



	Task	Members	Trust Board (BoT)	Finance & Resources Committee (FRC)	Audit and Risk (ARC)	Standards Committee (SC)	CEO / CAO	CFO / DoF&R	Governance Professional	Local Governing Board (LGB)	Headteachers
1.1	Appoint/remove members	✓									
1.2	Appoint/remove trustees	✓	✓								
1.3	Appoint and remove co-opted trustees		✓								
1.4	Elect chair/vice chair of trustees annually		✓								
1.5	Appoint committee chairs annually and remove when necessary		✓								
1.6	Determine powers of chair of trustees in urgent situations		✓								
1.7	Establish and review Trust governance structure		✓								
1.8	Agree named safeguarding trustee		✓								
1.9	Agree named careers trustee <i>(required in secondary schools)</i>		✓								
1.10	Appoint Trust governance professional		✓								

SCHEME OF DELEGATION

	Task	Members	(BoT)	(FRC)	(ARC)	(SC)	CEO / CAO	CFO / DoF&R	GP	LGB	Headteachers
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1.11	Undertake Trust governance professional appraisal annually		✓					✓			
1.12	Articles of association: review		✓								
1.13	Articles of association: ratify changes	✓									
1.14	Agree scheme of delegation and complete annual review		✓								
1.15	Agree committee terms of reference (including LGB committees) and complete annual review		✓								
1.16	Agree role description for link governor /trustee areas		✓								
1.17	Agree Trust board and committee 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 school's websites								✓		

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1.21	Ensure Trust and school websites are compliant and effective								✓		
1.22	Maintain compliance on GLAS and Companies House								✓		
1.23	Submit annual report on the performance of the Trust to members		✓								
1.24	Maintain register of interests								✓		
1.25	Maintain a trustee/governor expenses policy								✓		
1.26	Approve 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 local governing board committee chairs									✓	
1.29	Appoint/remove local governing board committee members									✓	
1.30	Agree local governing board committee clerking arrangements								✓	✓	

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1.31	Appoint and dismiss local clerks								✓	✓	
1.32	Agree local governing board 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		✓								
2.1	Determine Trust's vision, strategy, ethos/culture and key priorities		✓				✓				
2.2	Develop engagement channels with key stakeholders in line with Trust vision and priorities						✓	✓			✓

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2.3	Agree Trust growth strategy		✓				✓	✓			
2.4	Determine non-statutory trust-wide policies							✓	✓		
2.5	Determine school level policies						✓				✓
2.6	Deliver Trust development plan										
2.7	Determine school improvement plans										
2.8	Deliver school improvement plans										
3.1	Appoint and performance manage chief financial officer (CFO)						✓				
3.2	Produce Trust's financial regulations to further expand on processes relating to delegated financial powers		Trust board to approve					✓			
3.3	Produce annual report and accounts		Trust board to approve					✓			
3.4	Submit required financial reports and returns							✓			
3.5	Agree budget plan to support delivery of Trust strategic priorities		✓				✓	✓			

	Task	Members	(BoT)	(FRC)	(ARC)	(SC)	CEO / CAO	CFO / DoF&R	GP	LGB	Headteachers
3.6	Agree budget plan to support delivery of schools 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 schools budgets		✓	✓				✓			
3.12	Prepare management accounts every month setting out the Trusts financial performance and position		To be shared with chair of trustees every month when not circulated to trustees.					✓			

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3.13	Approve expenditure/contracts above a specified threshold		✓	✓			✓	✓			
4.1	Appoint and remove external auditors	✓									
4.2	Receive external auditors' report	✓	✓								
4.3	Ensure ATH requirements relating to the review of the external auditors' plans, findings and effectiveness are adhered to			✓	✓						
4.4	Action recommendations arising from internal audits						✓	✓			
4.5	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third parties to support the Trust				✓						
4.6	Agree risk management policy		Trust board to approve		✓		✓				
4.7	Oversee the risk register and undertake a full review at least annually		✓								

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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, health and safety policy and procedures at school level						✓			✓	✓
4.12	Agree premises management documents, including estate vision, estate strategy and asset management plan		✓		✓						
4.13	Monitor school estates to ensure they are safe and well-maintained						✓				
4.14	Ensure that there is suitable expert support on health and safety						✓				

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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		✓								
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			✓							
5.1	Appoint, performance manager and dismiss Accounting Officer (CAO)		✓								
5.2	Appoint, performance manager and dismiss executive team staff						✓				

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5.3	Appoint, performance manager and dismiss Headteachers		✓				✓			✓	
5.4	Appoint, performance manager and dismiss school level staff members						✓				✓
5.7	Appoint, performance manager and dismiss CEO		✓								
5.6	Determine executive team staffing structure						✓				
5.7	Determine school level staffing structure									✓	✓
5.8	Determine central team staffing structure						✓	✓			
5.9	Agree CAO/CEO pay and reward		✓								
5.10	Agree executive team pay and reward						✓				
5.11	Agree central team pay and reward						✓				
5.12	Review and agree pay and appraisal policy			✓							
5.13	Implement CAO/CEO capability and disciplinary		✓								
5.14	Implement executive team capability and disciplinary						✓				

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5.15	Implement central team capability and disciplinary						✓				
5.16	Implement school staff capability and disciplinary										✓
5.17	Review and approve capability and disciplinary policies			✓							
5.18	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		✓	✓							
5.19	Ensure appointment of DSLs and deputy DSLs						✓				✓
5.20	Ensure appointment of SENCOs						✓				✓
5.21	Ensure there is effective school improvement capacity within, or accessed by, the Trust						✓	✓			
5.22	Monitor compliance with safer recruitment requirements		✓				✓			✓	✓
5.23	Monitor staff wellbeing and workload					✓				✓	✓

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5.24	Monitor staff statutory training (safeguarding, cyber security, prevent, H&S etc) and impact of CPD					✓	✓			✓	✓
6.1	Approve curriculum						✓				✓
6.2	Agree and implement school curriculum policies										✓
6.3	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		✓				✓				
6.4	Ensure provision of religious education						✓				✓
6.5	Ensure delivery of collective worship						✓				✓
6.6	Ensure compliance with SMSC requirements including the promotion of British values					✓	✓				✓
6.7	Deliver provision of statutory careers education (secondary)										✓
6.8	Monitor the inclusiveness of the curriculum									✓	✓

	Task	Members	(BoT)	(FRC)	(ARC)	(SC)	CEO / CAO	CFO / DoF&R	GP	LGB	Headteachers
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	Monitor effectiveness of SEND provision at an school level, ensuring compliance with relevant policies and statutory requirements						✓			✓	✓
7.10	Monitor progress and attainment for all vulnerable children					✓	✓			✓	✓

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7.11	Monitor support for looked after and previously looked after children					✓	✓			✓	✓
7.12	Determine and implement behaviour policy										✓
7.13	Monitor pupil behaviour data across different pupil groups					✓	✓			✓	✓
7.134	Ensure careers provider access across Trust						✓				
7.15	Review Headteacher decision to suspend/exclude pupils						✓			✓	
7.16	Monitor rates of suspension and exclusion across the Trust					✓					
7.17	Ensure free school meal provision is adequately implemented									✓	
7.18	Deliver inclusive extra-curricular activities										✓
7.19	Monitor children's wellbeing and how this is actively supported					✓	✓			✓	✓

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7.20	Monitor provision and outcomes for EAL pupils										✓
7.21	Monitor safeguarding arrangements at school level, ensuring compliance with relevant policies and statutory requirements.					✓	✓			✓	✓
8.1	Implement admissions appeal process									✓	✓
8.2	Determine and implement complaints policy										✓
8.3	Review complaints at panel stage					✓				✓	
8.4	Monitor all complaints raised (including through external agencies e.g. LA, ESFA and Ofsted) across the Trust					✓	✓				
8.5	Develop and engage with key stakeholders at Trust level		✓				✓		✓		
8.6	Develop and engage with key stakeholders at school level					✓	✓			✓	✓