard to resources and implement provision for flexibility in the curriculum (including activities outside school day)	Principal
21	Agree enrichment/extra-curricular offer including any additional services required	Principal
22	Embed agreed curriculum and enrichment offer within the day-to-day operation of the academy trust	Principal
23	Approve the annual school holiday pattern	Full Governing Body
24	Approve school session times taking into account recommended minimum weekly lesson time	Principal
25	Ensure that the school meets for 380 sessions in a school year	Full Governing Body

	26	Monitor Infant Class Size compliance (if applicable)	Principal
	27	To be involved in the formulation and review of school self-evaluation (SEF)	Full Governing Body
	28	Approve and monitor the SEF/Academy Improvement Plan	Full Governing Body
	29	To comply with the requirements of the Ofsted Inspection Framework	Full Governing Body
	30	To consider in detail any inspection report made by Ofsted	Full Governing Body
	31	To ensure that recommendations following an Ofsted inspection are incorporated into the AIP/SIP	Full Governing Body
	32	Monitor standards of teaching and attainment	Principal
	33	Management of risk: establish register, review and monitor	Chief Financial Officer
	34	Monitor the arrangements for school visits/ residential visits	Principal
	35	Engagement with stakeholders	Principal
	36	Academy staffing structure: agree	Finance and Personnel
	37	Recruit a new principal, determine job description and pay	Full Governing Body
	38	Recruit a new deputy principal, determine job description and pay	Full Governing Body
	39	Ratification of the appointment of a principal and deputy principal	Full Governing Body
	40	Recruit staff on the leadership spine, determine job description and pay	Finance and Personnel Committee
	41	Dismiss/suspend of the principal	Full Governing Body
	42	End the suspension of the principal	Full Governing Body
	43	Determine the arrangements for the appointment/dismissal/ suspension of teaching staff	Full Governing Body
	44	Determine the arrangements for the appointment/dismissal/ suspension of non-teaching staff	Full Governing Body
	45	Make sure employment law and guidance is being followed	Full Governing Body
	46	Decide whether to join or form a multi-academy trust	Full Governing Body
Holding to account			
	1.	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree	Principal

Holding to account	2.	Carry out an annual review of safeguarding children and child protection policy and procedures	Full Governing Body
	3.	Ensure a designated teacher for looked after children has been appointed and reports to the trustees at least once per year	Full Governing Body
	4.	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school and that they have sufficient time and resources to carry out their role effectively	Principal
	5.	Appoint a senior member of staff to be the designated safeguarding lead and any deputy DSLs to ensure capacity to respond to safeguarding needs	Principal
	6.	Designate a member of the governing board to have oversight of the school's arrangements for SEND	Principal
	7.	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness	Principal
	8.	Make sure that parents/carers are notified by the school when special educational provision is being made for their child	Principal
	9.	Co-operate with the LA in developing the local offer	Principal
	10.	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching	Principal
	11.	Adopt the NCC and NSCP Safeguarding in Education Annual Audit to be completed in the autumn term and reported to the LA	Principal
	12.	Designate a senior member of the governing board to have oversight of the school's arrangements for safeguarding	Principal
	13.	Ensure a Single Central Record (SCR) including safer recruitment vetting checks is constantly kept up to date in line with statutory requirements - with expectation that the principal will maintain	Principal
	14.	Have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy. Develop and review a Prevent Action Plan and Risk Assessment at least annually.	Principal

15.	Monitor school records and ensure statutory requirements are met in accordance with the Data Protection Act and General Data Protection Regulations and make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	Principal
16.	Develop and systematically review policies relating to staffing matters and to make recommendations for adoption/ amendment of these to the Trust Board e.g. disciplinary/capability procedures/absence management	Principal
17.	Undertake the Principal's appraisal	Appraisal Committee
18.	Monitor staff appraisal procedure	Principal
19.	Hear appeals made by staff in relation to the above and to ensure that any hearing or appeal panels set up to consider staffing matters are properly convened	Finance and Personnel Committee
20.	Determine dismissal payments/early retirement	Full Governing Body
21.	Agree arrangements for Trustee monitoring e.g. appraisal link, safeguarding link, complaints link, etc	Full Governing Body
22.	Review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination.	Pupil Discipline Committee
23.	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than five school days	Full Governing Body & Principal
24.	Arrange an independent review panel when required to consider a permanent exclusion, where requested by parents FGB	Full Governing Body & Principal
25.	Appoint a clerk to the Discipline Committee (who is not a trustee or the principal)	Full Governing Body
26.	Appoint a clerk to the Discipline Committee (who is not a trustee or the principal)	Full Governing Body
27.	Set targets for pupil achievement	Principal
28.	Approve targets and monitor pupil achievement against those set targets	Full Governing Body
29.	Determine matters relating to health and safety and the security of the premises and its occupants	Principal
30.	Monitor the use and suitability of the premises in relation to the above	Principal
31.	Ensure that school lunch nutritional standards are met	Principal
32.	Maintain a register of pupil attendance	Principal
33.	Monitor and review pupil attendance	Principal

	34.	Make arrangements for supporting pupils with medical conditions	Principal
	35.	Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	Principal

Ensuring financial probity

Ensuring financial probity	1	Appoint a Chief financial officer and an accounting officer for delivery of trust's detailed accounting processes (these must not be the same person)	Finance and Personnel Committee
	2	Appoint a Responsible Officer or equivalent (if applicable)	Finance and Personnel Committee
	3	Ensure that annual accounts are kept in accordance with the DfE guidance Prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction	Chief Financial Officer
	4	Approve Trust's scheme of financial delegation	Finance and Personnel Committee
	5	External auditors: appoint/remove	Members
	6	External auditors' report: receive annual audited report but do not sign (report signed by chair)	Members
	7	Agree Principal's pay award in accordance with the required executive pay arrangements	Finance and Personnel Committee / Full Governing Body
	8	Monitor and agreed staff pay progression	Finance and Personnel Committee with FGB ratification
	9	Establish an audit committee or equivalent	Full Governing Body
	10	Approve the annual budget plan and budget forecast and submit the budget forecast to the ESFA	Full Governing Body
	11	Monitor expenditure against the budget plan and agree adjustments as necessary	Full Governing Body
	12	Ensure spending decisions represent value for money	Finance and Personnel Committee
	13	Approve finance policies	Full Governing Body
	14	Apply internal delegation levels	Finance and Personnel Committee
	15	Enter into contracts (dependant on level of delegated authority)	Finance and Personnel Committee
	16	Write off bad debts	Finance and Personnel Committee
	17	Operate the Trust's arrangements for obtaining quotations and inviting tenders	Finance and Personnel Committee

	18	Maintain inventories and security of assets	Full Governing Body
	19	Monitor and approve use of income from the sale of assets	Finance and Personnel Committee
	20	Review, approve and monitor a lettings policy	Finance and Personnel Committee
	21	Review, approve and monitor a charging and remissions policy	Finance and Personnel Committee
	22	Determine insurance arrangements	Finance and Personnel Committee
	23	Agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)	Finance and Personnel Committee
	24	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	Finance and Personnel Committee