

Scheme of Delegation – Langtree Academy Trust

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		✓		
	Clerk to academy committees (LGBs): appoint and remove		✓		
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		✓		

Governance function		Members	Trust board	Board Committees*	HT
	Headteachers pay award and PDP: agree			✓	
	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		✓		
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		✓		
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

Governance function		Members	Trust board	Board Committees*	HT
	Monitor School Development Plan (SDP)		✓		C
	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		✓		
Financial, Audit & Risk Management	Please refer to the Financial Scheme of Delegation				
*Board Committees	Curriculum & Standards				
	Finance & General Purposes				
	Pastoral & Community				
	Pay				

Langtree School Scheme of Delegation – Last Updated October 2025 – Next Review – October 2026