

ELMWEY LEARNING TRUST SCHEME OF DELEGATION

Duty / Power		Who and What in Trust				Who and What in	
		Members	Trust Board	A&F Committee	EP	LAB	HoS
1.	Strategic Development						
1.1	Strategic vision and objectives of the Trust		✓		<A		
1.2	Strategic vision and objectives of Academy (unless in special measures)		✓		A>	✓	A
1.3	Ensure challenging, measurable and achievable KPIs are set and reviewed for each Academy across all areas below		✓		<A		
2.	Structures and Management of Responsible Bodies						
2.1	Ensure processes are in place for appointment, training and performance review of Trustees, Responsible Officer, Audit committee, Clerks	✓	✓				
2.2	Maintain a register of business interests and ensure procedures in place to deal with conflicts of interest and connected party transactions		✓				
2.3	Members: Appoint/Remove	✓					
2.4	Trustees: Appoint/Remove	✓	✓				
2.5	Role Descriptions Members	✓					
2.6	Role Descriptions Trustees		✓		<A		
2.7	Board Committee Chairs: Appoint and remove		✓	✓	<A		
2.8	Clerk to the Board/Academy Committee: Appoint and remove		✓				
2.9	Governance structure (committees) for the trust: establish and review annually		✓		<A		
2.10	Terms of reference for board committees and scheme of delegation for academy committees: agree annually		✓		<A		
2.11	Skills audit: complete and recruit to fill gaps		✓	✓	<A>	A	A
2.12	Annual self review of Trust Board and committees		✓				
2.13	360 periodic review performance of Chair of Trustees (BoT)		✓		<A	✓	
2.14	Review the overall performance of LAB		✓		<A	✓	
2.15	Set and review terms of reference for LAB		✓		<A		
2.16	Set up arrangements to appoint, co-ordinate training and development for LAB Members		✓		<A		
2.17	Succession: plan		✓		<A>	✓	A
2.18	Annual schedule of business for trust board: agree		✓	✓	<A		
2.19	Annual schedule of business for LAB: agree				A>	✓	A

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3.	Compliance & Policies						
3.1	Ensure compliance with all regulations affecting the trust including all charity law, company law, employment law and health and safety		✓	✓	<A>	✓	A
3.2	Management of Risk: Establish a risk register, review and monitor		✓	<A	<A>	✓	A
3.3	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	✓	<A		
3.4	Determine school level policies which reflect the school's ethos and values to include e.g. attendance; curriculum; behaviour: approve		✓		A>	✓	A
4.	Leadership and Management of Trust Academies						
4.1	Set and review Academy Development Plan (ADP)		✓		A>	A	✓
4.2	Ensure required levels of staffing and support (including professional development) for effective and successful delivery of the ADP				✓		A
4.3	Administer the admissions process for the Academy				✓		
4.4	Monitor the Academy's performance against agreed Key Performance Indicators (KPIs), addressing any identified performance issues		✓		A>	A	✓
4.5	Term dates, length of the school day and opening hours		✓		<A		
5	Curriculum, Quality of Teaching, Progress, Welfare						
5.1	Develop and implement the curriculum for the Academy and review its effectiveness		✓		A>	A	✓
5.2	Monitor the quality of teaching, addressing any identified issues to meet the objectives of the ADP and relevant KPIs		✓		<A>	✓	✓
5.3	Monitor student achievement and progress, including that of identified groups of students (e.g. Pupil Premium, Most Able), addressing any emerging issues to meet the objectives of the ADP and relevant KPIs		✓		<A>	✓	✓
5.4	Monitor student attendance, well being, attitudes to school and exclusions, ensuring adequate support structures and appropriate interventions		✓		<A>	✓	✓
5.5	Ensure compliance with Safeguarding requirements		✓		<A>	✓	✓

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6.	Finance						
6.1	Set Trust-wide financial, accounting, procurement & investment policies, including levels of delegated financial authority, to ensure compliance with statutory requirements e.g. funding agreement and Academies Financial Handbook		✓	✓	<A		
6.2	Determine funding model for Multi Academy Trust (MAT)		✓	<A	<A		
6.3	Set annual budget for Multi Academy Trust (MAT) to support delivery of trust key priorities: agree		✓	<A	<A		
6.4	Apportion delegated budget for each Academy in accordance with statutory requirements		✓	<A	<A		
6.5	Produce an Academy annual budget for approval by the Trust		✓	<A	<A	<A	A
6.6	Manage the delegated budget in accordance with the Funding Agreement, monitor expenditure and report potential variances and concerns in-year					✓	A
6.7	Benchmarking and trust wide value for money: ensure robustness			✓	<A		
6.8	Benchmarking and academy value for money: ensure robustness				A>	✓	A
6.9	Develop and review trust wide procurement strategies and efficiency savings programme			✓	✓		
6.10	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A	<A		
6.11	External auditors' report: receive and respond		✓	<A	<A		
6.12	Review financial controls		✓	✓	<A		
6.13	Arrange insurance to cover trust and academy liabilities		✓		<A		
6.14	Monitor and review the use of Pupil Premium funding to ensure it achieves the outcomes required and delivers value for money		✓		<A	✓	A

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7.	Resources - Staff						
7.1	Trust's staffing structure: agree		✓	<A	<A		
7.2	School staffing structure: agree				✓		A
7.3	Appoint/Dismiss Heads of School				✓	<A	
7.4	Appoint/Dismiss Executive Principal		✓				
7.5	Appoint Chief Financial Officer for delivery of trust's detailed accounting processes		✓	<A	<A		
7.6	Trust staff: disciplinary & grievance procedures				✓		
7.7	Academy staff: disciplinary & grievance procedures					✓	✓
7.8	Review the performance of the Executive Principal in delivering the Trust's objectives		✓				
7.9	EP Pay award: agree		✓				
7.10	Review the performance of Heads of School in delivering the Trust and Academy's objectives				✓	<A	
7.11	Trust Staff: appraisal procedure and pay progression: review and agree		✓		✓		
7.12	Academy Staff: appraisal procedure and pay progression: review and agree					✓	✓
8.	Resources - Site & Facilities						
8.1	Maintain and develop the Academy's site and premises and ensure they meet health and safety requirements in line with Trust policy		✓		<A>	✓	A
8.2	Ensure compliance with all statutory and regulatory requirements, e.g. employment law, health and safety, financial regulation, DfE requirements.		✓		<A>	✓	A
8.3	Maintain and develop ICT Infrastructure and resources to best support administration and curriculum delivery				✓		
9.	Media and PR						
9.1	Oversee PR activities e.g. website, to promote the activities of the Trust and the Academies to the wider community ensuring compliance with statutory requirements		✓		<A>	A>	✓
KEY							
Col.	Description		Symbol	Meaning			
1	Members		✓	Action to be carried out at this level			
2	Board of Trustees of the Multi Academy Trust		✓	Action to be carried out at this level			
3	Trust Board Audit and Finance Committee		A	Provide advice and support to those accountable for decision making			
4	Executive Principal						
5	Local Advisory Board		<>	Direction of advice and support			
6	Academy Principal						