

## **Governance and Accountability: Scheme of Delegation**

<b>This document has been approved for operation within:</b>	All Trust Establishments
<b>Date effective from</b>	July 2021
<b>Date of next review</b>	July 2022
<b>Review period</b>	Annual
<b>Status</b>	Mandatory
<b>Owner</b>	Education Partnership Trust
<b>Approved by</b>	EPT Board of Directors

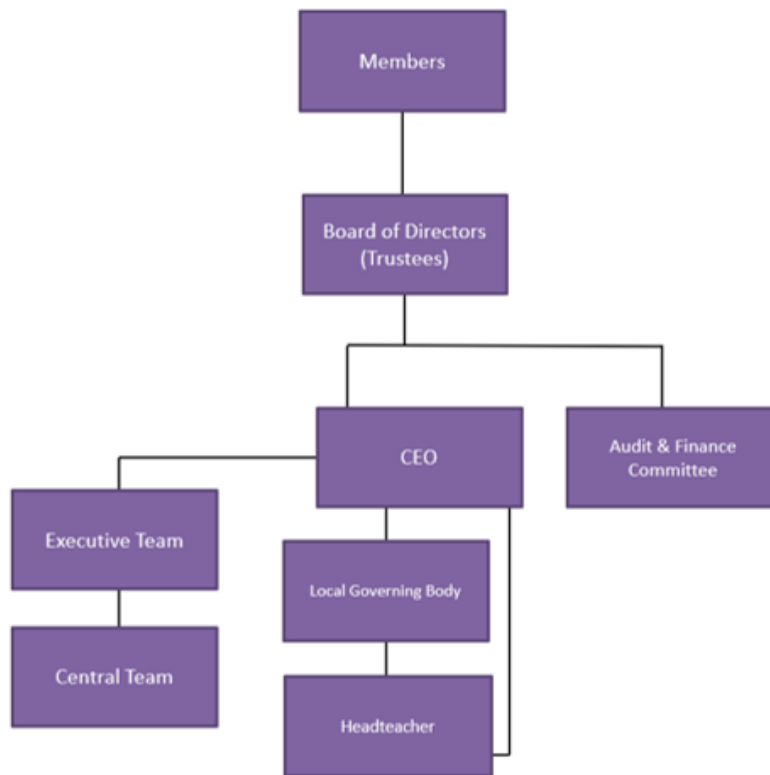
This Scheme of Delegation identifies the key decision-making authorities for schools within the Education Partnership Trust. It determines the functions undertaken by the Board of Trustees and those which have been delegated to the CEO/Central Team, Local Governing Bodies and Headteachers.

The Scheme of Delegation applies to all schools, this delegation is based upon the quality of governance and management and a school's performance being at an acceptable level. The delegation 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. Where performance is judged to be insufficient, then the Board of Trustees will revoke powers from Schools and their Local Governing Bodies.

The Board of Trustees can delegate identified functions to a committee as indicated in the Governance Structure and Scheme of Delegation. Where decisions have been delegated, they must be reported back to the Board of Trustees at the next meeting. Where there is a specific need for a decision to be taken, and a time imperative precludes awaiting the next Trustee meeting, action may be agreed with the Board of Trustees' Chair. This must be reported to the Board of Trustees at the next meeting.

It is essential that a Headteacher has sufficient powers to manage effectively on a day-to-day basis. The Board of Trustees delegates general responsibility to manage financial commitments and expenditure in accordance with the approved budget plan and financial regulations. Where there is a shared responsibility for decision making between the Trust and its schools, the Trust has the ultimate responsibility.

## Governance Structure



## Scheme of Delegation

*This framework uses the following letters to denote roles regarding key functions:*

- R denotes responsibility: ultimate approval or decision-making body.
- C denotes a consultative role prior to sign off: views should be actively sought and considered prior to a decision. This should be detailed within any report.
- O denotes an overview role to ensure a function is undertaken in line with policy or procedure: the agenda for any meeting, or job description, should include specific reference to ensuring monitoring of the function is undertaken.
- A denotes an advisory role: provides guidance or opinions to assist decision-making.

Function or Task	EPT			School	
	Board of Trustees	Audit & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
<b>School Improvement</b>					
Approving Trust School Improvement Framework			R		A
Implementing the Trust School Improvement Framework			O		R
Undertaking quality assurance of teaching and outcomes			O	O	R
Commissioning External Quality Assurance			R		
Implementing Recommendations from the Trust Quality Assurance Programme			O	O	R
<b>Curriculum</b>					
Developing & implementing the curriculum policy and plan			O	O	R
Maintaining standards of teaching			O	O	R
Responsibility for a pupil's education			O	O	R
Providing sex education within curriculum policy			O	O	R
Monitoring, reviewing and evaluating spiritual, moral, social, cultural (SMSC), Community Cohesion and anti-extremism programmes			O	R	R
Approving policy for discharging duties in respect of pupils with special needs			O	R	
Implementing policy for discharging duties for pupils with SEND			O	R	R
<b>Target Setting</b>					
Setting and publishing targets for pupil achievement			O	O	R
Monitoring progress against the achievement of these targets			O	O	R
Monitoring, by exception, failure to meet key targets, ensuring management actions are in place to address			C	O	R
<b>Discipline/Exclusions</b>					
Approving a Behaviour Policy in line with statutory requirements	R		C		C

Function or Task	EPT			School	
	Board of Trustees	Audit & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Implementing the Behaviour Policy, including ensuring correct responsibilities for determining exclusions in line with a Standard Operating Procedure			O	R	R
<b>Safeguarding</b>					
Approving Safeguarding Policy	R		C		
Monitoring Safeguarding issues within a school	O		A	R	R
Ensuring effective Safeguarding procedures	R		C		
<b>School Organisation</b>					
Setting the framework for the times of school sessions and school term dates			O		R
Setting the times of school sessions and school term dates in line with policy			O		R
Ensuring that school lunch nutritional standards are met			O		R
<b>Strategy</b>					
Approving the Trust's Strategic Plan	R		C		
Preparing the Self-Evaluation Form (SEF)			C	O	R
Preparing the School Improvement Plan (SIP)			C	O	R
Approving the SEF/SIP			O	R	
Monitoring, reviewing and evaluating progress of the SIP			O	R	R
Holding the Headteacher to account for the day- to-day running of the school – standards, behaviour etc.			R	O	
Approving Significant Changes as defined by DfE guidance	R		C	A	A
<b>Governance</b>					
Monitoring and evaluating the school's conduct against the vision and values of the Trust	R		C	A	
Approving Scheme of Delegation	R		C		

Function or Task	EPT			School	
	Board of Trustees	Audit & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Approving statutory and key regulatory policies	R		C		
Approving policies which are not statutory or identified as key regulatory within the Policy Framework			R	O	
Implementing policies and standard operating procedures			R	O	R
Approving school-level policies in line with Trust guidance			O	R	
Approving a risk management framework and Risk Policy	R	A	C		
Maintaining a Risk Register in accordance with the Trust's risk management framework, and review the Risk Register at least annually	R	C	O	O	R
Approving a business continuity plan framework		R	C		
Maintaining a business continuity plan in accordance with the Trust's framework		O	R	O	R
Reviewing and monitoring the annual statement of assurance		R	C		
Appointing and removing the Trust-appointed members of the Local Governing Body			R		
Managing the elections for the appointment of Parent and Staff members of the Local Governing Body			A	O	R
Appointing and removing the Chair of the Local Governing Body			R		
Appointing and removing the Vice-Chair of the Local Governing Body			A	R	
Appointing the Trust Secretary	R		C		
Appointing 'Lead Governors' in line with Trust guidance				R	
Setting the model agenda and frequency of meetings of the Local Governing Body			R	C	
Adapting the model agenda for Local Governing Body meetings			R	C	O

Function or Task	EPT			School	
	Board of Trustees	Audit & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Conducting meetings of the Local Governing Body in accordance with the Trust framework			O	R	
Maintaining a Register of Business Interests for the Trust			R		
Maintaining a Register of Business Interests for the Local Governing Body			R		
Monitoring the reports of the External Auditor and ensuring implementation of actions		R	C	O	R
Monitoring Ofsted reports and ensuring implementation			C	O	R
Appointing Internal Auditors		R	A		
Appointing External Auditors	R	A	A		
Monitoring the reports of Internal Auditors and ensuring implementation of actions		R	C	O	R
Approving an Equalities Framework	R		C		
<b>Finance</b>					
Approving a Balanced Budget for the Trust	R		O		
Ensuring financial sustainability to operate as a going concern	R		O		
Approving Financial Allocation to schools		R	O		
Approving individual school budgets			R	R	A
Challenge pupil number estimates that underpin revenue projections on a termly basis			R		
Approving ESFA Financial Returns			R		
Sharing regular Management Accounts with Trustees			R		
Monitoring monthly income and expenditure			R		R

Function or Task	EPT			School	
	Board of Trustees	Audit & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Monitoring termly income and expenditure			R	O	R
Approving the Trust's Finance Policy and procedures	R		C		
Approving the Trust's Charging and Remissions policy	R		C		A
Agreeing local charges in accordance with the Trust's Charging and Remissions policy			O	R	C
To prepare and publish the annual report and accounts in accordance with the accounting framework		O	R		
Trust's financial handbook: establish, monitor and review		O	R		
Approving Trust Financial Statements	R	O			
Approving the intended use of surplus school balances	O		R	C	A
<b>Human Resources (HR)</b>					
Approving the Trust HR Framework	R				
Implementing the Trust HR Framework	O		R	O	R
Approving the Trust Central Team Structure	R		A		
Recruiting to the Trust Central Team Structure			R		
Approving a school's Staff Structure			R	C	C
Recruiting to a school's Staff Structure			C	O	R
Appointing the Chief Executive	R				
Approving Executive Pay	R				
Appointing and agreeing pay of Headteacher			R	A	
Appointing and agreeing pay of school's Senior Leadership Team			C	C	R

Function or Task	EPT			School	
	Board of Trustees	Audit & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Approving pay policy outside of national terms and conditions	R		C		
Approving the Pay Policy	R		C		
Implementing the Pay Policy				C	R
Exercising pay discretions within policy			R		R
Agreeing redundancies			R	C	C
Supporting Staff well-being			R	O	R
Dismissing Headteacher			R	C	
Dismissing Deputy-Headteacher			C	C	R
Dismissing other staff			C	C	R
Suspending/reinstating Headteacher			R	A	
Suspending/reinstating Deputy-Headteacher			C	A	R
Suspending/reinstating other staff			C		R
Agreeing Headteacher termination payments			R	A	
Agreeing termination payments for other staff within Trust framework			R	A	A
<b>Performance Management</b>					
Approving a performance management policy	R		C		
Implementing the performance management policy			R	C	R
Performance management of the Chief Executive	R		A		
Performance management of the Headteacher			R	A	
Performance management of the school Senior Leadership Team			C	C	R
Performance management of other staff			C		R
<b>Premises</b>					
Procuring buildings	R		C	A	A
Approving the Capital Buildings Strategy/Asset Management Plan		R	C	A	A



Function or Task	EPT			School	
	Board of Trustees	Audit & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Delivering an approved Capital Buildings Strategy/Asset Management Plan			R	O	R
Delivering a routine maintenance and FFE refresh plan in line with Trust guidelines			O	C	R
Putting in place full insurance cover			R		A
<b>Health and Safety</b>					
Approving a Health and Safety Framework and Policy	R		C		
Implementing the Health and Safety Framework and Policy in the school			A		R
Ensuring Health and Safety regulations are followed			A	R	R
<b>Central Support Services</b>					
Organising the Central Team to deliver a regulatory function and Core Service for all schools			R		
Overseeing services provided by the Central Team	R		A	A	A
<b>Communication</b>					
Preparing and publishing the Trust website (including Social Media)			R		
Preparing and publishing the school website (including Social Media)			C	O	R
Developing partnerships with stakeholders for the benefit of the Trust	R		R		
Developing partnerships with stakeholders for the benefit of the school			O	R	R
Implementing communication activities for the Trust	O		R		
Implementing communication activities for the school			R	O	R
Developing brand guidelines for the Trust and schools	A		R		
Implementing Trust brand guidelines	O		R	O	R



High Expectations • Commitment • Ambition