

Governing Body: Scheme of Delegation

Reading the grid

✓ - governance function and decision making is at this level

S - submitted to this level

Note: Decisions delegated to the Trust Board may be delegated to a board committee but not the CEO, academy committee or HT

Governance function		Members	Trust Board	Accounting Officer (Principal)	Academy committees/individual Trustees
Governance framework: people	Appoint and remove Members	✓			
	Appoint and remove Trustees		✓		
	Direct Academy Trustees	✓			
	Notifying the RSC when the Executive Leader leaves	✓			
	Appoint Parent Trustees when elected		✓		
	Appoint and remove Committee Chairs, Link Trustees, Clerk to the Governing Body, Chief Financial Officer		✓		
	Appoint and remove the Accounting Officer		✓		
	Agree: Trust's staffing structure		✓		Risk and Audit Committee
	Appoint and remove external auditors	✓			Risk and Audit Committee
	Governance Structure - annual review of Governing Body Handbook to inc. Legal duties of Members and Trustees Role of the Governing Body Committees of the Governing Body Delegation of responsibilities Governance Health Check (see below) Scheme of Delegation Delegated areas of responsibility and Trustee Annual Work Plan Appendices	S	✓		
	Annual Appraisal processes Governor Appraisal Clerk Appraisal 360 degree Review of the Chair of the Governing Body		✓		
	Biannual Governance Health Check to include:		✓		

Governance function		Members	Trust Board	Accounting Officer (Principal)	Academy committees/individual Trustees
	Skills Audit and Matrix Governor Self Review Review of Board using Tool for Facilitated Review				
Governance framework: reporting	Ensure compliance with requirements to publish governance arrangements on schools' websites			✓	
	Annual report on the performance of the trust	S	✓		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money	S (+Companies House)	✓		Risk and Audit Committee
	ESFA required reports and returns submit		✓		Risk and Audit Committee
	Review and set policies		✓		College Policy Group
	Management of risk: establish register, review and monitor		✓		Risk and Audit Committee
	Ensure effective engagement with stakeholders is operational		✓	✓	
	Determine and approve trust's vision, strategy and key priorities		✓		
	Agree Budget Forecast Return to support delivery of trust key priorities	S	✓		Risk and Audit Committee
Holding to account	Ensuring compliance (e.g. financial (agree audit and reporting processes), equalities, SEND, LaC, exclusion, attendance, admissions, data analysis, safeguarding, H&S, employment)		✓		Risk and Audit Committee
	Monitoring progress on key priorities: agree reporting arrangements		✓		CIP Groups
	Establish, monitor and review Academy Trust's Scheme of Financial Delegation		✓		Risk and Audit Committee
	Receive and respond to external auditor's report		✓		Risk and Audit Committee
	Receive and respond to Responsible Officer reports				Risk and Audit Committee

Governance function		Members	Trust Board	Accounting Officer (Principal)	Academy committees/individual Trustees
	Review and agree Accounting Officer/Executive Leader Performance Management procedure and pay progression		✓		Pay Committee
	Review and agree staff Performance Management procedure and pay progression		✓		Pay Committee
	Benchmarking and trust wide value for money: ensure robustness			✓	Risk and Audit Committee
	Monitoring budget: agree reporting processes		✓		Risk and Audit Committee