

SCHEME OF DELEGATION 2025-26



Task	Members	Trust board	Risk, Audit & Finance committee	[Other relevant trust board committee]	Headteacher	CFO	MAT Governance Clerk	Notes
<b>1. Trust governance</b>								
11 Appoint/remove members	✓							
12 Appoint/remove trustees	✓							
13 Elect chair/vice chair of trustees annually		✓						
14 Ratify appointment of committee chairs annually and remove when necessary		✓						
15 Determine powers of chair of trustees in urgent situations		✓						
16 Establish and review trust governance structure		✓						
17 Agree named safeguarding trustee		✓						
18 Agree named trustee for special educational needs and disabilities (SEND)		✓						
19 Agree named careers trustee		✓						
110 Appoint trust governance professional		✓						
111 Undertake trust governance professional appraisal annually		✓ (Chair)						
112 Articles of association: review		✓						
113 Articles of association: ratify changes	✓							
114 Agree scheme of delegation and complete annual review		✓						
115 Agree committee terms of reference and complete annual review		✓						
116 Agree role descriptions for link governor/trustee areas		✓						
117 Agree trust board and committee meeting dates		✓						
118 Commission external review of trust board effectiveness every three years		✓						
119 Complete annual trust board self-evaluation		✓						
120 Publish governance arrangements on trust and academy websites							✓	
121 Ensure trust website is compliant and effective					✓			
122 Maintain compliance on GIAS and Companies House						✓ (Companies House)	✓ (GIAS)	
123 Submit annual report on the performance of the trust to members		✓						
124 Maintain register of interests							✓	
125 Maintain a trustee/governor expenses policy		✓						
126 Approve policy tracker and delegation of approval of statutory and non statutory policies		✓						
127 Set clear expectations on monitoring and visits to schools		✓						
128 Agree remit and constitution of any working party established to support trust's strategic objectives		✓						
<b>2. Vision and strategy</b>								
21 Determine trust's vision, strategy, ethos/culture and key priorities		✓						
22 Develop engagement channels with key stakeholders in line with trust vision and priorities					✓			
23 Agree trust growth strategy		✓						

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<b>3. Finance</b>								
31	Appoint and performance manage chief financial officer (CFO)				✓			
32	Produce trust's financial manual to further expand on processes relating to delegated financial powers	✓ (HT/CFO to draft. Board approval required)			✓ (HT/CFO to draft. Board approval required)	✓ (HT/CFO to draft. Board approval required)		
33	Produce annual report and accounts	✓ (Board approval required)			✓ (Board approval required)	✓ (Board approval required)		
34	Submit required financial reports and returns	✓				✓		
35	Agree budget plan to support delivery of academy strategic priorities	✓ (Board approval required)	✓		✓	✓		
36	Monitor trust budget	✓	✓		✓	✓		
37	Approve long term financial plans	✓ (Board approval required)	✓					
38	Develop and submit three-year budget forecast	✓ (Board approval required)	✓		✓	✓		
39	Carry out benchmarking and trust-wide value for money evaluation				✓	✓		
310	Prepare management accounts every month setting out the trust's financial performance and position					✓		
311	Approve expenditure/contracts above a specified threshold	✓						
<b>4. Operations</b>								
41	Appoint and remove external auditors	✓						
42	Receive external auditor's report	✓						
43	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to	✓						
44	Agree and deliver recommendations arising from internal audits	✓ (Trust Board agree, HT/CFO deliver)			✓	✓		
45	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third-parties	✓ (Trust Board agree, HT/CFO deliver)			✓	✓		
46	Agree risk management policy	✓						
47	undertake a full review at least annually	✓			✓	✓		
48	Undertake termly review of risk register	✓ (also at individual committee level)						
49	Manage and report on risk mitigation strategies		✓		✓ (reports provided to RAF)	✓ (reports provided to RAF)		
410	Monitor implementation of, and compliance with, health and safety policy and procedures		✓		✓ (reports provided to RAF)	✓ (reports provided to RAF)		
411	Agree premises management documents, including estate vision, estate strategy and asset management plan		✓		✓ (reports provided to RAF)	✓ (reports provided to RAF)		
412	Ensure that there is suitable expert support on health and safety				✓	✓		
413	commercial and/or the risk protection arrangement (RPA) for the trust	✓ (Board approval required)				✓ (Board approval required)		
414	Develop a cyber security framework				✓	✓		

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	415 Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes			✓					
	416 Appoint a data protection officer (DPO)		✓						
	417 Complete and maintain Single Central Record (SCR)					✓			
	418 Receive routine reports on the status of the SCR				✓ Safeguarding Committee				
<b>5. Workforce</b>									
Appointing/ dismissing	51 Headteacher/Accounting Officer		✓						
	52 Other senior leadership team staff		✓ (provide input to HT)			✓			
	53 Academy level staff members					✓			
Performance management and determining pay/ progression	54 Headteacher		✓ (approval of Pay Review Committee recommendations)		✓ HT Appraisal Committee				
	55 Other members of senior leadership team		✓ (approval of Pay Review Committee recommendations)		✓ Pay Review Committee	✓			
	56 Academy level staff members		✓ (approval of Pay Review Committee recommendations)		✓ Pay Review Committee	✓			
	57 Determine senior leadership team staffing structure					✓			
	58 Determine academy level staffing structure					✓			
	59 Ensure appointment of DSL and deputy DSL					✓			
	510 Ensure appointment of SENCO					✓			
	511 Monitor compliance with safer recruitment requirements					✓			
	512 Monitor staff wellbeing and workload					✓			
	513 Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD					✓			
<b>6. Curriculum</b>									
	61 Approve the curriculum		✓						
	62 Agree equality information and objectives (public sector equality duty) statement and monitor delivery		✓						
	63 Ensure compliance with SMSC requirements including the promotion of British values					✓			
	64 Deliver provision of statutory careers education (secondary)					✓			
	65 Monitor the inclusiveness of the curriculum					✓			
<b>7. Pupils and learning support</b>									
	71 Ensure high standards of teaching and learning and monitor these				✓ P&E Committee	✓			
	72 Set targets for pupil outcomes and monitor in-year data termly				✓ P&E Committee	✓			
	73 Agree school improvement strategies					✓ (Board to approve)			
	74 Determine use and monitor impact of pupil premium		✓ (Trust Board approval of PP strategy required)			✓			
	75 Set the dates of school terms and holidays					✓			
	76 Set the times of school sessions					✓			
	77 Monitor attendance and persistent absence of pupils				✓ P&E Committee	✓			
	78 Regularly monitor compliance with SEN code of practice					✓ (with reports to the Board)			
	79 Monitor effectiveness of SEND provision, ensuring compliance with relevant policies and statutory requirements					✓ (with reports to the Board)			

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710 Monitor progress and attainment for all vulnerable children				✓ P&E Committee	✓			
711 Monitor support for looked after and previously looked after children				✓ P&E & SG Committees	✓			
712 Monitor pupil behaviour data across different pupil groups				✓ P&E Committee	✓			
713 Ensure careers provider access					✓ (Trust Board approval required)			
714 Review headteacher decision to suspend/exclude pupils				✓ Student Discipline Committee				
715 Monitor rates of suspension and exclusion				✓ P&E Committee	✓			
716 Ensure school food standards are met for pupils					✓			
717 Ensure free school meal provision is adequately implemented					✓			
718 Deliver inclusive extra-curricular activities					✓			
719 Monitor children's wellbeing and how this is actively supported				✓ Safeguarding Committee	✓			
720 Monitor provision and outcomes for EAL pupils				✓ P&E Committee	✓			
721 Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements.				✓ Safeguarding Committee	✓			
<b>8. Parents and community</b>								
81 Implement admissions appeal process					✓			
82 Review complaints at panel stage				✓ Complaints Committee				
83 Monitor complaints raised (including through external agencies e.g LA, DfE and Ofsted)		✓ (receive reports from the HT)						
84 Engage with key stakeholders		✓			✓			

APPROVED AT MAT BOARD MEETING HELD 23.09.25.