

Scheme of Delegation 2026/2027

Key	
TB	Trust Board
FBA	Trust Board finance, business and audit committee
AIPS	Trust Board achievement, improvement and people strategy committee
CEO	Chief Executive Officer – Can delegate to CFO or other central team
GOO	Governance Operations Officer
LGB	Local Governing Board
HT	Academy Principal / Headteacher
✓	Action to be undertaken at this level
✓	Action can not be delegated lower than this level
C	Consultation required to provide advice and support to those accountable for decision making

	1. Trust governance	TB	FBA	AIPS	CEO	GOO	LGB	HT
1.1	Approve terms of reference for the trust board	✓						
1.2	Set expectations of trustee and committee member (including local governor) conduct	✓						
1.3	Appoint and agree the responsibilities of link trustees for safeguarding, SEND, and careers	✓						
1.4	Ensure an appropriate skill set on the board, including adequate financial skills and understanding	✓						
1.5	Appoint trust governance professional	✓			C			
1.6	Appoint data protection officer (DPO)				✓			
1.7	Undertake trust governance professional appraisal annually	C			✓			
1.8	Articles of association: review and make recommendation to members	✓						
1.9	Agree scheme of delegation and review annually	✓			C	C		
1.10	Agree academy committee terms of reference and review annually	✓					C	
1.11	Agree trust board committee terms of reference and review annually	✓						
1.12	Publish governance arrangements on trust and academy websites					✓		
1.13	Ensure trust and academy websites are compliant and effective				✓	C		
1.14	Maintain compliance on GIAS and Companies House				C	✓		
1.15	Approve annual report and accounts	✓						
1.16	Maintain register of interests					✓		
1.17	Ensure all required policies are in place and approve (trust-wide) policies	✓	✓	✓	C	C		
1.18	Approve academy-level policies							✓
1.19	Appoint/remove academy committee chairs	✓			C	C		
1.20	Appoint/remove academy committee vice chairs					C	✓	
1.21	Appoint/remove academy committee members					C	✓	
1.22	Establish a process for parent and staff governor elections					✓		
1.23	Implement process for parent and staff governor elections					C		✓
1.24	Agree academy committee clerking arrangements	✓			C	C		

1.25	Appoint and dismiss local clerks	√			C	C		
1.26	Agree academy committee meeting dates and agendas, ensuring trust-wide consistency					√	C	
1.27	Review local governance effectiveness	√			C	C	C	
1.28	Set and promote a culture of diversity and inclusion, including ensuring a diverse board and academy committees which are representative of the communities they serve	√				C		
1.29	Ensure two way communication channels are in place between the board and academy committees	C			C	√	C	
1.30	Ensure stakeholder voices are heard in decision-making processes	√			C	C		
	2. Vision and strategy	TB	FBA	AIPS	CEO	GOO	LGB	HT
2.1	Determine trust's values, vision and strategy	√			C			
2.2	Monitor progress against the strategic plan	√						
2.3	Set school development plans in line with the trust strategy							√
2.4	Monitor progress against the school development plan						√	C
2.5	Agree trust growth strategy	√			C			
	3. Finance	TB	FBA	AIPS	CEO	GOO	LGB	HT
3.1	Approve levels of financial delegation	√						
3.2	Produce trust's financial manual to further expand on processes relating to delegated financial powers				√			
3.3	Produce annual report and accounts				√			
3.4	Produce monthly management accounts				√			
3.5	Review monthly management accounts		√		C			
3.6	Submit required financial reports and returns				√			
3.7	Agree budget plan to support delivery of trust strategic priorities	√	C		C			
3.8	Approve long-term financial plans	√	C		C			
3.9	Develop and submit three-year budget forecast				√			
3.10	Carry out benchmarking and trust-wide value for money evaluation	√			C			
3.11	Agree reporting and monitoring arrangements for trust and academy budgets	√						
	4. Workforce	TB	FBA	AIPS	CEO	GOO	LGB	HT
4.1	Appoint/dismiss the CEO/Accounting Officer	√						
4.2	Appoint/dismiss the chief financial officer (CFO)	√			C			
4.3	Appoint/dismiss other executive team SLT members	C			√			
4.4	Appoint/dismiss other central executive team staff				√			
4.5	Appoint/dismiss headteachers				√			
4.6	Appoint/dismiss academy level staff members				C			√
4.7	Performance manage the CEO	√						
4.8	Performance manage other central executive team staff				√			
4.9	Performance manage headteachers				√		C	
4.10	Performance manage academy level staff members							√
4.11	Determine central executive team staffing structure (within agreed budget)				√			
4.12	Determine academy level staffing structure (within agreed budget)				C			√
4.13	Check appointment of DSLs and deputy DSLs				√		C	

4.14	Check appointment of SENCOs				√		C	
4.15	Ensure there is effective school improvement capacity within, or accessed by, the trust			√	C			C
4.16	Monitor compliance with safer recruitment requirements				√			
4.17	Monitor staff wellbeing and workload			√	C		C	C
4.18	Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD				√		C	C
	5. Curriculum	TB	FBA	AIPS	CEO	GOO	LGB	HT
5.1	Determine cross-trust aspects of the curriculum			C	√			
5.2	Determine academy-specific curriculum, ensuring requirements of the national curriculum are met				C			√
5.3	Agree equality information and objectives (public sector equality duty) statement and monitor delivery	√						
5.4	Ensure provision of religious education							√
5.5	Ensure delivery of collective worship							√
5.6	Deliver provision of statutory careers education (secondary)							√
5.7	Monitor the inclusiveness of the curriculum				C		C	√
	6. Pupils and learning support	TB	FBA	AIPS	CEO	GOO	LGB	HT
6.1	Ensure high standards of teaching and learning				√			C
6.2	Set targets for pupil outcomes across trust and monitor in-year data termly			√	√			C
6.3	Agree school improvement strategies				√			C
6.4	Determine use and monitor impact of pupil premium						√	C
6.5	Set the dates of school terms and holidays				√			√
6.6	Set the times of school sessions							√
6.7	Monitor attendance of pupils			√	C		C	C
6.8	Ensure effective and compliant trust-wide SEND provision including SEND code of practice			√	C			C
6.9	Monitor effectiveness of SEND provision at an academy level, ensuring compliance with relevant policies and statutory requirements				√		C	C
6.10	Monitor progress and attainment for all pupils, including for specific pupil groups eg vulnerable children, sex, ethnicity			√	C		C	C
6.11	Monitor pupil behaviour data across different pupil groups			√	C		C	C
6.12	Review headteacher decision to suspend/exclude pupils					C	√	
6.13	Monitor rates of suspension and exclusion across the trust			√	C			C
6.14	Ensure school food standards are met for pupils		√		C			C
6.15	Ensure free school meal provision is adequately implemented		√		C			C
6.16	Deliver inclusive extra-curricular activities				C		C	√
6.17	Monitor children's wellbeing and how this is actively supported				C		C	√
6.18	Ensure trust-wide safeguarding arrangements are in place and compliant with Keeping Children Safe in Education			√	C			
6.19	Ensure academy-level safeguarding arrangements are in place and compliant with Keeping Children Safe in Education				C		C	√

6.20	Monitor effectiveness and impact of safeguarding arrangements at academy level				✓		C	C
	7. Parents and community	TB	FBA	AIPS	CEO	GOO	LGB	HT
7.1	Ensure effective arrangements are in place for gathering pupil and parent views					C	✓	
7.2	Monitor actions taken as a result of stakeholder feedback	C			C		✓	
7.3	Review complaints at panel stage				✓			
7.4	Monitor all complaints raised (including through external agencies eg LA, DfE and Ofsted) at academy level and across the trust	✓			C			
	8. Other Key Compliance Areas	TB	FBA	AIPS	CEO	GOO	LGB	HT
8.1	Set admissions policies	✓			C	C		
8.2	Implement admissions appeal process							✓
8.3	Receive external auditor's report		✓					
8.4	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to		✓		C			
8.5	Ensure ATH requirements relating to internal scrutiny arrangements (internal audit) are adhered to		✓		C			
8.6	Action recommendations arising from internal audits				✓			
8.7	Oversee strategic risk	✓			C			
8.8	Undertake regular review of trust-wide risk register	✓						
8.9	Manage and report on risk mitigation strategies				✓			C
8.10	Oversee academy-level risk and risk register						✓	C
8.11	Manage and report on academy-level risk mitigation strategies							✓
8.12	Maintain trust contingency and business continuity plans				✓	C		
8.13	Monitor implementation of, and compliance with, health and safety policy and procedures at academy level				✓			C
8.14	Agree premises management documents, including estate vision, estate strategy and asset management plan		✓		C			
8.15	Monitor academy estates to ensure they are safe and well-maintained		✓		C		C	C
8.16	Ensure that there is suitable expert support on health and safety				✓			
8.17	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust	✓			C			
8.18	Develop a cyber security framework				✓			
8.19	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes				✓			
8.20	Complete and maintain Single Central Record (SCR) - for trustees and local academy committee members				✓ HT			C
8.21	Complete and maintain Single Central Record (SCR) - for central executive team				✓ HR			
8.22	Complete and maintain Single Central Record (SCR) - for academy staff							✓
8.23	Receive routine reports on the status of the SCR for academy staff			✓			✓	