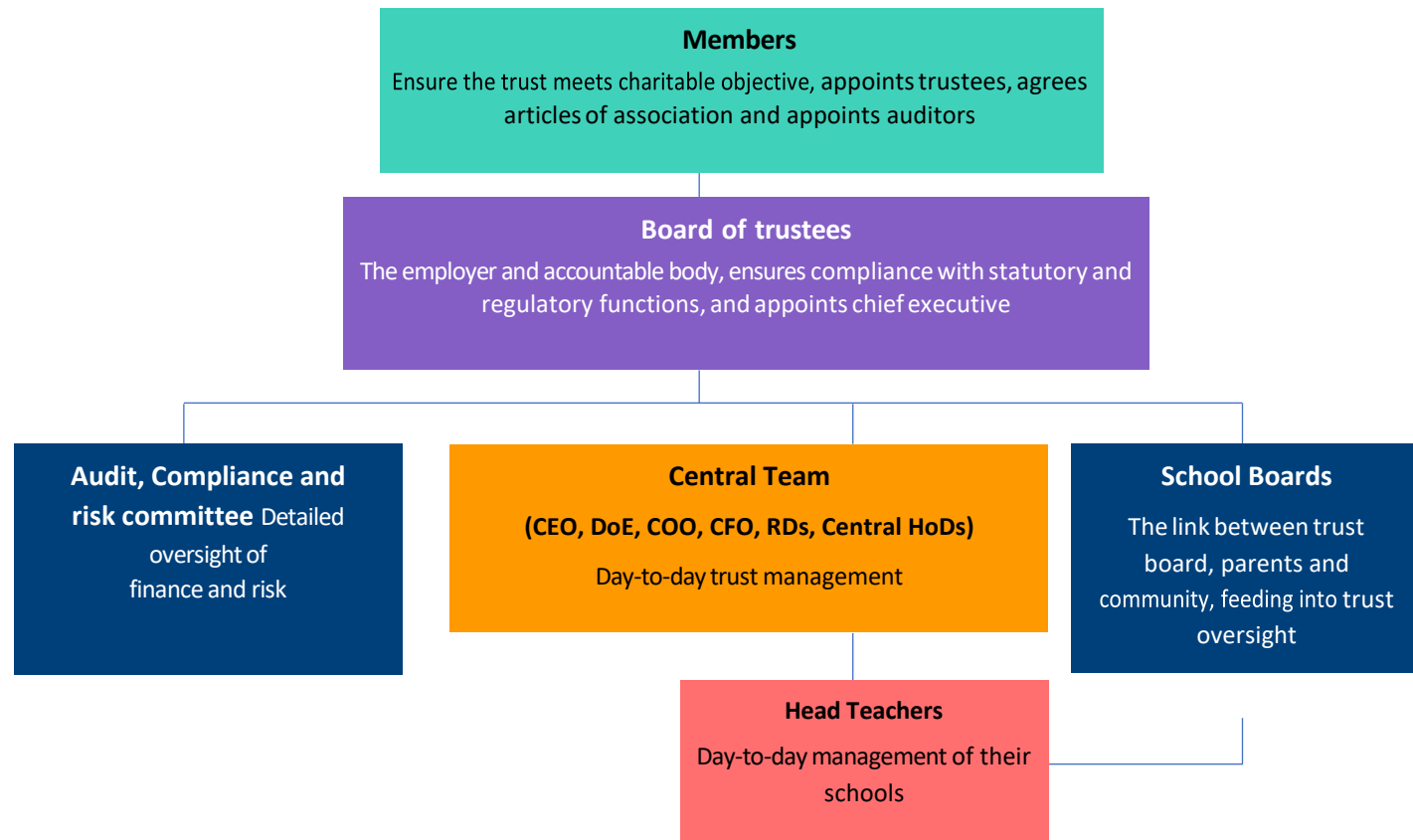




Scheme of Delegation for 2025-26

Approved by: Board of Trustees
Approved on: 10th October 2025
Operational from: 1 September 2025
Next Review date: Summer 2026 for 2026-27 academic year
Responsibility for review: Chief Executive and Chair of Trustees

Governance Structure



Roles and Responsibilities

Members	<ul style="list-style-type: none"> • Guardians of the governance of the trust, ensuring the charitable objective is fulfilled • Agree the trust's articles of association, appoint trustees and external auditors • Receive the annual report, accounts and other information • Appoint effective Trustees and hold them to account for the performance of the Trust
Trustees	<ul style="list-style-type: none"> • Legally accountable for all statutory functions and performance of all the schools within the trust, focussing on: <ul style="list-style-type: none"> ○ vision, strategy and culture ○ governance, leadership and management, including successions planning ○ policies and procedures ○ educational performance ○ financial and resource management ○ compliance with legal and contractual requirements ○ safeguarding
Executive Team	<ul style="list-style-type: none"> • Day to day management of the trust • Leadership and management of the central team and school head teachers • Reports to the trust board
School Board	<ul style="list-style-type: none"> • Champion and foster TPA's vision and expectations in the school; • Support the implementation of the school's vision, aims and objectives; • Support and challenge the performance of the school • Overview of the curriculum, its adaptation for cohort characteristics, and its implementation and impact updates • Outcomes and progress data from national assessments; • Information regarding the implementation and impact of the School Development Plan • External reviews or assessments of school provision, including Ofsted reports; • Contribute to the school's self-evaluation and School Development Plan; • Establish procedures for receiving the views of the school community
Head Teacher	<ul style="list-style-type: none"> • Day to day management of the school • Shares information to their school board about how the school operates to enable monitoring and scrutiny of school improvement plans

Scheme of Delegation Matrix

R = **Responsible** - responsible for ensuring action is completed

A = **Approver** – approver of action, this also comes with accountability

C= **Consulted** - those whose opinions are sought before a decision or action is taken.

I= **Informed** -those who are kept up to date on progress and decisions

Chair's Action

In accordance with Article 102 of the Articles of Association, in the event that the Chair of Trustees, or Vice Chair if the Chair is unavailable, is of the opinion that a matter of urgency exists and a delay in exercising the function would likely be seriously detrimental to the interests of TPA, any school within TPA, any pupil or their parent at a TPA school, or any TPA employee, then they may exercise any function of the Company which can be delegated to an individual but not any function relating to the exclusion of pupils.

Area of responsibility	Members	Trustees	Exec Team	School Board	Head Teacher
Board Business					
Appointing / removing Members	A	I	R		
Appointing / removing Trustees	A	R	I	I	
Determine powers of Chair of Trustees in urgent situations (Chairs Action)		AR	I		
Adopting/Changing the Articles of Association	A	C	R		
Appointing / removing the Chair and Vice Chair of Board of Trustees		AR	I	I	
Appointing / dismissing the Governance Professional to the Board		A	R	I	
Undertake governance professional appraisal annually		A	R		
Agreeing clerking arrangements		I	I	AR	
Appointing / removing the Chair of a Board committee		AR	C		
Appointing the Chair of a School Board		A	C	R	I
Approving the composition of a School Board		A	R	C	I
Maintain compliance on GIAS and Companies House			A/R		
Maintain register of interests		I	A/R		
Ensure there is a clear approach to trust wide policies and approval is undertaken in accordance with the policy review document		A	R	C	
Appointing Lead Trustees (Health & Safety, Education, SEND and safeguarding)		AR	C	I	I
Establishing additional committees (including Terms of Reference)		AR	C		
Agree meeting dates and agendas to ensure trust wide consistency		A	R	C	C
Approving the scheme of delegation		A	CR	I	I
Foster equality, diversity and inclusion including building a diverse board		AR	I	C	C
Establish and review trust governance structure		AR	C		
Complete annual trust board self-review		AR	C		
Complete review of local governance			AR	C	C
Publish governance arrangements on trust and schools' websites		I	AR	I	I
Ensure trust website is compliant and effective			AR		
Ensure school websites are compliant and effective			C		AR
Submit annual report on the performance of the trust to members and publish		A	R	I	

Area of responsibility	Members	Trustees	Exec Team	School Board	Head Teacher
Commission external review of board effectiveness every three years		A	R	I	I
Agree remit and constitution of any working party established to support trust's strategic objectives		A	R		
Attend trust inspections (Ofsted inspections)	I	AR	R	R	R
Determine whether other school(s) should join or leave the Trust	I	A	R	I	
Vision and Strategy					
Set, champion and review progress of the trust's vision, strategy, culture, values and key priorities	A	C	R	I	
Develop engagement channels with key stakeholders in line with trust vision and priorities		A	R	C	
Set school improvement plan in line with trust priorities			C	A	R
Finance and Operations					
Approving appointment of external auditors – after procurement	A	R	R		
Approving actions following internal and external audit recommendations / findings		A	R	I	
Approve budget plan to support delivery of school and trust strategic priorities		A	R		
Monitoring trust budget and cashflow through management accounts	I	A	R		
Approving HMRC and ESFA returns for submission		A	R		
Appointing the CFO and COO		A	R	I	I
Produce annual report and accounts in line with the Charity Commissioner's Statement of Recommended Practice	I	A	R		
Carry out benchmarking and trust-wide value for money evaluation		A	R		
Receive external auditors report	I	A	R		
Ensure Academy Trust Handbook requirements are adhered to	I	A	R		
Agree reporting and monitoring arrangements for trust and school budgets		A	R	I	I
Agree internal scrutiny programme		A	R	I	I
Oversee the risk register, undertaking a full review at least annually		A	R		
Approve trust-wide estate vision, strategy and asset management plan		A	R		

Area of responsibility	Members	Trustees	Exec Team	School Board	Head Teacher
Approve expenditure/contracts in line with financial scheme of delegation		A	AR		A
Monitor implementation and compliance of health & safety policy		A	R		R
Ensure adequate insurance is in place		A	R		
Monitor school estate to ensure it is safe and well maintained		A	R		R
Human Resources					
Appointment/Dismissal					
CEO/Accounting Officer		AR			
COO/Director of Education		A	R		
Headteachers		I	AR	C	
Other central team staff		I	AR		
School level staff					AR
Performance Management					
CEO		AR			
COO/Director of Education		I	AR		
Headteachers			AR	C	
Other central team staff			AR		
School level staff					AR
Probation, Disciplinary, Attendance, Grievance and Capability matters					
CEO		AR			
COO/Director of Education		A	R		
Headteachers			AR	I	
Other central team staff			AR		
School level staff					AR
Other					
Determine executive team staffing structure		A	R	I	
Approving any leaving payments in excess of TPA policy or in excess of ESFA thresholds		A	R		
Setting pay levels, including executive pay		AR			

Area of responsibility	Members	Trustees	Exec Team	School Board	Head Teacher
Agree Executive team and Headteacher pay award		AR			
Agree other central team pay awards			AR		
Agree school level staff pay award				I	AR
Monitor compliance with safer recruitment requirements		I	AR	I	AR
Oversee staff wellbeing, workload and working conditions		A	R	A	R
Monitor statutory training (staff, volunteers, governors and trustees)			AR		AR
Ensure appointment of DSLs and DDSLs			I		AR
Ensure appointment of SENDCos			I		AR
Education					
Approving the curriculum			A		R
Agree equality information and objectives		A	R	A	R
Plan and deliver individual school improvement interventions and strategies			A		R
Determine the use and monitoring of pupil premium and sports premium			I	I	AR
Set the dates of school terms and holidays			AR		
Monitor compliance with SEND code of practice		I	A	R	R
Monitor support, behaviour, progress and attainment for all groups of children			A	R	R
Monitor safeguarding arrangements, ensuring compliance with relevant requirements		I	R	A	R
Ensure high standards of teaching and learning			A	C	R
Delivery of curriculum			A	C	AR
Delivery of inclusive extra-curriculum activities				C	AR
Implementation of free school meal provision					AR
Set targets for trust outcomes		A	R	I	
Review exclusions and suspensions				A	R
Parent and Community					
Implementing admissions appeals processes				A	R
Review complaints at panel stage			R	A	
Monitor all complaints raised across the trust		A	R		

Appendix 1 – Policy Schedule

Policy	TPA policy	TPA Template	Other	Annual?	Approver	Where on website?	Statutory/ on website?	Approval date
Admissions (School responsibility)								
Admissions (includes appeals)		✓		Annual	SB	policies	YES	September 2025
Admission of Summer born children		✓		3 years	SB	policies	YES	September 2024
Attendance & Behaviour (RD/School responsibility)								
Attendance		✓		3 years	SB	policies	YES	September 2022
Behaviour (including anti-bullying)		✓		3 years	SB	policies	YES	September 2023
Prevent Duty	✓			3 years	ET	NO		March 2024
Suspension & permanent exclusion	✓			3 years	BoT	policies	YES	February 2023
Education Policies (DoE responsibility)								
Animals on School Premises		✓		3 years	ET	policies		April 2024
Assessment	✓			3 years	BoT	TPA		April 2024
British Values Statement	✓			3 years	BoT	TPA		April 2024
Class grouping, settings and streaming				3 years	ET	policies		April 2024
Educational visits		✓		3 years	ET	policies		January 2023
Extended Schools		✓		3 years	ET	policies		April 2024
EYFS		✓		3 years	ET	policies		April 2024
Marking and feedback	✓			3 years	ET	policies		September 2023
Outdoor learning		✓		3 years	ET	policies		November 2023
Pupils Remote Learning and Remote Education		✓		3 years	BoT	policies		April 2024
Relationships, sex and health education		✓		3 years	BoT	policies	YES	February 2024
Responsible AI Use	✓			3 years	BoT	policies		September 2025
School Rules		✓		3 years	ET	policies		
Uniform		✓		3 years	ET	policies	YES	May 2025
Environmental (RD/COO responsibility)								
Environmental strategy	✓			3 years	ET	TPA		September 2023
Finance Manual (CFO responsibility)								
Anti-Bribery	✓			Annual	BoT	TPA		July 2025
Anti-Fraud	✓			Annual	BoT	TPA		July 2025

Policy	TPA policy	TPA Template	Other	Annual?	Approver	Where on website?	Statutory/ on website?	Approval date
Charging and remissions	✓			Annual	BoT	TPA & policies	YES	July 2025
Conflicts of Interest	✓			Annual	BoT	TPA		July 2025
Debt	✓			3 years	BoT	TPA		July 2025
Financial Manual	✓			Annual	BoT	TPA		July 2025
Gifts & hospitality	✓			Annual	BoT	TPA		July 2025
Lettings		✓		3 years	SB	policies		July 2025
Members/Trustee/Governor expenses	✓			Annual	BoT	TPA		July 2025
PE and Sport Premium				Annual	SB	finance	YES	
Procedure for use of Charge Cards	✓			Annual	BoT	TPA		July 2025
Tendering and procurement	✓			Annual	BoT	TPA		July 2025
Pupil Premium strategy				Annual	SB	finance	YES	
Reserves and Investment	✓			Annual	BoT	TPA	YES	July 2025
Staff Expenses	✓			Annual	BoT	TPA		July 2025
GDPR manual (DPO responsibility)								
Surveillance & CCTV	✓			3 years	BoT	TPA		September 2025
Online Safety	✓			3 years	BoT	TPA & policies		September 2025
Cyber Security	✓			3 years	BoT	TPA		September 2025
Freedom of Information	✓			3 years	BoT	TPA	YES	September 2025
GDPR & data protection	✓			3 years	BoT	TPA	YES	September 2025
Photography & Images	✓			3 years	BoT	TPA		September 2025
Privacy Notice for Pupils	✓			3 years	BoT	TPA & policies	YES	September 2025
Privacy Notice for Staff	✓			3 years	BoT	TPA	YES	September 2025
Protection of biometric information	✓			3 years	BoT	TPA		September 2025
Record management	✓			3 years	BoT	TPA		September 2025
Responsible AI	✓			Annual	BoT	TPA & policies		September 2025
Model publication scheme	✓			3 years	BoT	TPA & policies	YES	September 2025
Website Privacy	✓			3 years	BoT	TPA & policies		September 2025
Website terms & conditions	✓			3 years	BoT	policies	YES	March 2024
Governance (Head of Governance responsibility)								

Governor visits	✓			3 years	ET	TPA		April 2024
Policy	TPA policy	TPA Template	Other	Annual?	Approver	Where on website?	Statutory/ on website?	Approval date
Register of Business Interests				LIVE		Governance	YES	live
Scheme of Delegation	✓			Annual	BoT	TPA		October 2025
H&S manual (including risk assessments) (Head of Estates responsibility)								
Administering Medication		✓		3 years	ET	NO		April 2024
Allergen & Anaphylaxis		✓		3 years	ET	NO		April 2024
Business Continuity Plan		✓		3 years	ET	NO		September 2024
Catering Allergens		✓		3 years	ET	NO		September 2025
Covid Outbreak Management Plan	✓			LIVE		NO		live
Fire management policy		✓		Annual	ET	NO		April 2024
First Aid		✓		3 years	SB	policies		April 2024
Health and Safety		✓		3 years	BoT	TPA	YES	September 2025
Health and Safety GM	✓			Annual	ET	NO		April 2025
Intimate Care		✓		3 years	ET	policies		May 2024
Minibus		✓		3 years	ET	NO		September 2024
Physical restraint	✓			3 years	ET	NO		July 2025
Risk assessment	✓			3 years	ET	NO		September 23
Risk management	✓			3 years	ET	NO		January 2025
Risk Register				LIVE		NO	YES	Live
School security (including lockdown procedure)		✓		3 years	ET	policies		April 2024
HR & Safer Recruitment Policies (Head of HR responsibility)								
Allegations of Abuse against staff & volunteers	✓			3 years	BoT	NO		September 2025
Attendance	✓			3 years	ET	NO		April 2024
Capability	✓			3 years	BoT	NO	YES	April 2024
Staff Code of Conduct	✓			3 years	BoT	NO		November 2024
DBS	✓			3 years	ET	NO		April 2024
Disciplinary procedure	✓			3 years	BoT	NO	YES	March 2024
Employee Resolution	✓			3 years	BoT	NO	YES	March 2024
Family Friendly	✓			3 years	BoT	NO		March 2024

Handbook		✓		Annual	ET	NO		September 2024
Policy	TPA policy	TPA Template	Other	Annual?	Approver	Where on website?	Statutory/ on website?	Approval date
Induction (includes ECTs)	✓			3 years	BoT	NO		April 2024
LGPS Employer Discretions	✓			3 years	ET	NO		September 2025
Menopause	✓			2 years	BoT	NO		March 2024
Pay - Executive Leaders	✓			Annual	BoT	NO		July 2025
Pay - Support Staff	✓			Annual	BoT	NO		July 2025
Pay - Teachers	✓			Annual	BoT	NO		July 2025
Performance management	✓			3 years	BoT	NO		April 2024
PPA and Cover		✓		3 years	ET	NO		April 2024
Restructure and redundancy	✓			3 years	BoT	NO		April 2024
Retirement & Re-Engagement Statement	✓			3 years	ET	NO		March 2024
Safer Recruitment	✓			3 years	ET	TPA		July 2025
Single Central Record				LIVE		NO	YES	live
Social Media accounts	✓			3 years	ET	NO		April 2024
Training agreement		✓		3 years	ET	NO		March 2024
Whistleblowing	✓			Annual	BoT	TPA & policies	YES	July 2025
Working flexibly	✓			3 years	ET	NO		March 2024
Marketing (COO responsibility)								
Marketing	✓			3 years	ET	NO		May 2025
Media relations (including media crisis handling)	✓			3 years	ET	NO		March 2024
Parental Engagement (RD responsibility)								
Concerns & Complaints		✓		3 years	BoT	policies	YES	January 2025
Parental Engagement (including code of conduct for parents & Home School Agreement)		✓		3 years	ET	policies		January 2024
Volunteers policy (including code of conduct)	✓			3 years	ET	policies		March 2024
Safeguarding Policies (Head of Safeguarding responsibility)								
Low level concerns		✓		3 years	ET	NO		April 2024
Missing child protocols	✓			3 years	ET	NO		August 2024
Safeguarding (Child Protection)		✓		Annual	BOT/SB	policies	YES	September 2025

Safeguarding children walking to and from school alone	✓			3 years	ET	policies		January 2023
Policy	TPA policy	TPA Template	Other	Annual?	Approver	Where on website?	Statutory/ on website?	Approval date
SEND & Inclusions (Head of SEND responsibility)								
Accessibility plan		✓		3 years	SB	policies	YES	April 2024
Children Looked After		✓		3 years	ET	NO		March 2024
Counselling and therapy		✓		3 years	ET	NO		September 2025
EDI		✓		4 years	BoT	policies		January 2024
English as an Additional Language		✓		3 years	ET	policies		March 2024
Equality impact assessment		✓		4 years	SB	policies	YES	
Equality information statement	✓			4 years	BoT	TPA	YES	June 2022
SEND information report		✓		Annual	SB	policies	YES	September 2025
SEND policy		✓		Annual	SB	policies	YES	September 2025
Supporting children with medical needs		✓		3 years	SB	policies	YES	March 2024
Wellbeing (Head of HR/RD responsibility)								
Bereavement policy	✓			3 years	ET	NO		April 2023
Mental Health and Emotional Wellbeing	✓			3 years	ET	TPA		July 2025

ET – Executive Team

SB – School Board

BoT – Board of Trustees