Scheme of Delegation Matrix

Document history:

Date of review	Author	Note of revisions

Updated September 2024

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 delivery and 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.
Consult/seek consent from diocese	Academy trusts using Church model articles are required to involve and seek consent from the Diocesan Corporate Member on delegated matters pertaining to church academies, as indicated throughout this template.

Delegation Matrix

		Members	Trust Board	CEO	Local Governing Board	Headteachers	Consult/seek consent from diocese?
	1. **Board Business**						
1.1	Appoint/remove members	*A/R					YES
1.2	Appoint/remove trustees	*A/R	*A/R				YES
1.3	Elect chair of trustees		*A/R				
1.4	Appoint and remove board committee chairs		*A/R				
1.5	Determine powers of chair in urgent situations		A/R				
1.6	Establish and review trust governance structure		*A/R	C			

2

		Members	Trust Board	CEO	Local Governing Board	Headteachers	Consult/seek consent from diocese?
1.7	Agree named safeguarding trustee		*A/R				
1.8	Agree named trustee for special educational needs and disabilities (SEND)		*A/R				
1.9	Appoint/remove Local Governing Board chairs		*A/R		C		
1.10	Appoint/remove Local Governing Board members (local governors)		*A/R		C		
1.11	Appoint trust governance professional		*A	R			
1.12	Agree Local Governing Board clerking arrangements		*A/R		C		
1.13	Articles of association: review		*A/R				YES
1.14	Articles of association: ratify changes	*A/R					
1.15	Agree committee terms of reference		*A/R	C	C	C	
1.16	Complete annual review of scheme of delegation		*A	R	C	C	YES
1.17	Commission external review of trust board effectiveness every three years	C	A/R	C			
1.18	Complete annual trust board self-review		A/R		C		
1.19	Complete review of local governance		A/R	R	C	C	
1.20	Publish governance arrangements on trust and school websites		*A	R			
1.21	Ensure trust website is compliant and effective		*A	R			
1.22	Ensure school websites are compliant and effective		*A	A		R	
1.23	Submit annual report on the performance of the trust to members and publish		A	R			

		Members	Trust Board	CEO	Local Governing Board	Headteachers	Consult/seek consent from diocese?
	2. Vision and Strategy						
2.1	Determine trust's vision, strategy and key priorities		A/R	R	C	C	YES
2.2	Ensure engagement with stakeholders regarding vision, values and strategic priorities		A	R	R	R	
2.3	Apply trust vision and strategy to individual academies		A	R	C	R	
2.4	Agree trust growth plans		A/R	R			YES
2.5	Determine trust-wide policies		*A	R			
2.6	Determine school level policies		*A	R	C	R	
2.7	Establish risk register and conduct regular review		*A/R	R			
2.8	Determine a programme of internal audit in line with the risk register and monitor its delivery		*A	R			
	3. Finance and Operations						
3.1	Appoint and remove external auditors	*A/R	C				
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 auditor's report	*A/R					
3.5	Action recommendations made arising from audits		*A	R		R	
3.6	Produce annual report and accounts		*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			

		Members	Trust Board	CEO	Local Governing Board	Headteachers	Consult/seek consent from diocese?
3.9	Agree budget plan to support delivery of school's strategic priorities		*A	A	C	R	
3.10	Monitor trust budget		*A/R	R			
3.11	Carry out benchmarking and trust-wide value for money evaluation		C	A/R	C	C	
3.12	Agree reporting and monitoring arrangements for trust and school budgets		*A/R	R	C	C	
3.13	Monitor school estates to ensure safe and well maintained		*A		R	R	
3.14	Agree data protection policy (and privacy notice)		*A	R	C	C	
3.15	Agree health and safety policy		*A	R	C	C	
3.16	Agree premises management documents, including *Estate vision, Estate strategy and Asset management plan*		*A	R	C	C	YES

4. Workforce

		Members	Trust Board	CEO	Local Governing Board	Headteachers	Consult/seek consent from diocese?
4.1	Appoint and dismiss CEO/Accounting Officer		*A/R				
4.2	Performance manage CEO		*A/R				
4.3	Agree CEO remuneration		*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 remuneration			A/R	C		

		Members	Trust Board	CEO	Local Governing Board	Headteachers	Consult/seek consent from diocese?
4.7	Review and agree school staff appraisal procedure and pay progression		A	R		C	
4.8	Determine executive team staffing structure		A	R	C	C	
4.9	Determine school staffing structure			A	C	R	
4.10	Headteacher appointments and dismissal		C	A/R	C		YES for appointments at church schools
4.11	Trust wide pay policy, terms and conditions of employment		*A	R			
4.12	Determine disciplinary, grievance and capability policies		*A	R			
4.13	Undertake panel hearings for disciplinary and capability matters relating to the CEO		A/R				
4.14	Undertake panel hearings for disciplinary, grievance and capability matters relating to the central team		A/R				
4.15	Undertake panel hearings for disciplinary, grievance and capability matters relating to school staff		A	C	R	C	
4.16	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A/R	C			
4.17	Agree whistleblowing policy		*A/R				
5.	**Pupils and Learning**						
5.1	Agree safeguarding and child protection policy		*A	R	C	C	
5.2	Agree attendance policy		*A	R	C	C	

		Members	Trust Board	CEO	Local Governing Board	Headteachers	Consult/seek consent from diocese?
5.3	Agree school uniform policy		*A	R	C	C	
5.4	Agree policy for pupils with SEND		*A	R	C	C	
5.5	Agree policy for supporting pupils with medical conditions		*A	R	C	C	
5.6	Agree charging and remissions policy		*A	R	C	C	
5.7	Agree behaviour policy		*A	R	C	C	
5.8	Agree relationships education policy			R	*A	C	
5.9	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		*A/R	R	C	C	
5.10	Ensure high standards of teaching and learning		A	R	C	R	
5.11	Set targets for trust outcomes		A	R			
5.12	Plan and deliver individual school improvement interventions and strategies			A	C	R	
5.13	Determine & monitor use of pupil premium and sports premium		A	R	C	C	
5.14	Ensure provision of religious education		A	R	C	C	YES for Church schools
5.15	Ensure delivery of collective worship		A	R	C	C	YES for Church schools
5.16	Set the dates of school terms and holidays		A	R	C	C	
5.17	Set the times of school sessions		A	C	C	R	
5.18	Review headteacher decision to suspend/exclude pupils		*A/R		R		

		Members	Trust Board	CEO	Local Governing Board	Headteachers	Consult/seek consent from diocese?
5.19	Monitor rates of suspension and exclusion across the trust		A/R	R	C	C	
5.20	Agree admissions policy		*A	R	C	C	YES for Church schools
5.21	Implement admissions appeal process		*A	R	C	C	
5.22	Determine complaints procedure		*A/R	C	C		
5.23	Implement complaints procedure		*A	R	R	R	
5.24	Review complaints at panel stage		A/R		R		
6.	**Community**						
6.1	Develop stakeholder partnerships across the trust		A	R	C	C	YES for Church stakeholders
6.2	Develop stakeholder partnerships at school level			C	A	R	