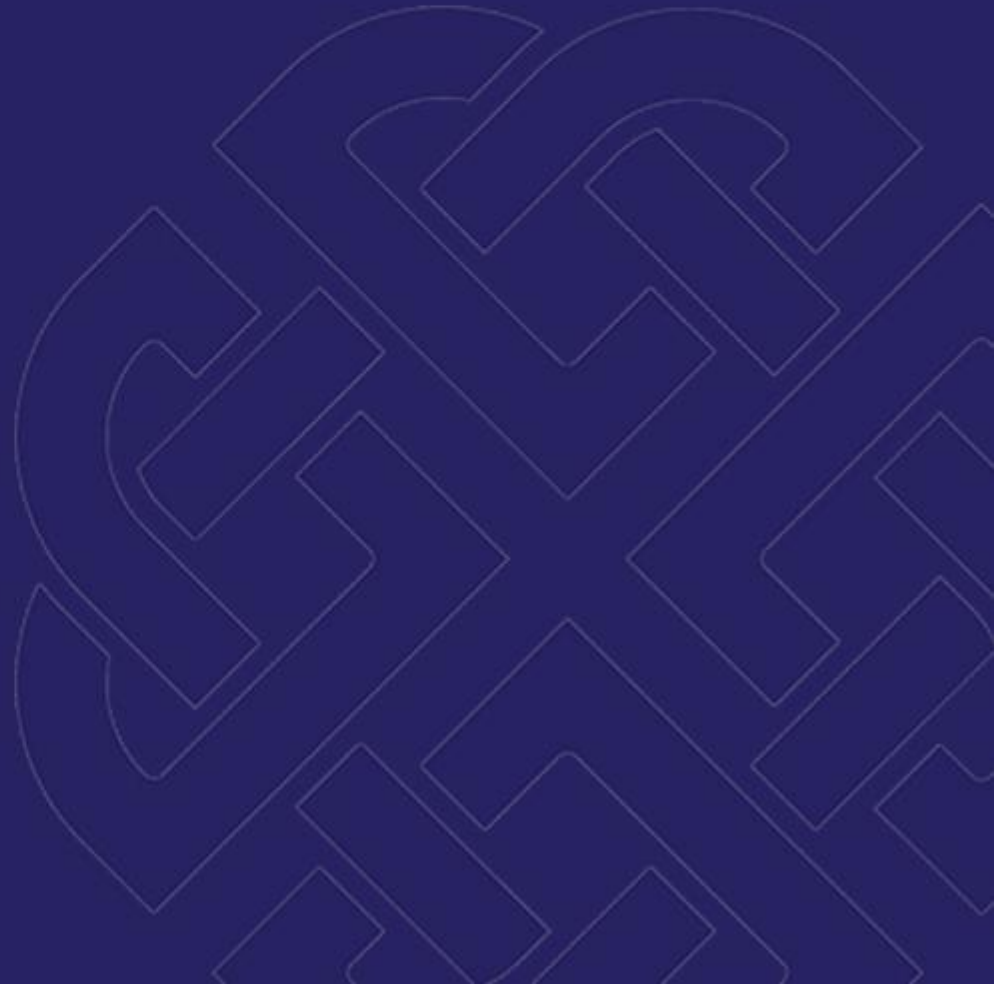


SCHEME OF DELEGATION BRIGANTIA LEARNING TRUST



CONTENTS

INTRODUCTION.....	3
DELEGATION AND DECISION MAKING IN AN ACADEMY TRUST.....	4
Governance framework: people.....	4
Governance framework: systems and structures.....	4
Governance framework: reporting.....	5
Being strategic.....	6
Holding to account.....	6
Financial oversight.....	7

INTRODUCTION

The Board of Trustees has overall legal responsibility for the operation of the Trust and the academies within it. It is legally responsible and accountable to the DfE and must operate in accordance with the provisions set out in relevant legislation and associated documents, including the Master Funding Agreement, Supplementary Funding Agreements, the Academies Financial Handbook and the Articles of Association.

In accordance with the terms of its Articles of Association, the Trust's powers are exercisable by the trustees, with the CEO having executive authority in respect of day-to-day operations.

Trustees are required under the terms of the Articles to appoint local governing bodies*, hereon from referred to as Academy Advisory Councils, and may appoint other committees provided that at least one member of any such committee is a trustee.

This Scheme of Delegation sets out in detail the powers/responsibilities of the members, trustees, the CEO, Academy Advisory Councils, Trust Executive Team (TET), Executive Principals and Principals.

The CEO may act on behalf of the trustees in relation to any of the responsibilities/functions listed, where failure to act would have a detrimental effect on staff or learners in the Trust. Any concerns about such action will be considered by the Board of Trustees.

The Trustees have absolute discretion to review and amend this Scheme of Delegation at any time.

In the event of any conflict between any provision of this Scheme of Delegation and the Articles, the Articles shall prevail.

DELEGATION AND DECISION MAKING IN BRIGANTIA LEARNING TRUST

Example grid representation of delegation in an academy trust

Reading the grid
✓ - governance function and decision-making is at this level
C - to be consulted prior to decision being made
I – to be informed as to the outcome and impact of decisions
Note: Decisions delegated to the trust board may be delegated to a board committee but not the CEO, academy advisory council or HT

Governance function		Members	Trust board / board committees	CEO / accounting officer	Academy committees (AACs)	(Executive) Principals
Governance framework: people	Members: appoint/remove	✓				
	Trustees: appoint/remove	✓	✓			
	Parent trustees/parent academy committee (AAC) members: appoint when elected		✓		✓	
	Board committee chairs: appoint and remove		✓			
	Named statutory trustees: appoint and remove (e.g. Safeguarding)		✓		I	I
	Academy committee (AAC) chairs: appoint and remove		✓	C	I	I
	Academy committee (AAC) members: appoint and remove		✓	C	I	C
	Clerk to board: appoint and remove		✓	C		
	Clerk to academy committees (AACs): appoint and remove		✓	✓	I	C
Governance framework: systems and structures	Articles of association: review and agree	✓	C			
	Governance structure for the trust: establish and review annually		✓	C		
	Committee terms of reference and scheme of delegation: agree annually		✓	C		

Governance function		Members	Trust board / board committees	CEO / accounting officer	Academy committees (AACs)	(Executive) Principals
	Annual schedule of governance business: agree		✓	✓	C	C
	Self-review of trust board and committees: complete annually		✓	I		
	Self-review of academy committees (AACs): complete annually				✓	I
	Chair's performance: carry out 360° review periodically		✓			
	Trustee member contribution: review annually including training programme and completion?		✓	I		
	Academy committee (AAC) member contribution: review annually including training programme and completion?		✓	C		I
Governance framework: reporting	Publish governance arrangements on trust and schools' websites: ensure			✓		C
	Annual report on the performance of the trust: submit to members and publish		✓	C	I	I
	Annual self-review/triannual external review of board effectiveness: submit to members	I	✓	I		
	Annual report and accounts including accounting policies (e.g. Finance Management and Administration Policy), signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓	C		
	ESFA required reports and returns submit		✓	C		
	Annual report work of academy committee (AAC): submit to trust and publish		I	I	✓	C
	Determine trust wide policies which reflect the trust's ethos and values: approve		✓	C		I

Governance function		Members	Trust board / board committees	CEO / accounting officer	Academy committees (AACs)	(Executive) Principals
Being strategic	Determine school level policies: approve			✓	I	C
	Management of risk: establish register, review and monitor		✓	C		C
	Engagement with stakeholders: ensure		✓	✓	✓	✓
	Determine trust's vision, strategy and key priorities: approve		✓	C		C
	Determine schools' vision, strategy and key priorities: approve		I	✓	I	C
	Chief executive officer: appoint and dismiss		✓			
	Accounting officer: appoint and dismiss		✓			
	Trust Executive & (E)Ps: appoint and dismiss		C	✓		
	Budget plan to support delivery of trust key priorities: agree		✓	C		C
	Budget plan to support delivery of ear marked grants, such as Pupil Premium, Sports Funding etc.		✓	C	I	C
	Budget plan to support delivery of schools' key priorities: agree			✓		C
	Trust's staffing structure: agree		C	✓		
	Schools' staffing structure: agree			✓		C
Holding to account	Ensuring compliance (e.g. curriculum, admissions, safeguarding, LAC, CIAG, H&S, equality, employment): agree auditing and reporting arrangements		✓	C		
	Ensuring compliance of educational visits of a hazardous and/or residential nature (Overseas Residential or overseas work placement Trust Board?)		I	✓		C
	Monitoring progress on key priorities: agree reporting arrangements		✓	C		
	Performance management of the chief executive: undertake		✓			

Governance function		Members	Trust board / board committees	CEO / accounting officer	Academy committees (AACs)	(Executive) Principals
	Performance management of TET & (E)Ps: undertake			✓		
Financial oversight	External auditors: appoint	✓				
	Chief financial officer: appoint			✓		
	Trust's scheme of financial delegation: establish, monitor and review		✓	C		
	External auditors' report: receive and respond		✓			
	CEO pay award: agree		✓			
	TET & (Executive) Principals' pay award: agree		✓	C		
	Staff appraisal procedure and pay progression: review and agree		✓	C		
	Benchmarking and trust wide value for money: ensure robustness		✓	C		
	Monitoring budget: agree reporting		✓	C		