

## Community Schools Trust: Scheme of Delegation October 2020

**Key: (C): CEO (FD): Financial Director (HT): Headteacher. Unless delegated as outlined below, all tasks are the responsibility of the board**

MAT Board - 6 mtgs			Finance and Personnel Ctee - 6 mtgs			Local School Board - 6 mtgs		
Membership composition: 9, appointed by Members  1. Ms Jan Tallis (Chair) 2. Mr Simon Elliott (CEO and accounting officer) 3. Mr Christopher Rutt 4. Mr Anthony Scawthorn 5. Ms Alison Burns 6. Phoebe Clapham 7. Mr Zain Iqbal 8. Meena Anand 9. John Hughes 10. Kevin Hogarth  Appointment of chairs/co-opted members of LSB Powers to remove chairs and vice chairs and co-opted members of boards May send representatives to attend LSB mtgs Must appoint clerk to the board May sit on exclusion panels for LSB exclusions if required			Membership composition: FD, CEO, +3 from Trust Board  1. Mr Peter Mellon (FD, Responsible Officer, Data Controller) 2. Mr Simon Elliott (CEO) 3. Mr Christopher Rutt (Chair) 4. Mr Anthony Scawthorn 5. Ms Alison Burns  Proposing amendments to TOR Ordering goods and services over £100K			Membership composition: 9 members (suggested) as below  1. Chair, trust co-opted - determined by MAT Board 2. Head / DH of school 3. LSB co-opted Rep 4. Staff Rep 5. Parent Rep 6. Parent Rep 7. LSB co-opted 8. Board co-opted 9. Board co-opted  Proposing amendments to TOR Determines own agenda but uses common agenda items trust wide Appointment of all members not determined by board Ordering goods and services up to £50k (up to £100K with CEO/FD approval) Headteacher		
Trust Board CEO and Chair report to this board	Freq	Mechanism	F and P Financial Director and CEO report to this board	Freq	Mechanism	LSB Local HT reports to this board	Freq	Mechanism
Termly scrutiny of group risks	3	GRC One Data Dashboard	Monitoring health and safety procedures in each school	1	Annual health and safety audit	Receiving the HT report	6	HT Report
Development of systems to ensure safe and successful schools including compliance and HR	Ad-hoc	Compliance calendar	Recommending trust budget, including individual school budgets, to board and monitoring budget performance	1	SFVS CFR Budgets	Proposing a school budget with the CEO and establishing an effective staffing structure	1	CFR Budget School organogram + responsibilities grid
Agreeing the Trust's budget and accounts	3	Financial statement	Approving audit procedures and monitoring audit findings	1	Wilkins Kennedy report	Budget monitoring	3	CFR Budget
(C) Quality assurance of the risk/control management procedures of individual schools	3	School visits Audits CEO report	Due diligence for schools proposing to join the trust	1	Due diligence documents	(H) In consultation with the CEO, approving the salary progression of the leadership team and other employees in school	1	Report to LSB
Approval of policies and work recommended by the F+P and S,S+C	6	CEO Report	Organisation of trust staffing arrangements	1	Annual school systems list	Creating a SEF, SDP and annual targets with the CEO	1	SDP, SEF proforma
(C) Reviewing the performance of the Heads of schools	1	PMR proforma	Approving the remuneration of the CEO	1	Report to committee	Ensuring the SDP is ragged and on target	3	SDP
Trust vision, values, strategic direction, growth strategy	1	Trust mission statement	Organising external legal, investment and insurance advice (FD)	1	Reports to committee	Devising effective curriculum with the CEO	1	Curriculum statement in handbook
Deciding upon school expansion and age range changes	Ad-hoc	Meeting minutes	(FD) Preparation of management accounts and financial reporting	1	Financial statement	Monitoring behavioural and attendance patterns and exclusions within school	3	Exclusions attendance report Data dashboard
(C) Strategic priorities of trust including trust processes and QA framework	1	Trust development plan	(FD) Liaise with the trust's legal advisors on relevant issues	3	Report to F+P committee	Exclusion of students, up to and including permanent exclusion	Ad-hoc	Exclusions spreadsheet and file

(C) Devising policies for F+P and S,S+C	Ad-hoc	Policy documents	(FD) Advising on fundraising	Ad-hoc	Report to committee	Ensuring Health and Safety and data protection procedures are adhered to	1	Report to F+P committee
(C) Advising on national education policy	6	CEO's report	(FD) Asset management strategy and maintaining fixed asset register	Ad-hoc	Asset management strategy	Ensuring safeguarding arrangements are effective including maintaining an SCR	3	SCR check termly Annual safeguarding report
(C) Recruitment advice to MAT exec team, HT and DHTs in school	Ad-hoc	CEO's report	Sale, purchase and disposal of assets	1	Ad-hoc	Dealing with and logging complaints	1	Complaint log Report to SSC
(C) Management of Heads of Schools	3	CEO's report	(FD) Advice on community use	Ad-hoc	Report to committee	Deciding on timings of school day, holidays and calendar	1	School calendar
Appointment and dismissal of the HT, CEO and DCEO	Ad-hoc	Board meeting JD and person spec Dismissal hearing	Monitoring matters of concern	Ad-hoc	Report to committee	Advising on pay progression and threshold arrangements	1	Report to LSB
Appeals regarding dismissal	Ad-hoc	Appeal hearing	Review of controls, processes and systems	Ad-hoc	GRC One CEO report to committee	Admissions and appeals	Ad-hoc	NA
Determining top slice and reserves policy	1	CEO Report	Reviewing school budgets proposed by LSB for approval by the main board	1	LSB budget	Ensuring that the school delivers its vision, ethos and effective SMSC	1	SEF Prevent action plan
Annual summary report to members	1	Annual report	Approving the staffing structure of the central team recommended by the CEO	1	Staffing structure diagram Organogram	Providing disciplinary committees for disc, cap, grievance, including appeals (except against dismissal)	Ad-hoc	Disciplinary committee
Deciding on the remuneration of the CEO	1	Pay committee	Recommends top slice and reserves policy for Trust	1	Annual	Receiving reports on aspects of the school's operation linked to self-evaluation e.g. marking	3	Departmental reports Safeguarding audit As required
Handling stage 4 complaints	ad-hoc	3 selected board members	Scrutiny of group HR provision	1	Annual report	Ensuring effective risk management information is recorded	3	GRC One
Reviewing terms of office	1	Annually at meeting	Staff appointments and dismissal at HT level and above within the Trust except CEO/DCEO	Ad-hoc	JD and person spec Dismissal hearing	Examining school progress data	6	Data dashboard
Reviewing declarations of interest	1	Annually at meeting	Overseeing and annual data protection audit	1	Annual audit	Stakeholder communication and engagement systems	3	Parent view School surveys Community report
Annual skills audit	1	Skills audit	Completion of school resource management and self-assessment tool	1	Annual report	Reviewing terms of office	1	Annually at meeting
Monitoring the SDP of each school	3	SDP				Reviewing declarations of interest	1	Annually at meeting
Monitoring the self-evaluation procedures of each school within the trust	1	SEF GRC One				Annual skills audit	1	skills audit
Ensuring each school's curriculum is fit for purpose	1	Curriculum map in school handbook				Setting school vision, values and ethos in line with trust mission	Ad-hoc	SDP Newsletter School Communication
Comparing outcomes across all schools including attendance, exclusions, exam results, groups including MAS, SEN, PP	3	Data dashboard Ofsted reports Raise online FFT				Escalating to board any issues of concerns which expose trust to risk	Ad-hoc	HT report Email to CEO
Setting trust admissions procedures	1	Board meeting				School fundraising	Ad-hoc	Charity events Report to SS+C committee
Developing trust's education policy	Ad-hoc	As required				Monitoring website compliance	3	Website checklist
Overseeing MAT marketing and branding	1	HT Report				Effective staff deployment and management	3	PMR process

Monitoring the safeguarding procedures of schools	1	Safeguarding report annually Safeguarding dashboard				Agreeing community use of premises	Ad-hoc	LSB meeting
Agreeing key areas, and targets and SDP principles for SDPs	1	SDP template				Monitoring pupil premium spend and outcomes	1	PP Report
Quality assurance of the work of the LSB	3	CEO Report Data dashboard				School marketing	1	Marketing plan
Determining TOR and size for all boards and committees	1	Board meeting				Conducting annual skills audit of LSB	1	Skills audit
Recruitment of directors	ad-hoc	As required				Monitoring quality of teaching	3	Data dashboard
Determines common trust-wide agenda items	1	Annual meetings agenda calendar				(HT) Staff appointments and dismissal	Ad-hoc	TES
Nomination of board safeguarding and SEND reps	1	Board meeting				Ensuring the School is delivering targets set in PSED Policy	1	PSED policy
Determination of LSB chairs and reviewing terms of office	1	Board meeting				Monitoring the outcomes for looked after children	1	Annual LAC report
						Election of vice chair	1	Board meeting
						Formation of working parties	ad-hoc	As required
						Carrying out DBS checks for school based staff	ad-hoc	As required
						Overseeing local school health and safety procedures	1	Report to GB annually
<b>Policy responsibility – MAT wide policy</b>			<b>Policy responsibility – MAT wide policy</b>			<b>Policy responsibility – individual school policy</b>		
Code of Conduct – Governors Admissions Special Leave Policy Abusive Parents Declarations of interest Trustee and members DBS checks			Capability Policy Charging Code of Conduct - Staff Complaints Procedure Data Protection Disciplinary Policy and Procedure Equal Opportunities Policy Finance Policy/Regulations Freedom of information publication scheme Gifts and Hospitality Policy Governors/Directors Allowances + Expenses Policy Grievance Procedure Infection control policy Investment Strategy Health & Safety Policy MAT Executive Appraisal Policy Pay Policy Performance Management Policy - Teachers Performance Review Policy - Support Staff Procedures for dealing with allegations of abuse against staff Records Management Policy (Inclusion Freedom of Information)/Data Protection Recruitment & Selection Policy Reserves Policy Sickness Policy Whistleblowing Policy			Accessibility plan Anti-bullying Policy & Statement Assessment and Examinations Policy Attendance Policy - Students Behaviour Policy ("Review general statement of principles on behaviour") Careers Child Protection Communication Policy Community Cohesion Policy Community use of Premises Policy Continual Professional Development (CPD) Cover - Teacher Absence Curriculum Statement Educational Visits Policy English as an Additional Language Policy (EAL) Governor Visits Healthy Eating Policy Home-School Agreement Homework ICT Policy (Information Systems Strategy & Policy) Induction Policy Learning Resource Centre Policy Literacy Policy Local Offer Policy / SEN Information Report Medical Needs Policy Mid-Phase Admission Policy		

		<p>More Able Students Policy  Pathway A Policy  Politeness Policy  RE &amp; Collective Worship  School/Trust Website Information  Sex &amp; Relationships Education Policy  Staff Harassment  Staff Wellbeing  Teaching &amp; Learning  Transition Policy  Uniform  Children Looked After (CLA)  Public Sector Equality Duty (PSED)  Pupil Premium Policy  Complaints Policy</p>
<p>4 members - Jan Tallis; Steve Denton; Eve Traylor-Wilkinson; Steve Cameron  Members responsibilities, outlined below, will be covered at an annual meeting:  Achievement of trust's charitable objectives.  Appointment and removal of trustees.  Taking part in annual and extraordinary general meetings  Receiving accounts annually  Amending the articles of association as required</p>		