

ELMWEY LEARNING TRUST SCHEME OF DELEGATION

Duty / Power	Who and What in Trust						Who and What in	
	Members	Trust Board	Audit Committee	Finance Committee	Pay Committee	EP/ Accounting Officer	LAB	HoS
1. Strategic Development								
1.1 Strategic vision and objectives of the Trust		A/R				S		
1.2 Strategic vision and objectives of the school (unless in special measures)		A				S	C	R
1.3 Ensure challenging, measurable and achievable KPIs are set and reviewed for each school across all areas below		A				R	I	S
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	I	A				R		
2.2 Maintain a register of business interests and ensure procedures in place to deal with conflicts of interest and connected party transactions	A	S						
2.3 Members: Appoint/Remove	A							
2.4 Trustees: Appoint/Remove	A	S						
2.5 Role Descriptions Members	R	C						
2.6 Role Descriptions Trustees	I	A/R				S		
2.7 Board Committee Chairs: Appoint and remove	I	A/R				S	I	I
2.8 Clerk to the Board/Academy Committee: Appoint and remove	I	A/R				S		
2.9 Governance structure (committees) for the trust: establish and review annually	I	A/R				S		
2.10 Terms of reference for board committees and scheme of delegation for individual local school committees: agree annually	I	A/R				S	I	I
2.10.1 Terms for reference for local LAB committees						C/S		R
2.11 Skills audit: complete and recruit to fill gaps	I	A/R				S	I	I
2.12 Annual self review of Trust Board and committees	I	A						
2.13 360 periodic review performance of Chair of Trustees (BoT)	A	R				C		
2.14 Review the overall performance of LAB	I	A/R				C	I	C
2.15 Set and review terms of reference for LAB	I	A/R				S	I	C
2.16 Set up arrangements to appoint, co-ordinate training and development for LAB Members	I	A				R	I	
2.17 Succession: plan	I	A/R				S	I	C
2.18 Annual schedule of business for trust board: agree	I	A/R				S		
2.19 Annual schedule of business for LAB: agree	I					A	C	R
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	S	S	S	R	S	S
3.2 Management of Trust Risk: Establish a risk register, review and monitor		A	S			R		
3.3 Management of School Risk: Establish a risk register, review and monitor		A	I			S	C	R
3.4 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	I			R	I	S
3.5 Determine school level policies which reflect the school's ethos and values to include e.g. attendance; curriculum; behaviour: approve		I				A	S	R

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4. Leadership and Management of Trust Schools								
4.1 Set and review School Development Plan (SDP)		A				S	C	R
4.2 Ensure required levels of staffing and support (including professional development) for effective and successful delivery of the SDP		A/R				S	I	C
4.3 Administer the admissions process for the school						A/R	I	S
4.4 Monitor the school's performance against agreed Key Performance Indicators (KPIs), addressing any identified performance issues		A	I			R	I	S
4.5 Term dates, length of the school day and opening hours		A				R		
5 Curriculum, Quality of Teaching, Progress, Welfare								
5.1 Develop and implement the curriculum for the school and review its effectiveness		A				R	I	S
5.2 Monitor the quality of teaching, addressing any identified issues to meet the objectives of the SDP and relevant KPIs		A	I			R	I	S
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 SDP and relevant KPIs		A				R	I	S
5.4 Monitor student attendance, well being, attitudes to school and exclusions, ensuring adequate support structures and appropriate interventions		C				C	A	R
5.5 Ensure compliance with Safeguarding requirements across the Trust		A	I			R	I	S
5.6 Ensure compliance with Safeguarding requirements in school		A				S	I	R
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	I	R		S		
6.2 Determine funding model for Multi Academy Trust (MAT)		A/R	I	S		S/C		
6.3 Set annual budget for Multi Academy Trust (MAT) to support delivery of trust key priorities: agree		A/R	I	S		S/C		
6.4 Apportion delegated budget for each school in accordance with statutory requirements		A/R	I	S		S/C		
6.5 Produce a school annual budget for approval by the Trust		A	I	R		S	I	I
6.6 Manage the delegated budget in accordance with the Funding Agreement, monitor expenditure and report potential variances and concerns in-year		A	I	R		S	I	I
6.7 Benchmarking and trust wide value for money: ensure robustness		A	I	C		R		
6.8 Benchmarking and school value for money: ensure robustness		A	I	C		R	I	C
6.9 Develop and review trust wide procurement strategies and efficiency savings programme		A		R		S		
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	R			S		
6.11 External auditors' report and annual accounts receive - Members	A	R	S			S		
6.12 External auditors' report and annual accounts receive and respond - Trustees		A	S			R		
6.13 Review financial controls		A	R			S		
6.14 Arrange insurance to cover trust and school liabilities		A	R			S		
6.15 Monitor and review the use of Pupil Premium funding to ensure it achieves the outcomes required and delivers value for money		A	I	S		R	C	S
7. Resources - Staff								

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7.1	Trust's staffing structure: agree		A	S	S		R		
7.2	School staffing structure: agree		A	I	S		R		
7.3	Appoint/Dismiss Heads of School		A		S		R	C	
7.4	Appoint/Dismiss Executive Principal		A/R		S				
7.5	Appoint Chief Financial Officer for delivery of trust's detailed accounting processes		A/R		S		S		
7.6	Trust staff: disciplinary & grievance procedures		A	S	S		R		
7.7	School staff: disciplinary & grievance procedures		A				S	R	
7.8	Review the performance of the Executive Principal in delivering the Trust's objectives		A/R	S	S				
7.9	EP Pay award: agree		A/R	I	I	S			
7.10	Review the performance of Heads of School in delivering the Trust and school's objectives		A	I			R	C	
7.11	Trust Staff: appraisal procedure and pay progression: review and agree		A	I		S	R		
7.12	School Staff: appraisal procedure and pay progression: review and agree		A	I		S	R	S	
8. Resources - Site & Facilities									
8.1	Maintain and develop the school's site and premises and ensure they meet health and safety requirements in line with Trust policy		A	I	S		R	C	S
8.2	Ensure compliance with all statutory and regulatory requirements, e.g. employment law, health and safety, financial regulation, DfE requirements.		A	S			R		S
8.3	Maintain and develop ICT Infrastructure and resources to best support administration and curriculum delivery		A	S			R		S
9. Media and PR									
9.1	Oversee PR activities e.g. website, to promote the activities of the Trust to the wider community ensuring compliance with statutory requirements		A				R		
9.2.	Oversee PR activities e.g. website, to promote the activities of the school to the wider community ensuring compliance with statutory requirements						A		R

KEY			
Col.	Description	Symbol	Meaning
1	Members	R	Responsible. The individual/group that has responsibility for undertaking or completing the task delegated to them and reporting on its delivery at suitable intervals. In the case of the EP, this reporting will be at Board level. In the case of the Head of School, this will be at school LAB level.
2	Board of Trustees of the Multi Academy Trust	A	Accountable. The individual/group that has the ultimate or final responsibility for ensuring completion of the task. This will include determining how the Trust and/or schools (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

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3	Trust Board Audit and Finance Committee		S		Supports. The individual/group who should provide support during the implementation of the task.			
4	Executive Principal							
5	Local Advisory Board		C		Consult. The individual/group that should be consulted as part of the process of completing the task because they can provide valuable advice and/or input.			
6	Academy Principal		I		Inform. The individual/group that should be kept up-to-date about the progress of the task and/or the decisions in the task.			