



# Governance Scheme of Delegation

*Reviewed September 2018*

## Rationale

This documents outlines the Scheme of Delegation (SoD) for governance functions and sets out the structure and remit of the EPT members, the board of directors, its committees and Local Governing Bodies (LGBs). The SoD has been developed to be compliant with the Articles of the Trust and the Department for Education (DfE) 'Governance Handbook'. It will be reviewed and updated annually and as required to reflect changes to the law and education policy.

## Vision Statement

Our vision is to create outstanding schools which transform learning, lives and communities.

## What is our Purpose?

The Board of the EPT is determined to see a high performing Multi-Academy Trust that delivers the very best educational experience for our pupils with an ethos of collaboration and excellence. Our strategic aims will help us to achieve our vision and are underpinned by our core principles, as follows:

- Every school to be outstanding
- To deliver educational excellence for all our pupils
- To improve outcomes by working in partnership with the community

Our Core Principles are:

- High Expectations

We have the highest expectations of all – ourselves, our pupils, our staff and our school community

- Partnership

We will work collaboratively with partners to achieve the best possible outcomes for our pupils.

- Passionate

We are passionate about education and learning as a vehicle to life opportunities and committed to our pursuit of excellence in all we do.

- Innovative

We relentlessly pursue new ideas that drive growth, increase our effectiveness and improve outcomes.

## **Governance Structure and lines of accountability**

The Board of Director's delegates responsibility for the performance of the Trust, including the performance of the academies within the Trust, to the Chief Executive (CE). However, some responsibilities concerning the performance of each academy are delegated to the Local Governing Body (LGB). These responsibilities include monitoring whether the school is working within the agreed policies, whether standards are being met, and if the money is being well spent. This means that as the CE is accountable to the board for the performance of the trust as a whole, the CE will report to the board on the performance of the trust including on the performance of the trust's academies, although this may be supplemented by monitoring reports from the LGB. The CE is performance managed by the trust board. The CE performance manages the academy head teachers but will seek input from the LGB chair.

## **Roles and Responsibilities**

### **Members**

Members have ultimate responsibility for the trust achieving its charitable objectives. They sign off the articles of association and have power to appoint and remove the Board of Directors (Trustees).

### **Board of Directors (Trustees)**

The Board of Directors (BoD) must ensure compliance with company and charity law and with the trust's funding agreement with the Secretary of State. The directors are responsible for the general control and management of the administration of the trust in accordance with the provisions set out in the memorandum and articles of association. The board is accountable for the performance of all academies within the trust and as such must:

1. Ensure clarity of vision, ethos and strategic direction
2. Hold the executive to account for the educational performance of the schools and their pupils, and the performance management of staff.
3. Oversee the financial performance of the trust and make sure its money is well spent.

(A full list of Directors is published on the EPT website [www.ept-uk.com](http://www.ept-uk.com))

### **Audit & Finance Committee**

The purpose of the committee is to assist the decision making of the Board of Directors, by enabling more detailed consideration to be given to the best means of fulfilling the trust responsibility to ensure financial probity. This committee provides a process for independent checking of financial controls, systems, transactions and risks.

### **Local Governing Body (LGB)**

The board will establish, for each academy, a Local Governing Body (LGB), whose governance role is to oversee the running of the academy on behalf of the Trust. The Trust will determine the level of delegation and membership of the LGB. However, this document is intended to stress the critical role that LGBs have and their decision making powers. The LGB will:

- Ensure clarity of vision, ethos and strategic direction of the academy in line with the strategic direction of the EPT
- To monitor whether standards are being met, the academy is working within the agreed policies, and if the money is being well spent
- To scrutinise, challenge and support the progress against the academy's strategic objectives, improvement plan and self-evaluation framework
- Ensure value for money and the legal compliance of the academy
- Act as the panel when reviewing the academy principal's decisions on exclusions, and parents' complaints
- Forge links with the community
- Act as an ambassador for the school
- To ensure the academy fulfils it's statutory duties in relation to Health & Safety, Special Educational Needs and Safeguarding

### **Standards and Effectiveness Committee**

Each LGB will establish and Standards and Effectiveness Committee. The role of this committee will be to drive improvement by the scrutiny, challenge and support of progress against standards and educational outcomes ensuring a broad and balanced curriculum which meets the needs of the pupils.

The LGB is responsible for establishing any additional sub-committee to enable the appropriate delegation of its functions, and adopt the Trust terms of reference including:

- Resources
- Performance Management (other than the Headteacher)
- Pay (other than the Headteacher)
- Appeals Panels as required

### Communication between the Board and LGB

The Board meet regularly and as often as necessary. The Chair of EPT and Chief Executive will schedule meetings with the Headteachers and Chairs of the LGBs as and when required. This provides an opportunity for information sharing between the board and LGBs and have issues raised which may have influence across the trust and its academies as well as particular institutions. The performance of the LGB will be reviewed annually by the CE and the Chair of Governors and priorities agreed.

### Composition of LGB's

The table below shows the minimum membership level - additional members will be appointed based on required skill sets and expertise. All appointments will be subject to a one year's probation. The term of office will be 4 years and then reviewed on an annual basis. The Chair of the Board and Chief Executive will be a member of the LGB on opening or conversion of the new Academy for a period determined by the Trust.

Type of Member	Number	Term of Office	How they are elected
Executive Headteacher (if applicable)	1	Indefinite	N/A – by appointment as Executive Headteacher
Headteacher of relevant Academy	1	Indefinite	N/A – by appointment as Headteacher
Chair	1	4 years	Appointed by the trust

Vice-Chair	1	4 years	Appointed by the trust
Parent Governor	2	4 years	Parent election – secret ballot to be organised by the relevant Academy
Additional governor (s) based on skills gap	As required	4 years	Appointed by trust/academy but subject to trust approval
Sponsor governor (s)	1	4 years	Appointed by the trust
Clerk to the LGB	1	Indefinite	Appointed by the trust

### Governance Arrangements

Function	Delegated Authority
<ul style="list-style-type: none"> <li>▪ Amendments to Memorandum &amp; Articles, subject to Charity Commission and DfE approval where applicable</li> <li>▪ Ensure compliance with the Funding Agreements</li> <li>▪ Approve the annual timetable of Board meetings, format of Board agendas and maintenance of minutes</li> <li>▪ Approve the Governance and Accountability Handbook</li> <li>▪ Approve the Finance Handbook</li> <li>▪ Approve Schemes of Delegation of powers from the board to Local Governing Body and sub-committees and their terms of reference;</li> <li>▪ Approve Trust policies and procedures including arrangements for dealing with complaints</li> <li>▪ Adopt, review and amend the organisational, management and control structures, processes and procedures required to further the aims of EPT's objects.</li> </ul>	Board of Directors (BoD)

<ul style="list-style-type: none"> <li>▪ To publish the annual report and accounts incorporating governance statement demonstrating value for money</li> <li>▪ Receive reports from Executive, sub-committees and LGBs, and agree/ reject any recommendations presented to the Board.</li> <li>▪ Ratify any urgent decisions taken by the Chair and CE</li> <li>▪ Require and receive the hospitality received and declaration of directors and governors, monitoring interests that may conflict with those of EPT and determine the manner in which such conflicts will be managed</li> <li>▪ Hold responsibility for registering EPT and providing further information, as requested, to the Charity Commission and Companies House where appropriate, or to advise if EPT ceases to exist.</li> <li>▪ Management of risk: establish register, review and monitor</li> <li>▪ Agree procedures for the effective evaluation of the board and its sub-committees</li> <li>▪ To maintain and publish a Register of Business and Pecuniary for members and directors and ensure probity in all its dealings.</li> </ul>	
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Function	Delegated Authority
<p>Support in the development and operation of EPT's governance framework, including:</p> <ul style="list-style-type: none"> <li>▪ Regulatory requirements and developments in governance good practice</li> <li>▪ Support in the processes of director appointment, induction and development; board evaluation and renewal</li> <li>▪ Planning and organisation of Board &amp; Committee meetings, including preparation and circulation of agendas, papers, and draft minutes, in consultation with the Chair</li> <li>▪ Authority to attend any meeting of the LGBs</li> <li>▪ Report to the next Board meeting any items approved under delegated authority</li> <li>▪ Prepare the necessary reports to support and provide confidence to the Board in matters reserved for their authority</li> <li>▪ Induction and training of governors</li> <li>▪ Maintain a Register of Business &amp; Pecuniary Interests and ensure probity in all its dealings.</li> </ul>	<p>Chief Executive (CE)</p>
<ul style="list-style-type: none"> <li>▪ Provide challenge and support to the Headteacher</li> <li>▪ To provide scrutiny, challenge and support in relation to all matters of the academy – both operational and educational performance</li> <li>▪ Responsibility for behaviour, discipline and attendance at the school</li> <li>▪ Be transparent and accountable, including in terms of governance structures, attendance at meetings, and contact with parents and carers</li> <li>▪ Annually self-review the performance of the LGB</li> </ul>	<p>Local Governing Body (LGB)</p>

<ul style="list-style-type: none"> <li>▪ To adopt and ensure adherence to the policies of the trust and the Academy</li> <li>▪ Be responsible for establishing any necessary sub-committees to enable the appropriate delegation of its functions, and adopt the Trust terms of reference including: <ul style="list-style-type: none"> <li>○ Resources</li> <li>○ Performance Management (other than the Headteacher)</li> <li>○ Pay (other than the Headteacher)</li> <li>○ Appeals Panels as required</li> </ul> </li> <li>▪ Ensure that the academy fulfils its statutory duties in relation to Health &amp; Safety, Special Educational Needs, Safeguarding, Teacher’s Pay Progression, and Pupil Premium grant spend</li> <li>▪ To ensure sound management of the academy’s business resources, including robust planning, monitoring and probity.</li> <li>▪ To recommend the academy budget to the board for approval and monitor significant exceptions through the financial year</li> <li>▪ Monitor the preparation of the academy’s Self-Evaluation Framework report</li> <li>▪ Receive minutes of sub-committee meetings at the following LGB meeting</li> <li>▪ Be responsible for managing the school estate as appropriate and ensure health and safety requirements are met in all its activities.</li> <li>▪ Provide reports to the Board of Directors as requested</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Responsible for achieving the strategic direction of the academy including the vision, mission, self evaluation and academy improvement plan</li> </ul>	Headteacher

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| <ul style="list-style-type: none"><li>▪ Responsible for the internal organisation, management and control of the academy, the implementation of policies approved by the trust and LGB, and for the direction of teaching and curriculum</li><li>▪ DBS clearance of governors and up to date SCR</li></ul> |  |
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