

ELMWEY LEARNING TRUST SCHEME OF DELEGATION

Duty / Power	Who and What in Trust			Who and What in Academy		
	Members	BoT	EP	LGB	Principal	
1. Strategic Development						
1.1	Strategic vision and objectives of the Trust		Set	Develop/Deliver	Deliver	Deliver
1.2	Strategic vision and objectives of Academy (unless in special measures)			Develop	Set	Set
1.3	Ensure challenging, measurable and achievable KPIs are set and reviewed for each Academy across all areas below		✓	Review		
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	Trustees	✓			
2.2	Maintain a register of business interests and ensure procedures in place to deal with conflicts of interest and connected party transactions		For Trust		For Academy	
2.3	Self-review performance of Board of Trustees (BoT)		✓			
2.4	Review performance of Executive Principal & Academy Principal		EP Performance	(✓)	(AP Performance)	
2.5	Self-review the overall performance of LGB and its committees		Review LGB Rpt		✓	
2.6	Set and review terms of reference for LGB committees		Review		Set	
2.7	Set up arrangements to appoint, co-ordinate training and development for governors		Review LGB Rpt		✓	
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		✓	✓		
3.2	Prepare and maintain a risk register for the Trust and review key risks termly.		✓	✓		
3.3	Determine and communicate which policies are to be Trust-wide e.g. admissions, DBS, charging and remissions, health and safety and safeguarding - see Appendix A		✓			
3.4	Prepare and delegate implementation of Trust-wide policies		✓	✓		
3.5	Prepare Academy-only policies as delegated by the BoT		Review LGB Rpt		Review	Prepare
3.6	Implement all agreed policies				✓	✓
3.7	Monitor and review as necessary effective implementation of all agreed policies and advise on emerging issues		Review LGB Rpt		Review	Prepare
4. Leadership and Management of Trust Academies						
4.1	Set and review an Academy Development Plan (ADP)		(✓)	(✓)	(✓)	(✓)
4.2	Ensure required levels of staffing and support (including professional development) for effective and successful delivery of the ADP		(✓)	(✓)	(✓)	(✓)
4.3	Implement and monitor the progress of the ADP		Review LGB Rpt		Review	Imp/Mon
4.4	Administer the admissions process for the Academy				✓	✓
4.5	Prepare and maintain a risk register for the Academy and review key risks termly.		Review LGB Rpt		Review	Prepare
4.6	Monitor the Academy's performance against agreed Key Performance Indicators (KPIs), addressing any identified performance issues		Review LGB Rpt		✓	✓
4.7	Term dates, length of the school day and opening hours		Determine		Consult	Comply
5 Curriculum, Quality of Teaching, Progress, Welfare						
5.1	Develop and implement the curriculum for the Academy and review its effectiveness		(✓)	(✓)	(✓)	(✓)
5.2	Monitor the quality of teaching, addressing any identified issues to meet the objectives of the ADP and relevant KPIs		Review LGB Rpt		✓	✓
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		Review LGB Rpt		✓	✓
5.4	Monitor student attendance, well being, attitudes to school and exclusions, ensuring adequate support structures and appropriate interventions		Review LGB Rpt		✓	✓
5.5	Ensure compliance with Safeguarding requirements		Review LGB Rpt		✓	✓
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		✓		Comply	
6.2	Determine funding model for Multi Academy Trust (MAT)		✓			
6.3	Set central services annual budget for Multi Academy Trust (MAT)		✓			
6.4	Apportion delegated budget for each Academy in accordance with statutory requirements		✓	✓	Consulted	
6.5	Produce an Academy annual budget for approval by the Trust		Approve		✓	✓
6.6	Manage the delegated budget in accordance with the Funding Agreement, monitor expenditure and report potential variances and concerns in-year		Review LGB Rpt		✓	✓
6.7	Annual Accounts	Receive	Approve	Comply	Comply	Comply
6.8	Review financial controls on an annual basis and recommend any changes		Approve		✓	✓
6.9	Set policies for acquisition and disposal of land and assets, maintaining a register of assets for accounting purposes		✓	✓		
6.10	Arrange insurance to cover trust and academy liabilities			✓		
6.11	Monitor and review the use of Pupil Premium funding to ensure it achieves the outcomes required and delivers value for money		Review LGB Rpt		✓	✓
6.12	Evaluate the effectiveness of centrally provided services		✓	✓		
7. Resources - Staff						
7.1	Ensure policies and processes are in place for employment, remuneration, training and appraisal of central and Academy staff - other than the EP		✓	✓		
7.2	Appoint Academy Principals		✓	✓	2 Gobs on Panel	
7.3	Appoint Trust-wide staff, including Executive Principal		✓	✓ excl EP		
7.4	Recruit, appoint and ensure adherence to appropriate disciplinary & grievance procedures		EP & AP	Trust Staff		Academy Staff
7.5	Review the performance of the Executive Principal in delivering the Trust's objectives		✓			
7.6	Review the performance of the Academy Principal in delivering the Trust and Academy's objectives		Review LGB Rpt		✓	
7.7	Appraise the performance of the staff in delivering the Trust and Academy's objectives, in accordance with relevant policies e.g. Pay, Appraisal and Capability			Review	✓	✓
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		Allocate Resources		✓	✓
8.2	Ensure compliance with all statutory and regulatory requirements, e.g. employment law, health and safety, financial regulation, DfE requirements.		Review LGB Rpt		✓	✓
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		Review	Deliver	Comply	Comply