

# **Brookvale Groby Learning Trust Scheme of Delegation**



**September 2022**

## Scheme of Delegation

This scheme of delegation sets out the Trust’s approach to delegation of governance functions and should be read in conjunction with the committee terms of reference and governance structure.

	<b>Members</b>	<b>Trust Board</b>	<b>Headteacher /Accounting Officer</b>
Articles of Association: agree and review	Approve	Recommend	Develop
Members: Appoint/remove – ensuring processes in place for appointment of members maintaining a segregation between members and trustees	Determine and deliver		
Appointments of Trustees – ensuring processes in place for appointment of trustees	Approve Member appointments	Determine and deliver	
Election of staff representatives to ESC			Deliver
Appointment of the Accounting Officer and Audit Committee (will be part of Finance and Operations Committee remit)		Deliver - appoint Accounting Officer and (if necessary) the Audit Committee	Headteacher to deliver – the Accounting Officer role
Clerk: appoint and dismiss		Deliver	
Governance structures (committees) for the trust: establish and review annually		Deliver	
Committee terms of reference and scheme of delegation: agree annually		Deliver	
Appoint/remove Chair of ESC		Deliver	
Skills audit: complete and use to recruit to fill gaps and develop a training programme for trustees and governors		Deliver	Develop
Set the vision and strategic objectives of the Trust. Agreeing key performance indicators against which progress towards achieving the vision can be measured.		Approve	Develop
Deliver strategic objectives of the Trust		Review	Deliver
Scrutiny – review & challenge progress of the Trust against its strategic objectives and KPIs		Review	Report
Policies – review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding in line with		Determine	Deliver – presenting polices to the

agreed policy delegation			Board for approval
Campus Improvement Plan		Review	Develop
Key Performance Indicators – setting and reviewing performance of the Trust		Review	Develop
Curriculum – setting the curriculum for the Academy and reviewing its effectiveness		Determine - curriculum and standards Review – effectiveness of the curriculum across Trust	Deliver Recommend
Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap		Review	Report – to Board effectiveness of use of the Pupil Premium across Trust
Set admissions policy		Approve	Develop
Collective worship arrangements for school without religious character			Deliver
Student issues (including attendance, exclusions, punctuality and disciplinary matters for the Academy)		Review	Deliver
Changes to term dates and length of school day		Agree	Recommend
Trust governance details on trust website: ensure		Review	Deliver
Appointing the Headteacher		Deliver	
Appointing Academy Staff			Deliver
Establishing Trust wide HR Policies (including recruitment , discipline, capability, grievance and absence policies) in accordance with all appropriate		Approve	

regulations			
Media and PR - overseeing public relations activities to project the activities of the Trust to the wider community		Review	Deliver
Complaints procedure: develop and operate		Approve	Recommend
<b>SAFEGUARDING</b>			
Appoint a senior board lead leadership to take responsibility for the Trust's safeguarding arrangements.		Agree	
<b>Financial oversight</b>			
External auditors: appoint	Agree	Recommend	
Chief financial officer: appoint		Agree	Recommend
Trust's scheme of financial delegation: establish, monitor and review		Agree	Develop
External auditors' report: receive and respond			
Headteachers' performance management & pay award		Agree	
Staff appraisal procedure and pay progression:		Approve	Recommend
Benchmarking and trust wide value for money: ensure robustness			
Trust Annual Budget – formulating and setting the Trust wide budget		Approve	Recommend
Monitoring budget		Review	
Investment policy		Approve & review	Recommend
Reporting: financial reporting and KPIs		Review	Deliver
Financial Policies –establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements		Approve	Develop & recommend
Approving annual audited accounts	Receive	Approve	Deliver – arrange for auditing and filing of annual report and accounts
External auditors report: receive and respond		Review and approve actions	Recommend actions and deliver on areas of non-compliance
Risk Register		Review	Deliver

External auditors: appoint/remove	Approve	Recommend	Recommend
Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions		Determine – policies to ensure compliance Review	Deliver – ensuring register of interest on Trust website
Asset and Premises Maintenance Strategy – determining use of Academies’ premises and ensuring premises are adequately maintained		Determine – Trust wide policy	Recommend
Acquiring and disposing of Trust land		Approve	Recommend
Changing use of Assets		Approve	
Arranging insurance for the Trust		Review	Deliver