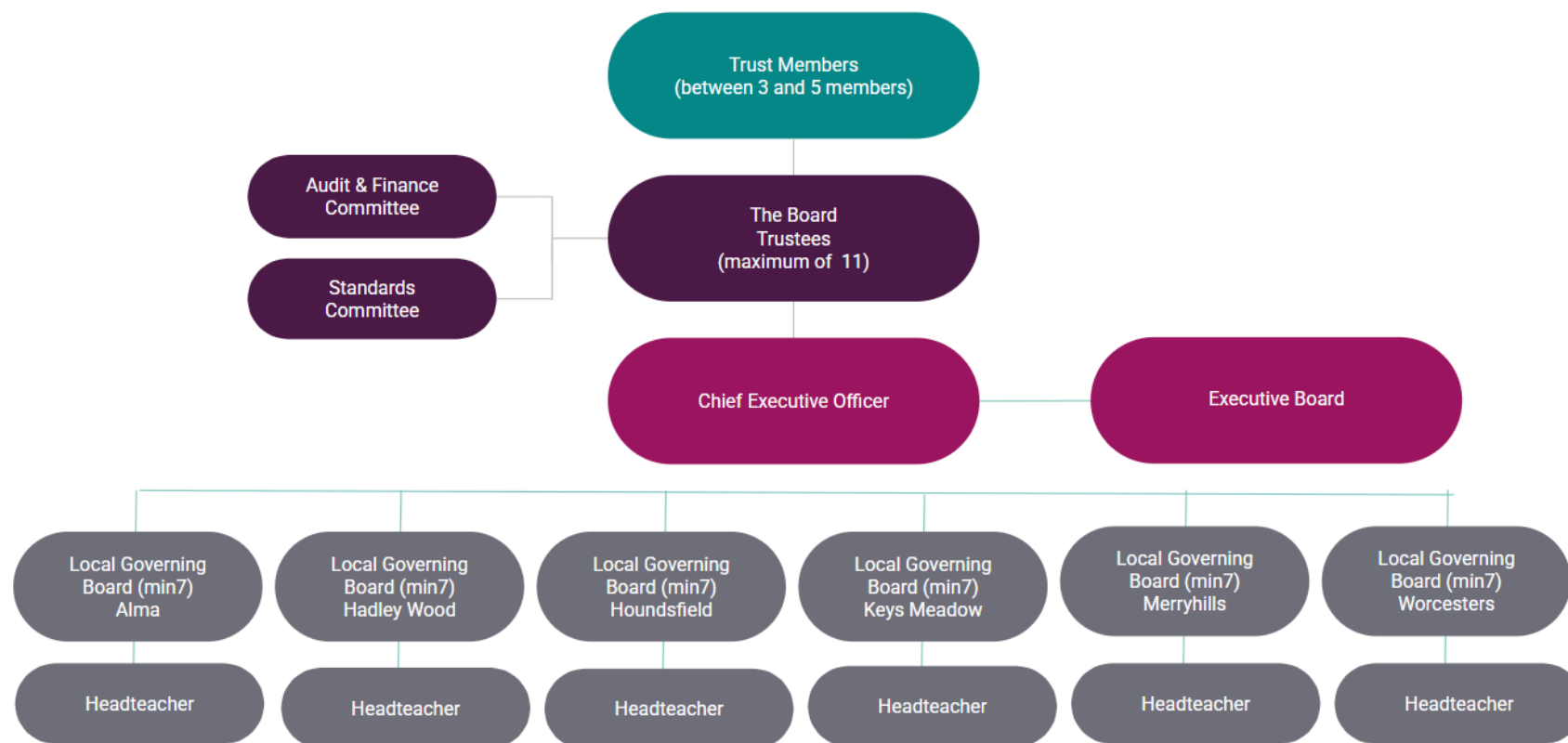




Scheme of Delegation

Date policy agreed	17th September 2026
Date of next review	September 2027
Approved by	Trustees
Sources used to inform policy	NGA Scheme of Delegation Guidance and Matrix
Updates from previous policy	Changed organisational chart to include Hadley Wood Primary School from 1st October 2026

Governance Structure



Delegation to an intervention board - The trust may choose to set up an intervention board to manage any schools requiring rapid improvement. An intervention board would consist of a small number of senior executives, plus one or two trustees or academy committee members who meet regularly to monitor agreed actions and take key decisions.

Roles and Responsibilities

The trust believes that effective delegation relies on a clear understanding of roles and responsibilities. Below is a summary of each role within the governance structure. These roles are outlined in more detail within the Terms of Reference Documents.

Role	Summary of Duties
Member	• Guardians of the governance of the trust, ensuring the charitable objective is fulfilled • Agree the trust's articles of association, appoint trustees and external auditors • Receive the annual report, accounts and other information
Trustee (sometimes known as directors)	• Ensuring clarity of the vision, ethos and strategic direction. • Holding the Executive Leaders to account for the educational performance of the school(s) and its pupils and the effective and efficient performance management of staff. • Overseeing the financial performance of the school(s) and making sure that its money is well spent.
Trust Committee Boards (Audit and Finance/Curriculum and Standards)	• Committee boards are responsible for detailed scrutiny of financial management and school performance to board committees
Local Governing Boards (LGB)	• Securing, maintaining and improving educational standards • Be the trust board's local point of consultation and review on matters such as policy, vision and strategy. • Represent the view of the school and its stakeholders to the trust. • Monitor all aspects of safeguarding, SEN, equality and pupil welfare • Ensure the health and safety policy is implemented and that inspections take place termly
CEO	• Day-to-day management of the trust • Leadership and management of the central executive team and the schools' head teachers • Reports to the trust board and its committees
Head teacher	• Day-to-day management of the trust's schools • Shares information with the academy committee about how the school operates to enable monitoring and scrutiny of key policies and improvement plans

Delegation Matrix

This matrix should be read in conjunction with the matrix within the trust Financial Internal Control Policy.

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
*Highlighted	Statutory expectation or necessary to comply with articles of association or funding agreement.

1 Board business		Members	Trust board	CEO	LGB	Head teachers
1.1	Appoint/remove members	*A/R				
1.2	Appoint/remove trustees	*A/R	C	C		
1.3	Elect chair of trustees		*A/R			
1.4	Appoint and remove board committee chairs		*A/R			
1.5	Establish and review trust governance structure		*A/R	C		
1.6	Agree named safeguarding trustee		*A/R			
1.7	Agree named SEND trustee lead		*A/R			
1.8	Agree named careers trustee lead (if applicable)		*A/R			
1.9	Appoint/remove LGB chairs		*A	R	C	

1.10	Appoint/remove LGB members		*A	R	C	
1.11	Appoint trust governance professional		*A	R		
1.12	Agree LGB clerking arrangements		*A/R		C	
1.13	Articles of association: review		*A/R			
1.14	Articles of association: ratify	*A/R				
1.15	Agree committee terms of reference		*A/R	C	C	C
1.16	Complete annual review of scheme of delegation		*A	R		
1.17	Complete annual trust board self-review		A/R			
1.18	Complete review of local governance	C	A	R	C	C
1.19	Publish governance arrangements on trust/schools' websites		*A	R		
1.20	Ensure trust website is compliant and effective		*A	R		
1.21	Ensure school websites are compliant and effective		*A	A		R
1.22	Submit annual report on the performance of the trust to members and publish		A	R		
1.23	Commission external review of board effectiveness every three years	C	A/R	C		
1.24	Annually report work of academy committee: submit to trust and publish		A	C	R	C
2 Vision and strategy		Members	Trust board	CEO	LGB	Head teachers
2.1	Determine trust's vision, strategy and key priorities		A/R	R	C	C
2.2	Apply trust vision and strategy to individual schools		A	R	C	R
2.3	Determine trust-wide policies which reflect the trust's ethos and values		*A	R		
2.4	Determine school level policies		*A	R	C	R
2.5	Establish risk register and conduct regular review		*A	R		
2.6	Ensure engagement with stakeholders		A	R	R	R

3 Finance and estates		Members	Trust board	CEO	LGB	Head teachers
3.1	Appoint and remove external auditors	*A/R	C			
3.2	Appoint and performance manage chief financial officer		*A	R		
3.3	Produce trust's scheme of financial delegation		*A	R		
3.4	Receive external auditors report	*A/R				
3.5	Action recommendations made by external auditors		*A	R		R
3.6	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A	R		
3.7	Submit DfE required reports and returns		*A	R		
3.8	Agree budget plan to support delivery of trust strategic priorities		A	R		
3.9	Agree budget plan to support delivery of school strategic priorities		*A	A	R	R
3.10	Set and monitor trust budget		*A	R		
3.11	Set and monitor member schools budgets		*A			R
3.12	Carry out benchmarking and trust-wide value for money evaluation		C	A/R		
3.13	Agree reporting and monitoring arrangements for trust and school budgets		*A	R	C	C
3.14	Approve trust-wide estate vision, strategy and asset management plan		*A	R		
3.15	Monitor school estate to ensure it is safe and well maintained		*A		R	R

4 Human Resources		Members	Trust board	CEO	LGB	Head teachers
4.1	Appoint and dismiss CEO/accounting Officer		*A	R		
4.2	Performance manage CEO		*A/R			
4.3	Agree CEO pay and reward		*A/R			
4.4	Appoint and dismiss Headteacher		A/R	A/R	C	
4.5	Conduct executive team performance management		C	A/R		
4.6	Conduct headteacher performance management			A/R	C	
4.7	Agree headteacher pay and reward			A/R	C	
4.8	Review and agree staff appraisal procedure and pay progression		A	R		C
4.9	Determine executive team staffing structure		*A	R		
4.10	Determine school staffing structure			A	C	R
4.11	Headteacher appointments and dismissal			A/R	C	
4.12	Trust wide pay policy, terms and conditions of employment		*A	R		
4.13	Determine disciplinary and capability policies		*A	R		
4.14	Implement disciplinary and capability procedures – CEO		A/R			
4.15	Implement disciplinary and capability – central team		A	R		
4.16	Implement disciplinary and capability procedures – schools		A	C	C	R
4.17	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A	C		

5 Education		Members	Trust board	CEO	LGB	Head teachers
5.1	Approve trust curriculum/school curriculum and curriculum policy		A	C	R	R
5.2	Ensure high standards of teaching and learning		A	R	C	R
5.3	Delivery of curriculum			A		R
5.4	Set targets for trust outcomes		A	R		
5.5	Plan and deliver individual school improvement interventions and strategies			A	C	R
5.6	Agree school behaviour policy		C	A/R	A/R	A/R
5.7	Implement school behaviour policy			A	R	R
5.8	Review permanent and fixed term exclusions		*A/R		R/C	
5.9	Agree admissions policy		*A	R	C	C
5.10	Admissions appeal process		*A	R	C	C
5.11	Determine complaints policy		*A/R	C	C	
5.12	Implement complaints procedures		*A/R	R	R	R
6 Community		Members	Trust board	CEO	LGB	Head teachers
6.1	Developing stakeholder partnerships across the trust		A	R	C	C
6.2	Developing stakeholder partnerships at school level			C	A	R