Responsible	The person responsible for actually carrying out the process or task.
Accountable	The person/group ultimately accountable for the process or task being completed; responsible person(s) are accountable to this person/group.
Consulted	People who are not directly involved with carrying out the task, but who are consulted and may contribute.
Informed	Those who receive information about the process or task.

The Crypt School Academy Trust Scheme of Delegation 2026-27								
Scheme of Delegation Strategy and Leadership	**Members**	**Trust Board**	**Headteacher**	**Finance Director**	**Resources, Staff & Pay**	**Pupil Education & Outcomes**	**Audit**	**Admissions**
Set vision and strategic objectives of the Trust	**I**	**A, R**	**R**					
Oversee implementation of strategic objectives of the Trust		**A**	**R**					
Scrutiny – review & challenge progress of the Trust against its strategic objectives and KPIs, and in accordance with Trust vision	**A**	**A**	**R**		**R**	**R**		
Draft a school action plan following Ofsted inspection and distribute copies to parents		**A, R**	**R**					
Compliance: Funding Agreement – comply with all obligations including the Academy Trust Handbook/ Academy Trust Governance Guide	**A**	**A**	**R**	**R**	**A**	**R**		
Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	**A**	**A**	**R**		**A**	**R**		
Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money	**A**	**A**	**A**	**R**	**R**	**R**		

Notes: Where accountability or responsibility sits with the trustees, it may be delegated to a Trust level committee; recommendations must be ratified at Trust Board level.

Responsible	The person responsible for actually carrying out the process or task.
Accountable	The person/group ultimately accountable for the process or task being completed; responsible person(s) are accountable to this person/group.
Consulted	People who are not directly involved with carrying out the task, but who are consulted and may contribute.
Informed	Those who receive information about the process or task.

Scheme of Delegation Governance	Members	Trust Board	Headteacher	Finance Director	Resources, Staff & Pay	Pupil Education & Outcomes	Audit	Admissions
Draw up instrument of governance and any amendments thereafter		**A, R**						
Review and approve all policies of the Trust regularly		**A, R**	**R**	**C**	**R**	**R**	**C**	**R**
Appointment and dismissal of Trustees – ensuring processes in place for appointment of directors (including ensuring that the Trustees have the skills to run the Trust)	**A, R**	**C**						
Appointment and removal of co-opted, including temporary additional co-opted, Governors		**A, R**						
Election of the Chair and Vice-Chair of the permanent or a temporary Governing Body		**A, R**						
Appointment/dismissal of Clerk to the Trustees (through panel of Trustees)		**A, R**						
Appointment and at least annual review of the establishment, terms of reference and membership of committees, including selection panels		**A, R**			**R**	**R**	**R**	**R**
Hold a Governing Body meeting in line with the requirements of the Funding Agreement and Articles of Association		**A, R**						
Set up a Register of Trustees' Interests and procedure for dealing with conflicts of interest		**A, R**						
Set up and approve an Expenses Scheme		**A, R**			**R**			

Notes: Where accountability or responsibility sits with the trustees, it may be delegated to a Trust level committee; recommendations must be ratified at Trust Board level.

Responsible	The person responsible for actually carrying out the process or task.
Accountable	The person/group ultimately accountable for the process or task being completed; responsible person(s) are accountable to this person/group.
Consulted	People who are not directly involved with carrying out the task, but who are consulted and may contribute.
Informed	Those who receive information about the process or task.

Consider whether or not to exercise delegation of functions to individuals or committees		**A, R**						
Regulate the Governing Body's procedures (where not set out in law)		**A, R**						
Regulate and monitor Chair's action as per resolution of 22.5.2023 (see appendix 1)		**A, R**						
Training programme for Trustees	**I**	**A**	**R**					
Benchmarking and best value		**A**	**R**	**R**				
Manage and mitigate strategic risk	**I**	**A**	**R**	**R**				
Scheme of Delegation School Budgets	**Members**	**Trust Board**	**Headteacher**	**Finance Director**	**Resources, Staff & Pay**	**Pupil Education & Outcomes**	**Audit**	**Admissions**
Approve the budget each financial year		**A/R**			**R**			
Monitor expenditure against budget at each meeting		**A/R**			**R**			
Review management accounts monthly with Finance Director		**A**	**R**					
Miscellaneous financial decisions at levels as set in Finance Manual (e.g. write-offs), including development/fundraising recurrent expenditure		**A, R**		**R**	**R**			
Investigate financial irregularities		**A**	**R**		**R**		**R**	
Enter into contracts (above £60,000)		**A**			**R**			
Enter into contracts (below £60,000)		**A**	**R**	**R**				
Approve capital expenditure for development/fundraising projects		**A, R**			**R**			
Make payments		**A**	**R**	**R**				
Sign the annual accounts	**I**	**A, R**						

Notes: Where accountability or responsibility sits with the trustees, it may be delegated to a Trust level committee; recommendations must be ratified at Trust Board level.

Responsible	The person responsible for actually carrying out the process or task.
Accountable	The person/group ultimately accountable for the process or task being completed; responsible person(s) are accountable to this person/group.
Consulted	People who are not directly involved with carrying out the task, but who are consulted and may contribute.
Informed	Those who receive information about the process or task.

Appoint external auditors	**A, R**	**R**					**R**	

Notes: Where accountability or responsibility sits with the trustees, it may be delegated to a Trust level committee; recommendations must be ratified at Trust Board level.

Responsible	The person responsible for actually carrying out the process or task.
Accountable	The person/group ultimately accountable for the process or task being completed; responsible person(s) are accountable to this person/group.
Consulted	People who are not directly involved with carrying out the task, but who are consulted and may contribute.
Informed	Those who receive information about the process or task.

Scheme of Delegation Educational Effectiveness	Members	Trust Board	Headteacher	Finance Director	Resources, Staff & Pay	Pupil Education & Outcomes	Audit	Admissions
Key Performance Indicators – setting and reviewing educational effectiveness performance of the Academy Trust		**A**				**R**		
Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes		**A**	**R**			**R**		
Ensure the curriculum taught to all pupils is compliant with the Funding Agreement and meets Ofsted expectations		**A**	**R**			**R**		
Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)		**A**	**R**					
Responsibility for individual child's education		**A**	**R**					
Approve and maintain up to date a written policy on the provision of sex education		**A**				**R**		
Prohibit political indoctrination and ensure the balanced treatment of political issues and promotion of British values		**A, R**	**R**			**R**		
Approve the charging and remissions policy		**A**	**R**	**R**	**C**			

Notes: Where accountability or responsibility sits with the trustees, it may be delegated to a Trust level committee; recommendations must be ratified at Trust Board level.

Responsible	The person responsible for actually carrying out the process or task.
Accountable	The person/group ultimately accountable for the process or task being completed; responsible person(s) are accountable to this person/group.
Consulted	People who are not directly involved with carrying out the task, but who are consulted and may contribute.
Informed	Those who receive information about the process or task.

Scheme of Delegation Educational Effectiveness	Members	Trust Board	Headteacher	Finance Director	Resources, Staff & Pay	Pupil Education & Outcomes	Audit	Admissions
Discharge duties in respect of pupils with special needs		**A**	**R**			**R**		
Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes		**A**	**R**			**R**		
Consult annually before setting admissions policy (approved by Trust Board)		**A, R**						**R,C**
Admission application decisions and appeals		**A**	**R**		**I**	**I**		**I**
Ensure that all pupils take part in a daily act of collective worship		**A**	**R**					
Approve the discipline policy		**A, R**				**C**		
Exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently		**A**	**R**					
Direct re-instatement of suspended/excluded pupils via a discipline panel of 3 Trustees		**A, R**						
Consider representations against suspension for up to 5 days in a term (via an individual Trustee)		**A, R**						
Set the times of school sessions and the dates of school terms and holidays		**A**	**R**					

Notes: Where accountability or responsibility sits with the trustees, it may be delegated to a Trust level committee; recommendations must be ratified at Trust Board level.

Responsible	The person responsible for actually carrying out the process or task.
Accountable	The person/group ultimately accountable for the process or task being completed; responsible person(s) are accountable to this person/group.
Consulted	People who are not directly involved with carrying out the task, but who are consulted and may contribute.
Informed	Those who receive information about the process or task.

Scheme of Delegation Human Resources	Members	Trust Board	Headteacher	Finance Director	Resources, Staff & Pay	Pupil Education & Outcomes	Audit	Admissions
Headmaster appointments (selection panel)		**A, R**						
Deputy appointments (selection panel)		**A, R**	**C**					
Appoint other teachers (GB may be invited to join selection panel)		**A**	**R**					
Appointing non-teaching staff (GB may, if they wish, be involved in the selection panel)		**A**	**R**	**Finance Director/EPM R**				
Approve annual Pay Policy		**A, R**			**C**			
Approve annual Appraisal Policy		**A, R**			**R**			
Pay Discretions (follows Pay Policy; the Head does not advise on his/her own pay)		**A**	**R**		**R**			
Support Staff Pay including consensual variation if necessary		**A**			**R**			
Establishing disciplinary/capability procedures		**A**			**R**			
Dismissal (Head and Deputy Head) via a discipline panel		**A, R**						
Dismissal (other staff) via a discipline panel		**A**	**R**					
Suspending Head or Deputy Head/ending suspension via a discipline panel		**A, R**						
Suspending staff (except Head and Deputy Head)/ending suspension via a discipline panel		**A**	**R**					
Determining dismissal payments/early retirement		**A**			**R**			

Notes: Where accountability or responsibility sits with the trustees, it may be delegated to a Trust level committee; recommendations must be ratified at Trust Board level.

Responsible	The person responsible for actually carrying out the process or task.
Accountable	The person/group ultimately accountable for the process or task being completed; responsible person(s) are accountable to this person/group.
Consulted	People who are not directly involved with carrying out the task, but who are consulted and may contribute.
Informed	Those who receive information about the process or task.

Determining staff complement		**A**	**R**					
Setting Terms and Conditions of Employment and Staff Handbook		**A**	**R**		**R**			
Scheme of Delegation Operations and Asset Management	**Members**	**Trust Board**	**Headteacher**	**Finance Director**	**Resources, Staff & Pay**	**Pupil Education & Outcomes**	**Audit**	**Admissions**
Determining and overseeing the overall buildings replacement and maintenance schedule and plan	**I**	**A**	**R**		**R**			
Asset and Premises Maintenance Strategy – determining use of the Trust's premises and ensuring premises are adequately maintained		**A**	**R**		**R**			
Ensure health and safety issues are addressed		**A, R**	**R**			**R**		
Approve a Security Policy and disaster recovery plan		**A, R**	**R**		**C**			
Arranging insurance for the Trust		**A**		**R**	**R**			
Ensure provision of free school meals to those pupils meeting the criteria		**A**	**R**					
Adoption and review of home-school agreements		**A**	**R**					
Agree a prospectus		**A**	**R**					
Media and PR - overseeing public relations activities to project the activities of the Trust		**A**	**R**					
Ensure all statutory information and financial information is published on the website		A					**R**	
Provide information to be published by governing bodies		**A, R**						

Notes: Where accountability or responsibility sits with the trustees, it may be delegated to a Trust level committee; recommendations must be ratified at Trust Board level.

Responsible	The person responsible for actually carrying out the process or task.
Accountable	The person/group ultimately accountable for the process or task being completed; responsible person(s) are accountable to this person/group.
Consulted	People who are not directly involved with carrying out the task, but who are consulted and may contribute.
Informed	Those who receive information about the process or task.

Deal with Trust complaints		**A**	**R**					

APPENDIX 1: CHAIR'S ACTION (Resolution approved 22 May 2023, item 14)

The Board unanimously resolved that with immediate effect and until revoked by the Board, in order to facilitate the Trust making urgent decisions that arise between Board and committee meetings, the Chair (or Vice Chair) may use the following decision-making procedure (to be known as Chair's Action):

1. Notwithstanding any provisions of the Trust's Articles of Association (the Articles) and Scheme of Delegation, if the Chair is of the opinion that a matter of urgency exists, and it is not practicable to arrange a Board meeting on short notice in the circumstances, either: (i) after receiving a written report from the Head or Finance Director which clearly states, amongst other things, why the item concerned could not be brought to a regular meeting and why it would qualify for urgent decision under this procedure; or (ii) as a result of other information that is brought to their attention and a delay in exercising the function would likely be seriously detrimental to the interests of the Trust or School, any pupil or their parent or a person who works at the Trust, then, in consultation with the Head, they may exercise any function of the Trust which:
   i. can be delegated to an individual under the Articles, the Trust's funding agreements with the Secretary of State for Education (including the relevant Academies Financial Handbook) or
   ii. any function relating to the exclusion of pupils.

2. Where it appears to the Vice Chair that: (i) the circumstances mentioned in paragraph 1(i) and/or 1(ii) apply; and (ii) the Chair (whether by reason of vacancy in the office, incapacity or otherwise) would be unable to exercise the function in question before the detriment referred to in that paragraph is suffered, the reference in paragraphs 1 and 3 to the Chair is to be read as if it were a reference to the Vice Chair.

3. The Chair may decide, on receipt of a request for a decision under Chair's Action, that the matter should be dealt with instead by a special Board meeting called on short notice, in which case a meeting shall be called promptly.

4. Any action under Chair's Action should be reported in writing as soon as possible to the Trustees. A record of the decisions taken shall also be included with the Board's minutes.

Notes: Where accountability or responsibility sits with the trustees, it may be delegated to a Trust level committee; recommendations must be ratified at Trust Board level.