The Poppy Academy Trust Scheme of Delegation

This scheme of delegation is based on the NGA's model Academy Scheme of Delegation.

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
*Highlighted	Statutory expectation or necessary to comply with articles of association or funding agreement.

		Members	Trust board	CEO	Academy committees	Headteachers
	1. Board business					
1.1	Appoint/remove members	*A/R				
1.2	Appoint/remove trustees	*A	*R			
1.3	Elect chair of trustees		*A/R			
1.4	Appoint and remove board committee chairs		*A/R	C		
1.5	Establish and review trust governance structure		*A/R	C		
1.6	Agree named safeguarding trustee		*A/R			
1.7	Agree named SEND trustee lead		*A/R			
1.8	Appoint/remove academy committee chairs		*A/R	C	C	
1.9	Appoint/remove academy committee members		*A		R	
1.10	Appoint trust governance professional		*A	R		
1.11	Agree academy committee clerking arrangements		*A/R		C	
1.12	Articles of association: review		*A/R			
1.13	Articles of association: ratify	*A/R				

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1.14	Agree committee terms of reference (including annual schedule of business)		*A/R	C	C	C
1.15	Complete annual review of scheme of delegation		*A	R		
1.16	Complete annual trust board self-review		A/R			
1.17	Complete review of local governance		A	R	C	C
1.18	Publish governance arrangements on trust and schools' websites (Register of pecuniary interests, business interests and meeting attendance)		*A	R		
1.19	Ensure trust website is compliant and effective		*A	R		
1.20	Ensure school websites are compliant and effective		*A	R	R	R
1.21	Submit annual report on the performance of the trust to members and publish		A	R		
1.22	Commission external review of board effectiveness every three years	C	A/R	C		
1.23	Annually report work of academy committee: submit to trust and publish		A	C	R	C
1.24	Annual schedule of business for Trust Board		A/R	C		
	2. Vision and strategy					
2.1	Determine trust's vision, strategy and key priorities		A/R	R	C	C
2.2	Apply trust vision and strategy to individual schools		A	R	C	R
2.3	Determine and apply school ethos and strategy			C	A/R	A/R
2.4	Determine trust-wide policies which reflect the trust's ethos and values		*A	R		
2.5	Determine school level policies. Individual policy approval delegated to Academy Committee.		*A	R	C	R
2.6	Establish risk register and conduct regular review		*A	R	C	C
2.7	Ensure engagement with stakeholders		A	R	R	R
	3. Finance and estates					
3.1	Appoint and remove external auditors	*A/R	C	C		

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3.2	Appoint and performance manage chief financial officer		*A	R		
3.3	Produce trust's scheme of financial delegation		*A	R		
3.4	Receive external auditors report on the financial statements	*A/R	C			
3.5	Action recommendations made by external auditors		*A	R		R
3.6	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A	R		
3.7	Submit ESFA required reports and returns		*A	R		
3.8	Agree budget plan to support delivery of trust strategic priorities		A	R		
3.9	Agree budget plan to support delivery of school strategic priorities		*A	A	R	R
3.10	Monitor trust budget		*A	R		
3.11	Carry out procurement, benchmarking and trust-wide value for money evaluation		C	A/R		
3.12	Agree reporting and monitoring arrangements for trust and school budgets		*A	R	C	C
3.13	Approve trust-wide estate vision, strategy and asset management plan		*A/R	C		
3.14	Monitor school estate to ensure it is safe and well maintained		*A		R	R

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	4. Human resources					
4.1	Appoint and dismiss CEO/accounting Officer		*A/R			
4.2	Performance manage CEO		*A/R			
4.3	Agree CEO pay and reward		*A/R			
4.4	Conduct executive team performance management		C	A/R		
4.5	Conduct headteacher performance management			A/R	C	
4.6	Agree headteacher pay and reward			A/R	C	
4.7	Review and agree staff appraisal procedure and pay progression		A	R		C
4.8	Determine executive team staffing structure		*A	R		
4.9	Determine school staffing structure			A	C	R
4.10	Headteacher appointments and dismissal			A/R	C	
4.11	Trust wide pay policy, terms and conditions of employment		*A	R		
4.12	Determine disciplinary and capability policies		*A	R		
4.13	Implement disciplinary and capability procedures – CEO		A/R			
4.14	Implement disciplinary and capability – central team		A	R		
4.15	Implement disciplinary and capability procedures – schools		A	C	C	R
4.16	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A	C		

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4.17	Teachers appointments – Member of Academy committee to sit on the interview panel				C	A/R
4.18	Support Staff appointments					A/R

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	5. Education					
5.1	Approve trust curriculum/school curriculum and curriculum policy		A	R	C	R
5.2	Ensure high standards of teaching and learning		A	R	C	R
5.3	Delivery of curriculum			A		R
5.4	Set targets for trust outcomes		A	R		
5.5	Plan and deliver individual school improvement interventions and strategies			A	C	R
5.6	Agree trust behaviour principles		C	A/R	C	C
5.7	Implement behaviour policy			A		R
5.8	Review permanent and fixed term exclusions		*A/R		R/C	
5.9	Agree admissions policy		*A	R	C	C
5.10	Admissions appeal process		*A	R	C	C
5.11	Determine complaints policy		*A/R	C	C	
5.12	Implement complaints procedures		*A/R	R	R	R
	6. Community					
6.1	Developing stakeholder partnerships across the trust		A	R	C	C
6.2	Developing stakeholder partnerships at school level			C	A	R