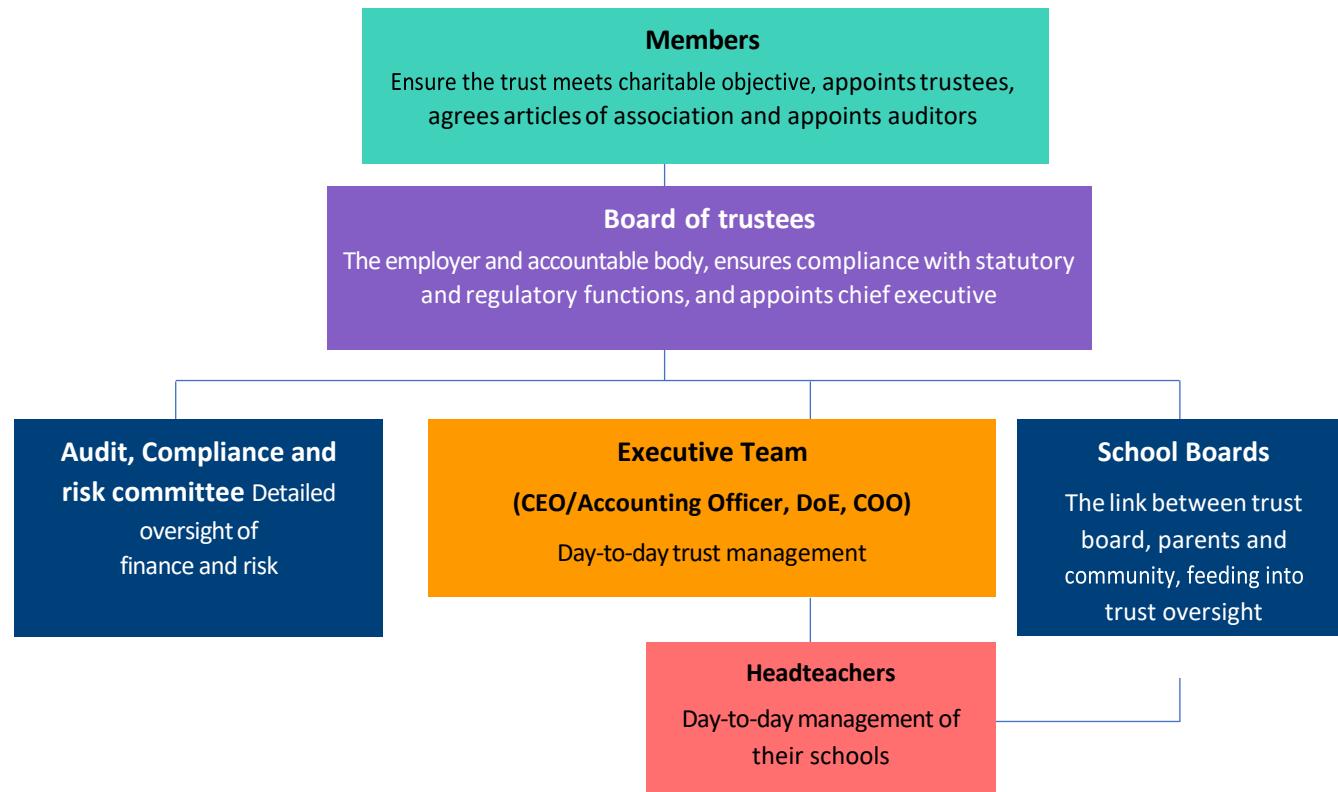




Scheme of Delegation for 2024-25

Approved by:	Board of Trustees
Approved on:	[to be recommended at meeting on 19 July 2024]
Operational from:	1 September 2024
Next Review date:	Summer 2025 for 2025-26 academic year
Responsibility for review:	Chief Executive and Chair of Trustees

Governance Structure



Roles and Responsibilities

Members	<ul style="list-style-type: none"> • Guardians of the governance of the trust, ensuring the charitable objective is fulfilled • Agree the trust's articles of association, appoint trustees and external auditors • Receive the annual report, accounts and other information • Appoint effective Trustees and hold them to account for the performance of the Trust
Trustees	<ul style="list-style-type: none"> • Legally accountable for all statutory functions and performance of all the schools within the trust, focussing on: <ul style="list-style-type: none"> ○ vision, strategy and culture ○ governance, leadership and management, including successions planning ○ policies and procedures ○ educational performance ○ financial and resource management ○ compliance with legal and contractual requirements
Executive Team	<ul style="list-style-type: none"> • Day to day management of the trust • Leadership and management of the central team and school head teachers • Reports to the trust board
School Board	<ul style="list-style-type: none"> • Responsibilities focussing on: <ul style="list-style-type: none"> ○ Safeguarding ○ Curriculum ○ Educational provision and performance ○ Community engagement ○ Health and safety ○ Risk identification and management
Head Teacher	<ul style="list-style-type: none"> • Day to day management of the school • Shares information to their school board about how the school operates to enable monitoring and scrutiny of school improvement plans

Scheme of Delegation Matrix

A = **Accountable (and approver)** - Answerable for the tasks being delivered, delegates the task to those responsible

R = **Responsible** - responsible for the delivery, doing the work to achieve the task. Responsibility can be shared between groups/individuals.

C = **Consulted** - Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge

* **Highlighted** - Statutory expectation or necessary to comply with the articles of association or funding agreement

Chair's Action

In accordance with Article 102 of the Articles of Association, in the event that the Chair of Trustees, or Vice Chair if the Chair is unavailable, is of the opinion that a matter of urgency exists and a delay in exercising the function would likely be seriously detrimental to the interests of TPA, any school within TPA, any pupil or their parent at a TPA school, or any TPA employee, then they may exercise any function of the Company which can be delegated to an individual but not any function relating to the exclusion of pupils.

Area of responsibility	Members	Trustees	Exec Team	School Board	Head Teacher
Board Business					
Appointing / removing Members	*A/R				
Appointing / removing Trustees	*A/R	*A/R			
Approving the Articles of Association	*A/R	I			
Appointing / removing the Chair of Board of Trustees		*A/R			
Appointing / dismissing the Governance Professional to the Board		*A	R		
Agreeing clerking arrangements				A/R	
Appointing / removing the Chair of a Board committee		*A/R			
Appointing the Chair of a School Board		*A	R	C	
Approving the composition of a School Board		*A	R	C	

Area of responsibility	Members	Trust Board	Exec Team	School Board	Head Teacher
Appointing Lead Trustees (Health & Safety, Education, SEND and safeguarding)		*A/R	A / R		
Establishing additional committees (including Terms of Reference)		*A/R	C	C	C
Approving the scheme of delegation		*A	R		
Establish and review trust governance structure		*A/R			
Review Articles of Association	*A	R			
Complete annual trust board self-review		A/R			
Complete review of local governance	C	A	R	C	C
Publish governance arrangements on trust and schools' websites		*A	R		
Ensure trust website is compliant and effective		*A	R		
Ensure school websites are compliant and effective		*A	A	R	
Submit annual report on the performance of the trust to members and publish		A	R		
Commission external review of board effectiveness every three years	C	A/R	C		
Determine whether other school(s) should join or leave the Trust		A/R	C		
Vision and Strategy					
Determine trust's vision, strategy and key priorities		A/R	R	C	C
Apply trust vision and strategy to individual schools		A	R	R	C
Determine trust-wide policies which reflect the trust's ethos and values		*A	R		
Determine school level policies			R	A/R	C
Establish risk register and conduct regular review		A	C	R	R
Ensure engagement with stakeholders		A	A	R	R
Finance and Estates					
Produce trust's scheme of financial delegation		*A	R		
Approving appointment of external auditors – after procurement	*A/R	C			
Approving actions following external audit recommendations / findings		*A	R		
Agree budget plan to support delivery of school and trust strategic priorities		A	R	R	R

Area of responsibility	Members	Trust Board	Exec Team	School Board	Head Teacher
Monitoring trust budget		*A	R		
Approving HMRC and ESFA returns for submission		*A	R		
Appointing the CFO and COO		*A	R		
Produce annual report and accounts in line with the Charity Commissioner's Statement of Recommended Practice		*A	R		
Carry out benchmarking and trust-wide value for money evaluation		C	A/R		
Receive external auditors report	*A/R	C			
Agree reporting and monitoring arrangements for trust and school budgets		*A	R	C	C
Approve trust-wide estate vision, strategy and asset management plan		*A/R	C		
Monitor school estate to ensure it is safe and well maintained		*A		R	R
Human Resources					
Approving pay policy and terms and conditions		*A	R		
Appointing the CEO/Accounting Officer		*A	R		
Appointing Headteachers		A	R	C	
Performance management of the CEO		*A/R			
Performance management of the Headteachers (including salary)		I	A/R		
Determine executive team staffing structure		*A	R		
Approving any leaving payments in excess of TPA policy or in excess of ESFA thresholds		*A	C		
Agreed CEO pay and reward		*A/R			
Conduct executive team performance management		C	A/R		
Agree Headteacher pay award		A	R	C	
Review and agree staff appraisal procedure and pay progression			A		R
Determine disciplinary and capability procedures		*A	R		
Implement disciplinary and capability procedures - CEO		A/R			

Area of responsibility	Members	Trust Board	Exec Team	School Board	Head Teacher
Implement disciplinary and capability – central team		A	R		
Implement disciplinary and capability procedures – schools			A	C	R
Education					
Approving the curriculum		A	R		C
Consulting on and determining an admissions policy for the schools and approving admissions appeals processes		*A	R	C	C
Plan and deliver individual school improvement interventions and strategies			A	C	R
Ensure high standards of teaching and learning		A	R	C	R
Delivery of curriculum			A		R
Set targets for trust outcomes		A	R		R
Agree trust behaviour policy		C	A/R	C	C
Review exclusions and suspensions		*A/R		R/C	
Determine complaints policy		*A/R	C	C	
Implement complaints procedures		*A/R	R	R	R
Community					
Developing stakeholder partnership across the trust		A	R	C	C
Developing stakeholder partnerships at school level			C	A	R