The Poppy Academy Trust Scheme of Delegation

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

Key	
✓	Responsible for action - our recommendation
✓	Responsible for action - not possible to delegate further
C	Consult before the action is completed - our recommendation

		Trust Board	Audit & Risk Committee	Resources Committee	CEO	Trust Governance Professional	LGBs	Head-teachers	Diocese	Notes
	1. Trust governance									
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 digital responsibility	✓								
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 recommendations to members	✓							C	
1.9	Agree scheme of delegation and review annually	✓			C		C		C	
1.10	Agree academy committee terms of reference and review annually	✓					C		C	

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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				✓			✓		
1.14	Maintain compliance on GIAS and Companies House				✓					
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	✓			✓					
1.18	Approve school-level policies						✓			
1.19	Appoint/remove LGB committee chairs	✓					C			
1.20	Appoint/remove LGB committee vice chairs						✓			
1.21	Appoint/remove LGB committee members						✓		C foundation governors/ trustees	
1.22	Establish a process for parent and staff governor elections					✓				
1.23	Implement process for parent and staff governor elections							✓		
1.24	Agree school committee clerking arrangements	✓			C		C			
1.25	Appoint and dismiss local clerks	✓			C					
1.26	Agree LGB committee meeting dates and agendas, ensuring trust-wide consistency					✓	C			
1.27	Review local governance effectiveness	✓			C	C	C			

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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			
1.30	Ensure stakeholder voices are heard in decision-making processes	✓			C		C			
	2. Vision and strategy									
2.1	Determine trust's values, vision and strategy	✓			C		C		C	
2.2	Monitor progress against the strategic plan	✓								
2.3	Set school development plans in line with the trust strategy						✓	C		
2.4	Monitor progress against the school development plan						✓			
2.5	Develop engagement channels with key stakeholders in line with trust vision and priorities						✓			
2.6	Agree trust growth strategy	✓			C				C	
	3. Finance									
3.1	Approve levels of financial delegation	✓								
3.2	Produce trust's financial manual to further expand on processes relating to delegated financial powers				✓					CFO
3.3	Produce annual report and accounts				✓					CFO
3.4	Produce monthly management accounts				✓					CFO
3.5	Review monthly management accounts			✓						
3.6	Submit required financial reports and returns				✓					CFO
3.7	Agree budget plan to support delivery of trust strategic priorities	✓		C	C					

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3.8	Approve long-term financial plans			✓						
3.9	Develop and submit three-year budget forecast				✓					CFO
3.10	Carry out benchmarking and trust-wide value for money evaluation				✓					CFO
3.11	Agree reporting and monitoring arrangements for trust and academy budgets	✓								
	4. Workforce									
4.1	Appoint/dismiss the CEO/Accounting Officer	✓							C	
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				✓		C		C (Church schools)	
4.6	Appoint/dismiss school 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 school level staff members							✓		
4.11	Determine central executive team staffing structure (within agreed budget)				✓					CFO
4.12	Determine school level staffing structure (within agreed budget)				C			✓		CFO
4.13	Ensure appointment of DSLs and deputy DSLs						✓			

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4.14	Ensure appointment of SENCOs						✓			
4.15	Ensure there is effective school improvement capacity within, or accessed by, the school						✓			
4.16	Monitor compliance with safer recruitment requirements				✓		C			
4.17	Monitor staff wellbeing and workload						✓			
4.18	Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD						✓			
	5. Curriculum									
5.1	Determine cross-trust aspects of the curriculum				✓					
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	✓							C	
5.4	Ensure provision of religious education							✓		
5.5	Ensure delivery of collective worship							✓		
5.6	Monitor the inclusiveness of the curriculum						✓			
	6. Pupils and Learning Support									
6.1	Ensure high standards of teaching and learning				✓			✓		
6.2	Set targets for pupil outcomes across trust and monitor in-year data termly				✓					
6.3	Agree school improvement strategies						✓			
6.4	Determine use and monitor impact of pupil premium						✓			
6.5	Set the dates of school terms and holidays				✓			C		

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6.6	Set the times of school sessions				C			✓		
6.7	Monitor attendance of pupils				✓		✓	✓		
6.8	Ensure effective and compliant trust-wide SEND provision including SEND code of practice				✓			✓		
6.9	Monitor effectiveness of SEND provision at a school level, ensuring compliance with relevant policies and statutory requirements						✓			
6.10	Monitor progress and attainment for all pupils, including for specific pupil groups eg vulnerable children, sex, ethnicity						✓			
6.11	Monitor pupil behaviour data across different pupil groups						✓			
6.12	Review headteacher decision to suspend/exclude pupils						✓			
6.13	Monitor rates of suspension and exclusion across the trust				✓			✓		
6.14	Ensure school food standards are met for pupils						✓	✓		
6.15	Ensure free school meal provision is adequately implemented							✓		
6.16	Deliver inclusive extra-curricular activities							✓		
6.17	Monitor children's wellbeing and how this is actively supported						✓			
6.18	Ensure trust-wide safeguarding arrangements are in place and compliant with Keeping Children Safe in Education	✓								
6.19	Ensure school-level safeguarding arrangements are in place and compliant with Keeping Children Safe in Education							✓		
6.20	Monitor effectiveness and impact of safeguarding arrangements at school level						✓			

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	7. Parents and Community									
7.1	Ensure effective arrangements are in place for gathering pupil and parent views						✓			
7.2	Monitor actions taken as a result of stakeholder feedback	✓					✓			
7.3	Make regular reports to parents/carers on governance effectiveness and impact						✓			
7.4	Review complaints at panel stage						✓			
7.5	Monitor all complaints raised (inlcuding through external agencies eg LA, DfE and Ofsted) at school level and across the trust	✓					✓			
	8. Other Key Compliance Areas									
8.1	Set admissions policies	✓					C			
8.2	Implement admissions appeal process							✓		
8.3	Appoints the external auditors	✓								
8.4	Receive external auditor's report	✓	✓							
8.5	Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to		✓		✓					CFO
8.6	Ensure ATH requirements relating to internal scrutiny arrangements (internal audit) are adhered to		✓							CFO
8.7	Action recommendations arising from internal audits				✓					CFO
8.8	Oversee strategic risk		✓		✓					
8.9	Undertake regular review of trust-wide risk register		✓							
8.10	Manage and report on risk mitigation strategies				✓			✓		CFO
8.11	Oversee school level risk						✓			

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8.12	Manage and report on school level risk mitigation strategies							✓		
8.13	Maintain trust contingency and business continuity plans				✓					CFO
8.14	Monitor implementation of, and compliance with, health and safety policy and procedures at school level				✓					
8.15	Agree premises management documents, including estate vision, estate strategy and asset management plan			✓	✓					
8.16	Monitor school estates to ensure they are safe and well-maintained				✓			✓		
8.17	Ensure that there is suitable expert support on health and safety				✓					
8.18	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust				✓					
8.19	Develop a cyber security framework				✓			C		
8.20	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes				✓					
8.21	Complete and maintain Single Central Record (SCR) - for trustees and local academy committee members				✓			✓		CFO
8.22	Complete and maintain Single Central Record (SCR) - for central executive team				✓					CFO
8.23	Complete and maintain Single Central Record (SCR) - for school staff							✓		
8.24	Receive routine reports on the status of the SCR		✓				✓			