

Governance Scheme of Delegation matrix



Members are ultimately responsible for everything in the Trust but delegate responsibility to the Trust Board or Local Governing Bodies according to the Scheme of Delegation.						
This is simplified version of the Scheme of Delegation and NOT the actual Scheme. Please ask for the full version.						
Note/Key: 'Trustees' are also 'Directors'; LGB is Local Governing Body; 'Governors' are LGB members						
A	The person/group accountable for the process or task being completed; responsible person(s) are accountable to this person/group.					
R	The person/group responsible for getting the job done; the person/group who actually carries out the process or task.					
	Members	Trust Board	CEO	CFO	LGBs	HTs
Strategic Direction and Development						
Ethos, Vision and mission (Trust)	A	R				
Trust strategic plan		A	R			
Vision and mission (Academies)					A	R
Admission of new Academies		A	R			
Support and advice to Executive Team	A	R				
Support and advice for Headteachers		A	R		R	
Trust-wide Policies		A	R			
Academy-level policies & guidelines (must reflect Trust policies where appropriate)					A	R
Governance, Reporting & Compliance						
Appointment & removal of Members	AR					
Appointment & removal of Trustees	A	R				
Articles of association: agree and review	AR					
Governance structures and delegation	A	R				
Terms of reference & schedules of business for Trust committee inc. LGBs	A	R				
Appointment & removal of LGB Chair		A			R	
Appointment and removal of LGB members		A			R	
Appointment of named LGB governors (incl. Safeguarding, LAC, SEND, Pupil Premium)		A			R	
Succession plan (Trust)	A	R				
Succession plan (Academies)		A			R	
Communication between Members, Directors & Governors	AR	R	R		R	
Annual report on performance of the Trust (submitted to Members and published)	A		R	R		
Annual report on performance of schools: submit to Governors					A	R
Statutory compliance - Company & Charity Law	A	A	R			
Statutory compliance - Education law		A	R			
Statutory compliance - Financial (including Funding Agreement)		A	R	R		
Academy Standards						
Academy self-evaluation			A		R	R
Set and monitor academy performance targets (Trust overview)		A	R			
Set and monitor academy performance targets (Academy internal)					A	R
Academy Development Plans			A		A	R
Pupils						
Curriculum (T & L, inclusion, SEND)			A		A	R
Pupil outcomes (including for disadvantaged and SEND)					A	R
Admission Policy					A	R
Exclusions (permanent and fixed term)					A	R
Fixed term exclusions					A	R
Behaviour Policy					A	R
Safeguarding Policy					A	R
Organisation of Academy day					A	R
EYFS Policy					A	R
SEND Policy					A	R
Review pupil attendance					A	R
Term patterns and dates					A	R
Staffing						
Staffing structure (Trust)		A	R			
Staffing structure (Academy)					A	R
Recruitment of CEO		AR				
Performance management of CEO (including dismissal)		AR				
Recruitment of Trust staff		A	R			
Performance Management of Trust staff (including dismissal)		A	R			
Recruitment of Headteachers		AR	R		R	
Performance management of Headteachers (including dismissal)		A	R		R	
Recruitment of Academy staff					AR	R
Performance Management of Academy staff (including dismissal)					AR	R
Trust HR policies		A	R			
Academy staff handbook (cannot contradict Trust HR policies)					A	R
Relationships & Communications						
Strategy (incl. Branding, logos etc)		A	R		R	R
National - Dfe, RSC, national unions, other national forums		A	R			
Local - Press, LA, local union reps and other local forums					A	R
Pupils, Parents and community (including complaints)					A	R
Community activities and partnership					A	R
Local forums (admissions, SEND, behaviour etc)					A	R
Resources, Finances, Premises & assets (subject to Academies, Financial Handbook)						
Set overall Trust budget		A		R		
Set individual academy budgets					A	R
Set Academy contribution rates to Trust		A		R		
Monitor and adjust individual academy budgets					A	R
Prepare annual financial reports to Dfe, ESFA, etc		A		R		
Audit (External and Internal)		A		R		
Risk protection arrangements		A		R		
Additional income generation		A		R	A	R
Finance policies and internal regulation		A		R		
Ensure Trust-wide value for money		A	R	R		
Payroll services		A		R		
Health & Safety		A	R	R		
IT - Trust strategy and systems		A		R		
Premises design & maintenance					A	R