Hartismere Family of Schools

Scheme of Delegation

Introduction

This Scheme of Delegation has been developed to delineate levels of responsibility and accountability across the Trust. It takes into account the Academy Trust Handbook, Academy Trust Governance Guide, Articles of Association, Funding Agreement, company and charity law and further guidance and statutory obligations conferred upon academy trusts by the Department for Education (DfE).

It also takes into account, the three core functions of governance:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

The trust will decide how policies are developed and approved in accordance with the DfE's Academy Trust Governance Guide, available here: https://www.gov.uk/guidance/-governance-in-academy-trusts .

The levels of delegation are as follows:

- Members
- Trustees
- Risk & Audit Committee (R&A)
- Finance Committee (F)
- Chief Executive Officer (CEO)
- Local Governing Bodies (LGB)
- Headteachers (H/T)

The Trust's Terms of Reference documents the constitution, roles and responsibilities of the individuals and boards above.

This document will be reviewed annually; legislative changes to accountabilities, responsibilities or delegated powers will be reflected immediately. Following approval, this document will be made available to the Local Governing Bodies of the schools within the Trust and published on the Trust's website. Where necessary, Trustees will consult with those affected by any significant changes. Further information on the governance structure of Hartismere Family of Schools is available at https://www.hartismere.family/Documents/Member-and-Trustee-Information.

Scheme of Delegation

Governance: People							
Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Members: appoint/remove	✓						
Trustees: appoint/remove	✓	✓					
Trust board committee chairs/ vice chairs: appoint and remove		✓					
Named safeguarding trustee: appoint and remove		✓					
LGB chairs/ vice chairs: appoint and remove		✓				✓	
Governors: appoint and remove		✓				✓	
Parent Governors: appoint when elected						✓	
Allocate Governor link roles						✓	

Clerk to Trust board: appoint and remove		✓					
Clerk to Governors: appoint and remove		✓				✓	

Governance: Systems and structures							
Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Articles of association: review and agree	✓						
Governance structure for the trust: establish and review annually		✓					
Terms of reference: agree annually		✓					
Scheme of delegation: agree annually		✓					
Establish trust committees		✓					
Maintain and publish register of pecuniary and business interests for Members, Trustees and Governors	✓	✓				✓	
To hold a Trust Board meeting at least three times a year		✓					
To hold an LGB meeting at least three times a year						✓	
Annual schedule of governance business: agree		✓				✓	
Annual self-review of trust board and committees, skills audit		✓					
External review of Trust Governance, every 3 years		✓					
Self-review of LGB including skills audit, annually						✓	
Trustee/ LGB member attendance: review annually		✓				✓	
Call Members' meetings	✓						

Governance- Reporting							
Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Publish governance arrangements on trust and schools' websites: ensure					✓		
Annual report on the performance of the trust: submit to Members and publish		✓					
Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to Members and Companies House		✓					
ESFA required reports and returns submit		✓					
Annual report work of LGB submit to trust						✓	

Being strategic							
Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Ensure the Trust is financially viable, run in accordance with its Articles of Association and law and meeting its charitable objectives		✓					
Determine trust wide policies which reflect the trust's ethos, culture and values, review and approve		✓			✓		

Reviewed: November 2024   Next review: November 2025

Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Determine school level policies: review approve						✓	✓
Establish a Privacy Notice, including Biometric Policy		✓				✓	
Management of risk: establish register, review and monitor		✓			✓		
Engagement with stakeholders		✓			✓	✓	✓
Determine trust vision, strategy and key priorities and approve		✓			✓		
Determine trust improvement plan in line with trust priorities		✓			✓		
Determine trust growth plan		✓			✓		
Determine trust's culture and values		✓			✓		
Determine schools' vision, strategy and key priorities and approve					✓	✓	✓

Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Determine school improvement plan in line with school priorities					✓	✓	✓
Ensure effectiveness of leadership and management in individual schools					✓	✓	
Chief executive officer: appoint and dismiss		✓					
Accounting officer: appoint and dismiss and inform Secretary of State		✓					
Budget plan to support delivery of trust key priorities: agree		✓					
Budget plan to support delivery of schools' key priorities: agree					✓	✓	
Trust's staffing structure: agree		✓			✓		
Schools' staffing structure: agree					✓		✓
Agree Trust and school policy delegation list		✓					

Holding to account

Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff		✓				✓	
Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements		✓			✓		
Performance management of the chief executive: undertake annually		✓					
Performance management of HTs: undertake					✓	✓	
Ensure pupil attendance is monitored and challenged in line with national guidance						✓	✓
Annual safeguarding audit report to Trustees		✓			✓		
Annual gender pay gap information published and reported to Trustees		✓			✓		
Publishing details of how schools comply with the public sector equality duty, including equalities objectives.						✓	✓

Financial Oversight

Item	Members	Trustees	R&A	F	CEO	LGB	H/T
External auditors: appoint		✓					
External auditors' report: receive and respond		✓					
Submit Audited Financial Statements to Companies House at the end of accounting period		✓					
Determine internal audit framework			✓				
Publishing financial statements on the trust's website by 31 January					✓		
Trust's record of financial responsibility: establish, monitor and agree annually		✓	✓	✓			
Chief financial officer: appoint		✓					
CEO pay award: agree		✓					
Headteachers' pay award: agree					✓		
Staff appraisal procedure and pay progression: review and agree		✓			✓		
Benchmarking and trust wide value for money: ensure robustness		✓	✓	✓	✓		
To approve the first formal budget plan each financial year		✓		✓		✓	
To appoint a qualified accountant to produce annual company accounts for independent audit			✓	✓			
To sign off annual accounts		✓					
To monitor monthly expenditure		✓		✓	✓	✓	
To ensure procedures are put in place for safeguarding of funds			✓	✓			
To enter into contracts above determined limit (Trustees to agree financial limits)			✓	✓			
Approval of Special Payments per ESFA including staff severance and compensation payments			✓	✓			
Approval of novel or contentious transactions, referral to EFSA for prior authorisation			✓	✓			
Investigate any financial irregularities and report to Trust Board			✓	✓			
Manage cash position		✓		✓			
Managing conflicts of interest and related party transactions			✓	✓			
Publish how many employees have a gross annual salary and benefits of £100,000 or more on Trust website: ensure			✓				
Determine Governors and Trustees expenses scheme			✓	✓			
Monitoring budget: agree reporting		✓					
Review and challenge spend of school pupil premium, sport premium, recovery funding in terms of pupil outcomes and narrowing achievement gaps						✓	
Staffing							

Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Headteacher appointments					✓	✓	
Deputy appointments					✓		✓
Designated Safeguarding Lead appointments							✓
Designated teacher for looked after and previously looked after children appointments							✓
Appoint other teachers							✓
Appoint non-teaching staff- school based							✓
Appoint non-teaching staff- Trust based					✓		
Performance management of staff other than CEO and Headteachers					✓		✓
Establish disciplinary/ capability procedures					✓	✓	
Establish a statement of procedures for dealing with allegations of abuse against staff					✓		
Dismissal of Headteacher					✓	✓	
Dismissal of other staff					✓		✓
Suspending Headteacher (and ending suspension)					✓	✓	
Suspending other staff (and ending suspension)						✓	✓
To ensure a single central record of recruitment and vetting checks is in place and maintained						✓	✓
Changes to terms and conditions of employment					✓		

Curriculum							
Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Ensure the national curriculum is taught to all pupils and to consider any disapplication for pupil(s)						✓	✓
To establish a curriculum offer							✓
To establish a programme for whole curriculum implementation							✓
Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements						✓	✓
Responsible for standards of teaching					✓		
Responsible for individual child's education					✓		

Item	Members	Trustees	R&A	F	CEO	LGB	H/T
To prohibit political indoctrination and ensuring the balanced treatment of political issues							✓

School organisation							
Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Publishing proposals to change category of school		✓					
To set the times of school sessions and the dates of school terms and holidays						✓	
To ensure that the school meets for 380 sessions in a school year					✓		
To ensure that school lunch nutritional standards are met where provided by the governing body.					✓		

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Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Ensure safeguarding local procedures are in place and implemented in line with local safeguarding boards					✓	✓	✓
Delivering careers guidance with regards to statutory requirements						✓	✓
Ensure compliance with SEND Code of Practice					✓	✓	✓
Setting approach to directing pupils offsite		✓					
To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)						✓	
To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)						✓	
To consult annually before setting an admissions policy						✓	
Admissions: application decisions						✓	
To appeal to Secretary of State against directions to admit pupil(s)						✓	
Keeping admission and attendance registers							✓
School website compliance					✓		✓
Trust website compliance					✓		
To prepare and publish the school prospectus							✓
To ensure provision of free school meals to those pupils meeting the criteria							✓
Adoption and review of home-school agreements						✓	✓
To ensure freedom of information requests are complied with					✓		
Ensure complaint procedures are in place and complied with						✓	

Premises and Insurance

Item	Members	Trustees	R&A	F	CEO	LGB	H/T
Ensuring the academy has adequate insurance cover to support its activities. This should include buildings and contents, business interruption, employer's and public liability cover and vehicles (it is suggested that the Governing Body as a whole should undertake this decision)			✓				
Undertaking risk assessment to determine adequate insurance is in place			✓		✓		✓
Developing estates strategy and report to Trust board			✓		✓		✓
Ensure terms and conditions have been met for each Condition Improvement Fund (CIF) project and to provide evidence of this to the Trust board as proof of adherence to guidance, for each project			✓		✓		

	Procuring and maintaining buildings, including developing properly funded maintenance plan			✓	✓			
	To institute a health and safety policy						✓	
	To ensure that health and safety regulations are followed					✓	✓	
	To institute a Business Continuity Plan/ Lockdown Procedures for each school premises					✓	✓	✓