



Scheme of delegation September 2025 - 2026

Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of the Trust and its constituent schools.

The bodies may include:

1. Trust Members
2. Trust Board of Trustees (Board)
3. Trust Finance and General Purposes Committee (F&GP)
4. Trust Educational Standards Committee (ES)
5. Trust Audit and Risk Committee (A&R)
6. Chief Executive Officer (CEO)
7. Local Academy Committee (LAC)
8. Headteachers of individual schools (HTs)

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

Trust & School policies

The Trust Board has developed a policy document identifying the range of statutory, regulatory and necessary policies and whether they are Trust or School policies. In conjunction with this Scheme of Delegation this sets out the responsibility for approval and monitoring of these policies.

School Leadership

Headteacher – legal Headteacher for a school and accountable to the LAC for the school and to the CEO (via executive)

Delegation Matrix

[NGA Schemes of delegation guidance information](#)

	Task	M e m b e r s	Trust board	Audit & risk committ ee	Finance & GP committee	Educati on Standa rds Commi ttee	CEO / Executi ve team	COO	Lead governa nce professio nal	Local Acade my Commi ttees	Headtea chers	* Consult/se ek consent from Diocese?	Notes
1. Trust governance													
1.1	Appoint/remove members	✓										Yes	DCM / Inform
1.2	Appoint/remove trustees	✓	✓									Yes	DCM / Inform
1.3	Elect chair/vice chair of trustees annually		✓										
1.4	Appoint committee chairs annually and remove when necessary		✓										
1.5	Determine powers of chair of trustees in urgent situations		✓										
1.6	Establish and review trust governance structure		✓										
1.7	Agree named safeguarding trustee		✓										
1.8	Agree named trustee for special educational needs and disabilities (SEND)		✓										
1.9	Agree named careers trustee (<i>secondary schools</i>)		✓										

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1.10	Appoint trust governance professional						✓						
1.11	Undertake trust governance professional appraisal annually		✓				✓						
1.12	Articles of association: consider any necessary changes annually		✓									Yes	
1.13	Articles of association: ratify any changes	✓										Yes	
1.14	Complete annual review of Scheme of Delegation and approve any changes		Approve				✓					Yes - see clause 102 AoA	Consult DCM if impacts Church School
1.15	Agree committee terms of reference (including LACs) and complete annual review		✓										
1.16	Agree role description for link governor/trustee areas		✓										
1.17	Agree trust board (and committees) meeting dates and agendas		✓				✓		✓				
1.18	Commission external review of trust board effectiveness every three years		✓										
1.19	Complete annual trust board self-evaluation		✓						✓				
1.20	Publish governance arrangements on trust and academy websites								✓				

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1.21	Ensure trust and academy websites are compliant and effective						✓						
1.22	Maintain compliance on GIAS and Companies House						✓						
1.23	Submit annual report on the performance of the trust to members		✓				✓	✓					
1.24	Maintain a register of interests and keep up to date		✓						✓				
1.25	Maintain a trustee/governor expenses policy		✓				✓						
1.26	Approve trust-wide statutory policies.		✓										
1.27	Ensure there is a clear approach to trust-wide policies and the maintenance and adoption of these across the trust						✓						
1.28	Appoint/remove LAC chairs		✓										
1.29	Appoint/remove LAC members (local governors)		✓							✓		Foundation governors are notified to ODBE	See articles of association for parent / staff /co-opted
1.30	Agree academy committee clerking arrangements						✓		✓				

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1.31	Appoint and dismiss local clerks						✓		✓				
1.32	Agree academy committee meeting dates and agendas, ensuring trust-wide consistency								✓	✓	✓		
1.33	Complete periodic review of local governance		✓						✓				
1.34	Set clear expectations on monitoring and visits to schools		✓				✓		✓				
1.35	Ensure board reporting channels are established		✓						✓				
1.36	Agree remit and constitution of any working party established to support trust's strategic objectives		✓										
2. Vision and strategy													
2.1	Determine trust's vision, strategy, ethos/culture and key priorities		✓				✓					Informed via DCM	
2.2	Develop engagement channels with key stakeholders in line with trust vision and priorities						✓				✓	Yes for Church Schools	
2.3	Agree trust growth strategy		✓				✓					Informed via DCM	
2.4	Determine non-statutory trust-wide policies						✓	✓					
2.5	Determine academy level policies						✓				✓		
3. Finance													

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3.1	Appoint and appraise chief operations officer (COO)						✓						
3.2	Produce trust's financial manual to further expand on processes relating to delegated financial powers		Approve		Recommen d			✓					
3.3	Produce annual report and accounts		Approve	Recommen d			✓	✓					
3.4	Submit required financial reports and returns							✓					
3.5	Agree budget plan to support delivery of trust strategic priorities		Approve		Recommen d		✓	✓					
3.6	Agree budget plan to support delivery of academy strategic priorities						✓	✓					
3.7	Monitor trust budget		✓	✓	✓		✓	✓					
3.8	Approve long term financial plans		✓										
3.9	Develop and submit three-year budget forecast						✓	✓					
3.10	Carry out benchmarking and trust-wide value for money evaluation						✓	✓					
3.11	Agree reporting and monitoring arrangements for trust and academy budgets		✓		✓		✓	✓			✓		

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3.12	Prepare management accounts every month setting out the trusts financial performance and position		Chair of Trustees receives and reviews 6x a year		Receives and reviews 6x a year			✓					
3.13	Approve expenditure/contracts above a specified threshold				Approve over £50k with recommendation from CEO/COO		Approve up to £50k	Approve up to £25k - see notes					COO approve up to £5k. £5k-£25k require 3 written quotations
4. Operations													
4.1	Appoint and remove external auditors	✓	Recommend										
4.2	Receive external auditor's report	✓											
4.3	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to			✓									
4.4	Action recommendations arising from internal audits			Inform and review actions			✓	✓					

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4.5	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third-parties to support the trust			✓				✓					COO?
4.6	Agree risk management policy		Trust board to approve	✓			✓	✓					COO?
4.7	Oversee the risk register and undertake a full review at least annually		✓										
4.8	Undertake termly review of risk register			✓									
4.9	Manage and report on risk mitigation strategies						✓				✓		
4.10	Maintain trust contingency and business continuity plans						✓	✓					
4.11	Monitor implementation of, and compliance with, site security policy and procedures at academy level				✓		✓	✓			✓		
4.12	Agree premises management documents, including estate vision, estate strategy and asset management plan				✓		✓	✓				Yes - if involves a Church Academy?	
4.13	Monitor academy estates to ensure they are safe and well-maintained							✓			✓		

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4.14	Ensure that there is suitable expert support on site security						✓	✓					
4.15	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust						✓	✓					
4.16	Develop a cyber security framework						✓	✓					
4.17	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes			✓			✓	✓					
4.18	Ensure there is adequate company secretarial support							✓	For governance				
4.19	Appoint a data protection officer (DPO)						✓						
4.20	Complete and maintain Single Central Record (SCR)						✓				✓		
4.21	Receive routine reports on the status of the SCR			✓		✓							
5. Workforce													
Appoi nt/ dismis s	5.1	CEO/Accounting Officer/CFO	✓										
	5.2	Other executive team staff and central teams					✓	✓					
	5.3	Headteacher					✓			✓		Yes: Church academies	

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	5.4	Academy level staff members									✓	Yes: Head of RE in Church acadmies	Trust involve ment for other school senior leaders?
Apprai sal	5.5	CEO	✓										
	5.6	Other executive team staff and central teams					✓						
	5.7	Headteacher					✓			✓			
	5.8	Academy level staff members									✓		
Staff discipl inary, grieva nce and capabi lity panels	5.9	CEO	✓										
	5.11	Headteacher					✓			✓			
	5.12	Academy level staff members					✓				✓		
	5.13	Determine executive team staffing structure					✓						
	5.14	Determine academy level staffing structure					✓				✓		
	5.15	Ensure appointment of DSLs and deputy DSLs					✓				✓		
	5.16	Ensure appointment of SENCOs					✓				✓		

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5.17	Ensure there is effective school improvement capacity within, or accessed by, the trust						✓	✓					
5.18	Monitor compliance with safer recruitment requirements		✓				✓			✓	✓		
5.19	Monitor staff wellbeing and workload				✓					✓	✓		
5.20	Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD				✓	Monito r Impact of CPD	✓	✓			✓		
5.21	Review and agree academy staff appraisal procedures		✓				✓						
6. Curriculum													
6.1	Approve trust-wide curriculum					✓	✓						
6.2	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		✓				✓						
6.3	Ensure provision of religious education						✓				✓	Yes: Church academies	
6.4	Ensure delivery of collective worship						✓				✓	Yes: Church academies	
6.5	Ensure compliance with SMSC requirements including the promotion of British values		✓				✓				✓		

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6.6	Deliver provision of statutory careers education (secondary)										✓		
6.7	Monitor the inclusiveness of the curriculum									✓	✓		
7. Pupils and learning support													
7.1	Ensure high standards of teaching and learning					✓	✓				✓		
7.2	Set targets for pupil outcomes across trust and monitor in-year data termly					✓	✓				✓		
7.3	Agree school improvement strategies					✓	✓						
7.4	Determine use and monitor impact of pupil premium		✓			✓				✓	✓		
7.5	Determine use and monitor impact of sports premium		✓			✓				✓	✓		
7.6	Set the dates of school terms and holidays						✓						
7.7	Set the times of school sessions						✓						
7.8	Monitor attendance and persistent absence of pupils					✓	✓			✓	✓		
7.9	Ensure effective and compliant trust-wide SEND provision		✓			✓	✓						
7.10	Regularly monitor compliance with SEN code of practice					✓	✓						

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7.11	Monitor effectiveness of SEND provision at an academy level, ensuring compliance with relevant policies and statutory requirements					✓	✓			✓	✓		
7.12	Monitor progress and attainment for all vulnerable children					✓	✓			✓	✓		
7.13	Monitor support for looked after and previously looked after children					✓	✓			✓	✓		
7.14	Monitor pupil behaviour data across different pupil groups					✓	✓			✓	✓		
7.15	Ensure careers provider access across trust						✓						
7.16	Review headteacher decision to suspend/exclude pupils									✓			
7.17	Monitor rates of suspension and exclusion across the trust					✓	✓						
7.18	Ensure school food standards are met for pupils							✓			✓		
7.19	Ensure free school meal provision is adequately implemented							✓			✓		
7.20	Ensure the provision of universal infant free school meals							✓			✓		
7.21	Deliver inclusive extra-curricular activities										✓		
7.22	Monitor children's wellbeing and how this is actively supported					✓	✓			✓	✓		

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7.23	Monitor provision and outcomes for EAL pupils					✓	✓			✓	✓		
7.24	Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements.					✓	✓			✓	✓		
8. Parents and community													
8.1	Implement admissions appeal process									✓	✓		
8.2	Overview of complaints at panel stage			✓						✓			
8.3	Monitor all complaints raised (including through external agencies e.g LA, ESFA and Ofsted) across the trust			✓			✓						
8.4	Engage with key stakeholders at academy level									✓	✓		

Version Control
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