



Staploe Education Trust

Scheme of Delegation

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Governance

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Approve changes to the Trust Articles of Association	Approve					
Approve Terms of Reference for Board and committees		Approve	Consult			
Approve Trust Scheme of Delegation		Approve	Inform			
Appoint Chair of Board		Appoint				
Appoint/remove Trustees as per Articles of Association	Approve	Recommend				
Nominate safeguarding lead trustee		Responsible for Trust-wide	AB responsible for school safeguarding lead			
Nominate SEND lead trustee		Responsible				
Ensuring finance skill set on Board		Responsible				
Establishing and appointing Board committees		Responsible				
Appoint Chair of Trust committees		Appoint				
Appoint Trust Governance Professional		Approve		Consult		Consult
Organise calendar of Trust Board and committee meetings		Responsible				Prepare with Governance Professional
Develop and implement training for governance		Responsible	Consult	Consult		Oversee Governance Professional implementation

Trust Vision, Ethos and Strategy

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Setting Trust vision		Responsible		Consult		
Setting Trust strategy		Responsible		Consult		
Setting school improvement plans in line with Trust priorities			AB Approved by School Effectiveness	Consult	Responsible	
Setting Trust culture and values		Responsible		Consult and implement		
Engaging with parents/carers		Responsible that this takes place	AB for each school		Implementation for school community	

Compliance

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Ensuring compliance with equalities legislation		Responsible that this takes place	Risk and Audit	Responsible for compliance delivery		Submit statutory submissions Collate data
Setting governance policies (data protection, information sharing, cyber security, Freedom of Information (FOI), code of conduct, complaints, whistleblowing)		Responsible	Developed and approved by committees as per schedule			Responsible Undertake role of DPO
Setting trust safeguarding practices, with regard to statutory guidance, including appointing Designated Safeguarding Lead (DSL)		Responsible		Implement		
Delivering support for Looked After Children		Responsible	AB responsible for school		Implement	
Carrying out Disclosure and Barring Service (DBS) checks		Responsible				Implement
Setting safeguarding policies (safeguarding and child protection, Prevent, Looked After Children, safer recruitment)		Responsible	AB to ensure policy is school specific		Implement	
Setting health and safety policies		Responsible Approve	Infrastructure to ensure compliance		Implement	Consult

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Setting admissions policies		Responsible - agree PAN and criteria	Advisory Body approve		Consult	

Quality of Education

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Establish Trust quality assurance strategy				Responsible		
Prepare school self-evaluation, school improvement plans and school KPIs			AB	Approve	Responsible	
Setting Trust approach to curriculum and assessment, with regard to statutory requirements		Accountable for compliance Responsible for setting principles	School Effectiveness		Responsible for delivery	
Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements		Accountable for compliance	AB		Responsible for delivery	
Setting and delivering school curriculum and assessment in line with Trust approach		Accountable for compliance	AB	Oversight and support	Responsible for delivery	
Developing curriculum policies as required by school(s) (religious education, relationships, sex & health education, collective worship)		Accountable for compliance	AB		Responsible for delivery	
Production and analysis of data		Responsible for holding CEO and HTs to account		Oversight and support	Responsible for delivery of school performance KPIs	Responsible for delivery of operational KPIs

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Setting behaviour and welfare policies (behaviour, exclusions)		Responsible for setting principles	AB	Oversight and support	Responsible for delivery	
Delivering careers guidance, with regards to statutory requirements		Responsible for ensuring compliance	AB	Oversight and support	Responsible for compliance and delivery	
Ensuring compliance with SEND Code of Practice		Responsible for ensuring compliance	Risk and Audit - compliance AB - quality of delivery	Responsible for compliance and delivery	Responsible for compliance and delivery	
Setting approach to directing pupils offsite and exclusions		Responsible for compliance	AB to convene exclusion panels		Responsible for compliance and delivery	
Keeping admission and attendance registers		Responsible for compliance	Risk & Audit		Responsible for compliance and delivery	
Attending Trust inspections		Responsible	AB involved as determined by Board	Consult and advise Board		

Personnel

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Appointing Senior Executive Leader (SEL) as Accounting Officer		Appoints and holds to account		Accountable to Board		
Appointment of headteachers and deputy headteachers		Approval		Recommendation		
Review of school ISR and structure of school leadership team		Approve	Review Committee		Recommendation and responsible	
Appointment of other school leadership roles				Approve	Recommendation	
Appointing CFO and Operations Director		Appoints		Consult		
Annual Pay awards		Approve				
Performance pay recommendations			TRC	Recommend	Consult	
Executive Headteacher Performance Review and Pay Award		Responsible	Performance Review Panel TRC to oversee and recommend			
Headteacher and Operations Director performance review and pay award			Review Committee to approve	Responsible and Recommend		
Setting approach to staff appointment and dismissal, with regard to statutory		Responsible for compliance	Infrastructure to approve policies	Responsible	Responsible for delivery	Responsible for delivery of central

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
requirements						operational roles
Setting approach to appraisal and performance management		Responsible	Infrastructure to approve policies	Responsible	Responsible for delivery	Responsible for delivery of central operational roles
Setting pay levels, including executive pay		Responsible for compliance and approval	Review Committee to make recommendations to Board			
Setting HR policies (appraisal, pay, disciplinary, grievance, capability, safer recruitment)		Responsible for compliance	Infrastructure to approve policies	Responsible	Responsible for delivery	Responsible for delivery of central operational roles

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Suspension of CEO		Approve and implement				
Suspension of Headteacher/ /Operations Director		Approve		Implement		
Return of CEO after suspension		Approve				
Return of Headteacher/ /Operations Director after suspension		Approve				
Dismissal of CEO		Implement				

Dismissal of Headteacher/Operations Director		Implement				
Dismissal and suspension of teaching and support staff					Implement	
Dismissal and suspension of Trust central staff				Implement		

Financial Performance

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Setting delegated authority limits for financial transactions		Sets delegated authority limits				Implement
Establishing controls framework including internal audit		Responsible to ensure compliance	Risk and Audit to approve internal scrutiny schedule	Propose internal review schedule		Propose internal review schedule Responsible for delivery
Developing budget and 3 - 5-year forecast		Responsibility to approve	Decision to adopt - Finance; checked by Risk and Audit	Consult	Consult	Responsible
Delivering monthly management accounts and forecasts		Ensure accurate forecasts Reviews accounts 6 times each year	Finance committee			Responsible
Managing cash position		Responsible for cash management	Finance committee			Responsible for delivery
Monitoring pupil premium spend; Recovery funding (where applicable) PE and sport premium			AB holds schools to account		Responsible for delivery	
Appointing external auditor	Approve	Responsible				

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Use of reserves		Approve		Consult		Responsible for delivery
Annual financial benchmarking						Responsible for delivery
Delivering annual report and accounts		Ensure preparations Approve.				Responsible for delivery
Developing finance policies (charging and remission, procurement)			Finance committee			Responsible for preparation and delivery
Managing conflicts of interest and related party transactions		Responsible				
Ensuring compliance with ESFA requirements (including novel, contentious and repercussive transactions, disposal of land and assets and use of School Condition Allocations, use of school premises.		Responsible for ensuring compliance		Responsible for delivering compliance	Responsible for delivering compliance	Responsible for delivering compliance
Ensuring adequate insurance cover is in place		Responsible				Responsible for delivery
Agree the Business Continuity Plan		Responsible	Risk and Audit			Responsible for recommendation and delivery
Maintaining risk register		Oversight of strategic risks	Oversight of risks associated	Consult		Responsible for preparation

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
			with ToR, including school risks for AB			

Premises and Assets

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Trust Asset Management Strategy		Board	Infrastructure recommend			Responsible
Disposal of Trustee premises or lease arrangements		Approve		Recommend		Responsible
Health and Safety policy			Infrastructure approve		Implement	Responsible
Determine scope of central services and delivery to schools		Approve		Recommend		Responsible for delivery
Maintain a Fixed Asset Register		Responsible for ensuring compliance				Responsible for delivery

School Changes and Procedures

Area of Responsibility	Members	Board	Committee	CEO	HT	Operations Director
Schools times and term dates		Approve	AB consultee	Recommend		
Change of school age range; PAN or provision		Approve Responsible				