

The Schelwood Trust Scheme of Delegation 2017 - 2018

Area	Decision					
		Members	Board of Directors	Accounting Officer	Headteacher	Local GB
People	Members: Appoint/Remove	✓				
	Board of Directors: Appoint/Remove	✓	A			
	Role descriptions for members	✓				
	Role descriptions for trustees/chair/ specific roles/committee: agree		✓		A	
	Committee(s): elected		✓			✓
	Committee chairs: appoint and remove		✓			✓
	Academy committee: appoint and remove		✓		A	
	Clerk to academy/board of Directors/committee: appoint and remove		✓		A	
Systems and structures	Articles of association: review and agree	✓	A		A	
	Governance structure (committees) for the trust: establish and review annually		✓		A	
	Terms of reference for board committees and scheme of delegation for academy committees: agree annually		✓		A	
	Skills/competency audit: complete and recruit to fill gaps		A		A	✓
	Annual self review of trust board and committees: complete annually		✓			
	Annual self review of academy committees/councils: complete annually					✓
	Chairs' performance: carry out 360 review periodically		✓			✓
	Trustee / academy committee/council member contribution: review annually		✓			✓

Systems and structures	Succession: plan		✓		A	✓
	Annual schedule of business for trust board: agree		✓		A	
	Annual schedule of business for LGBs: agree				A	✓
Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓		A	✓
	Annual report on performance of the trust: submit to members and publish		✓		A	
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓		A	
	Annual report work of LGB: submit to trust and publish					✓
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values including HR policies (facilitating discussions with unions where appropriate): approve		✓		A	
	Determine school level policies which reflect the school's ethos and values: approve				A	✓
	Central spend / top slice: agree		✓	CFO A	A	
	Management of risk: establish register, review and monitor		✓	CFO A	A	✓
	Engagement with stakeholders	✓	✓		✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓		A	
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which		✓		A	A

Being Strategic	progress towards achieving the vision can be measured: determine					
	Accounting Officer: appoint and dismiss		✓			
	Headteacher : appoint and dismiss		✓			A
	Budget plan to support delivery of trust key priorities: agree		✓	CFO A	A	
	Budget plan to support delivery of school key priorities: agree				✓	A
	Trust's staffing structure: agree		✓		A	
	School staffing structure: agree				✓	A
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓		A	✓
	Reporting arrangements for progress on key priorities: agree		✓	A	A	✓
	Performance management of the Headteacher: undertake		✓			
	Appoint Chief financial officer for delivery of trusts detailed accounting processes		✓	A	A	

Ensuring financial probity	Trust's scheme of financial delegation: establish and review		✓	CFO	A	
	School's scheme of financial delegation: establish and review		✓	CFO	A	✓
	External auditors' report: receive and respond		✓	CFO - A	A	✓
	Headteacher pay award: agree		✓			
	Staff appraisal procedure and pay progression: review and agree		✓		✓	✓
	Benchmarking and trust wide value for money: ensure robustness		✓	CFO	A	
Ensuring financial probity	Benchmarking and academy value for money: ensure robustness		✓	CFO		✓
	Develop trust wide procurement strategies and efficiency savings programme		✓		✓	
	Review and approve trust wide procurement strategies and efficiency savings programme		✓	CFO		

KEY A Provide advice and support to those accountable for decision making