

Scheme of Delegation – Langtree Academy Trust

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| Reading the grid |
| ✓ - governance function and decision making is at this level |
| C - to be consulted prior to decision being made |
| Note: This document should be read in conjunction with the Terms of Reference of the Board Committees |

| Governance function | | Members | Trust board | Board Committees* | HT |
|---|--|---------|-------------|-------------------|----|
| Governance framework: People | Members: appoint/remove | | ✓ | | |
| | Trustees: appoint/remove | | ✓ | | |
| | Parent trustees: appoint when elected | | ✓ | | |
| | Board committee chairs: appoint and remove | | ✓ | | |
| | Named Safeguarding governor: appoint and remove | | ✓ | | |
| | Named link governors (SEND, PP, Careers, H&S, Safer Recruitment): appoint and remove | | | ✓ | |
| | Clerk to board: appoint and remove | | ✓ | | |
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| Governance framework: Systems and Structures | Articles of association: review and agree | | ✓ | | |
| | Governance committee structure for the trust: establish and review annually | | ✓ | | |
| | Committee terms of reference and scheme of delegation: agree annually | | ✓ | | |
| | Trust's financial scheme of delegation: establish, monitor and review annually | | ✓ | | |
| | External auditors: appoint | | ✓ | | |
| | Headteachers pay award and PDP: agree | | | ✓ | |

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|--|---|---------|-------------|-------------------|----|
| | Staff appraisal procedure and pay progression: review and agree | | | ✓ | |
| | Self-review of trust board and committees: complete annually | | ✓ | | |
| | Chair's performance: carry out 360° review periodically | | ✓ | | |
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| Governance framework: Reporting | Publish governance arrangements on schools' website: ensure | | ✓ | | |
| | Publish members details on school website: ensure | | ✓ | | |
| | Annual report on the performance of the trust: publish | | ✓ | | |
| | Annual report and accounts including accounting policies etc.: publish | | ✓ | | |
| | ESFA required reports and returns submit | | ✓ | | |
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| Strategic | Determine trust wide policies which reflect the trust's ethos and values: approve | | ✓ | C | |
| | Determine school level policies: approve | | | C | ✓ |
| | Management of risk: establish risk register, review, and monitor | | ✓ | C | |
| | Engagement with stakeholders: ensure | | ✓ | ✓ | ✓ |
| | Determine trust's vision, strategy, and key priorities: approve | | ✓ | C | |
| | Determine schools' vision, strategy, and key priorities: approve | | C | | ✓ |
| | HT: appoint and dismiss | | ✓ | | |
| | Budget plan to support delivery of trust & school's key priorities: agree | | ✓ | C | |
| Schools' staffing structure: agree | | C | | ✓ | |
| | | | | | |
| Accountability | Ensuring compliance (e.g. safeguarding, H&S, careers, PP, SOP for staff recruitment): agree auditing and reporting arrangements | | ✓ | C | |
| | Monitoring progress on the educational priorities and curriculum: agree reporting | | ✓ | C | |
| | Monitor and review pupil attendance and exclusions | | ✓ | | C |
| | Monitor School Development Plan (SDP), and approve annually | | ✓ | | C |

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|---|--|---------|-------------|-------------------|----|
| | Monitor equality, diversity, and inclusion | | ✓ | | C |
| | Pupil and staff mental health and wellbeing: review | | ✓ | | C |
| | Monitor effectiveness of admissions policy | | ✓ | | C |
| | Monitor Single Central Record: review | | | C | ✓ |
| | Maintain a register of governor interests: review annually | | ✓ | | |
| | Performance management of HT: undertake | | | ✓ | |
| | Ensure school has an effective complaints policy | | ✓ | | |
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| Financial, Audit & Risk Management | Please refer to the Financial Scheme of Delegation | | | | |
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| *Board Committees | Curriculum & Standards | | | | |
| | Finance & General Purposes | | | | |
| | Pastoral & Community | | | | |
| | Pay | | | | |

October 2024