

Board of Trustees' Scheme of Delegation



Reading the Scheme of Delegation
✓ = governance function and decision-making is at this level
C = to be consulted prior to decision being made
Note: decisions delegated to the board may be further delegated to a committee

Governance function		Members	Board of Trustees /Committees	Headteacher
Governance framework: people	Members: appoint/remove	✓		
	Trustees: appoint/remove	✓	✓	
	Committee chair(s): appoint and remove		✓	
	Named safeguarding trustee: appoint and remove		✓	
	Clerk to board: appoint and remove		✓	
Governance framework: systems and structures	Articles of association: review and agree	✓	C	
	Committee terms of reference and scheme of delegation: agree annually		✓	
	Annual skills audit: complete and recruit/upskill to fill gaps		✓	
	Annual work plan for governance business: agree		✓	
	Self-review of trust board and committees: complete annually		✓	
	Chair's performance: carry out 360° review periodically		✓	
	Trustee contribution: review annually		✓	
	Publish governance arrangements on Schools' website: ensure		✓	
Governance framework: reporting	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓	
	ESFA required reports and returns submit		✓	
	Management of risk: establish register, review and monitor		✓	C
	Engagement with stakeholders: ensure		✓	✓

	Determine School's vision, strategy and key priorities: approve		✓	C
	Policies reflect the School's ethos and values: ensure		✓	✓
	Budget plan to support delivery of school key priorities: agree		✓	C
	Schools' staffing structure: agree		✓	C
Holding to account	Ensuring compliance (e.g. safeguarding, health and safety, employment): agree auditing and reporting arrangements		✓	C
	Monitoring progress on key priorities: agree reporting arrangements		✓	
	Performance management of the headteacher: undertake		✓	
Financial oversight	External auditors: appoint	✓	C	C
	Trust's scheme of financial delegation: establish, monitor and review		✓	C
	External auditors' report: receive and respond		✓	
	Headteacher's pay award: agree		✓	
	Staff appraisal procedure and pay progression: review and agree		✓	C
	Benchmarking and value for money: ensure robustness		✓	
	Monitoring budget: agree reporting		✓	