TRUST SCHEME OF DELEGATION



A: Leadership and Governance



		Executive Board (Directors)	Trust Principal	Executive Headteacher (EHT)	Local Academy Board (LAB)	Headteacher/ Head of School
	Strategic Objectives of the Trust	DETERMINE	ADVISE IMPLEMENT	IMPLEMENT	ADVISE	
	Funding Agreement Comply with all obligations including the Academies Financial Handbook	REVIEW	IMPLEMENT (With Finance Director)		IMPLEMENT	IMPLEMENT
	Regulations All regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	REVIEW	IMPLEMENT			
/ERNANCE	Financial Oversight of the Trust Ensuring that there are appropriate financial controls so there is regularity, probity and value for money in relation to the management of public funds	DETERMINE	IMPLEMENT ADVISE (With Finance Director)			
LEADERSHIP AND GOVERNANCE	Business Interests Completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	DETERMINE			ADVISE	
ERSH	Appointments and Dismissal Governors	DETERMINE			ADVISE	
LEAD	Appointment and Dismissal of the Responsible Officer and Audit Committee	DETERMINE				
	Appointment and Dismissal of the Clerk to the Board and LABs	DETERMINE	ADVISE		ADVISE	
	Appointment and Dismissal of Trust Principal	DETERMINE				
	Appointment and Dismissal of Principals/Head of School		DETERMINE	ADVISE	ADVISE	
	Appointment and Dismissal of Executive Headteachers/CFO/COO	DETERMINE	ADVISE			



A: Leadership and Governance

		Executive Board (Directors)	Trust Principal	Executive Headteacher (EHT)	Local Academy Board (LAB)	Headteacher/ Head of School
	Policies Review and approval of Trust wide policies	DETERMINE	REVIEW (With Operations Director)	ADVISE	ADVISE	
	Prepare terms of reference for LAB's and Committees	DETERMINE	ADVISE			
ANCE	Training programme for Directors and Governors	REVIEW	DETERMINE	ADVISE	ADVISE	ADVISE
GOVERNANC	Appraisal of Trust Principal	DETERMINE (Pay Committee)				
LEADERSHIP AND GO	Appraisal of Headteachers/Heads of Schools	REVIEW	DETERMINE	ADVISE	ADVISE	
	Appraisal of Teaching Staff			DETERMINE	REVIEW	IMPLEMENT
	Academy Development Plans (ADP) For each Academy in line with the strategic aims of the Trust			REVIEW	ADVISE	DETERMINE
	Key Performance Indicators (Trust) Setting and reviewing performance of the Trust	DETERMINE	ADVISE			
	Key Performance Indicators (Academy) Setting and reviewing performance of the academies			DETERMINE	ADVISE	

Scheme of Delegation



B: Education

		Executive Board (Directors)	Trust Principal	Executive Headteacher (EHT)	Local Academy Board (LAB)	Headteacher/ Head of School
	Trust Education Strategies (Including Curriculum, T&L, Inclusion etc)	REVIEW	DETERMINE	ADVISE		ADVISE
	Quality of Teaching (Academy) Ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes		ADVISE	ADVISE REVIEW	REVIEW	DETERMINE
	Curriculum (Academy) Setting the curriculum for the Academies and reviewing its effectiveness		REVIEW	DETERMINE	REVIEW	DETERMINE
EDUCATION	Pupil Premium (PP) Reviewing and challenging the value for money/ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap			DETERMINE ADVISE	REVIEW	ADVISE IMPLEMENT
ED(Set admissions policy	DETERMINE	ADVISE		ADVISE IMPLEMENT	ADVISE
	Student issues (including uniform, attendance, exclusions, punctuality and disciplinary matters for each Academy)			ADVISE	REVIEW	DETERMINE
	Academy Hours Setting the opening and closing times for the Academies	DETERMINE	REVIEW		ADVISE	ADVISE
	Term dates and length of school day	DETERMINE	REVIEW		ADVISE	ADVISE

Scheme of Delegation



C: Finance

		Executive Board (Directors)	Trust Principal	Executive Headteacher (EHT)	Local Academy Board (LAB)	Headteacher/ Head of School
	Funding Model Agreeing a funding model across the Trust (and develop an individual funding model for the Academies) so as to secure the Trust's financial health in the short and long-term.	DETERMINE	ADVISE REVIEW (With Finance Director)	ADVISE	ADVISE	ADVISE
	Trust Annual Budget Formulating and setting the Trust-wide budget and approving annual accounts.	DETERMINE	ADVISE REVIEW (With Finance Director)			
FINANCE	Academy Annual Budgets Formulation and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/balances)	DETERMINE	ADVISE REVIEW (With Finance Director)		IMPLEMENT	
Ľ.	Expenditure and ensuring delivery of Academy annual budgets	REVIEW	REVIEW (With Finance Director)	ADVISE	DETERMINE	IMPLEMENT ADVISE
	Financial Policies Establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements, including delegation.	DETERMINE	ADVISE REVIEW (With Finance Director)		IMPLEMENT	
	Trust Risk Register	REVIEW	DETERMINE (With Finance Director)	ADVISE		



D: HR and Operations

		Executive Board (Directors)	Trust Principal	Executive Headteacher (EHT)	Local Academy Board (LAB)	Headteacher/ Head of School
	Establishing Trust-wide HR Policies (Including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	DETERMINE	ADVISE REVIEW (With Operations Director)	IMPLEMENT	ADVISE IMPLEMENT	ADVISE IMPLEMENT
	Setting Terms and Conditions of Employment	DETERMINE	ADVISE			
	Discipline and Grievance Policy	DETERMINE	ADVISE		IMPLEMENT	
NS	Determining and allocating Central Services provided to the Academies by the Trust	REVIEW	DETERMINE	ADVISE	ADVISE	ADVISE
OPERATIONS	Overseeing the effectiveness of services provided centrally by the Trust	REVIEW	DETERMINE	ADVISE	ADVISE	ADVISE
AND	Asset and Premises Maintenance Strategy Determining use of Academies' premises and ensuring premises are adequately maintained	DETERMINE	ADVISE (With Estates Manager)		ADVISE	
т	Acquiring and disposing of Trust land	DETERMINE	ADVISE (With Finance Director)		ADVISE	
	Media and PR Overseeing public relations activities to project the activities of the Trust and the Academies to the wider community		DETERMINE	ADVISE	IMPLEMENT ADVISE	IMPLEMENT
	Trust Prospectus and Website Including Academy corporate design		DETERMINE	ADVISE		ADVISE
	Academy Prospectus and Website			REVIEW	REVIEW	DETERMINE

Scheme of Delegation



E: Safeguarding

		Executive Board (Directors)	Trust Principal	Executive Headteacher (EHT)	Local Academy Board (LAB)	Headteacher/ Head of School
	Trust Safeguarding Strategy	DETERMINE	REVIEW	ADVISE		
	General Safeguarding Policies & Procedures	DETERMINE	REVIEW	ADVISE		
	Individual Academy Safeguarding Policy			REVIEW		DETERMINE
DING	Ensure Safeguarding compliance across Trust	DETERMINE	REVIEW	ADVISE		
SAFEGUARDING	Ensure Safeguarding compliance at academy level			ADVISE	DETERMINE	REVIEW
SAFE	Ensure Safeguarding compliance at Alternative Provisions			ADVISE	DETERMINE	REVIEW
	Monitoring of Safeguarding arrangements at academy level			ADVISE	DETERMINE	REVIEW
	Monitoring of Safeguarding audits in academies			DETERMINE	ADVISE	REVIEW
	Provision and monitoring of Safeguarding training				DETERMINE	REVIEW

Glossary



ADVISE	The individual/group that should advise and make recommendations on strategy or how a particular task should be completed.
IMPLEMENT	The individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals.
DETERMINE	The individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.
REVIEW	The individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate, requiring action to be taken to ensure the task is delivered appropriately.



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REDHILL ACADEMY TRUST Exsisto Optimus



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E Set admissions policy F Funding Model Trust Annual Budget Academy Annual Budgets Financial Policies Financial Policies Setting Turst-wide HR Policies Setting Turst-wide HR Policies Setting Terms and Conditions of Employment Discipline and Grievance Policy Asset and Premises Maintenance Strategy Acquiring and disposing of Trust land IMPLEMENT Strategic objectives of the Trust Financial Oversight of the Trust Financial Oversight of the Trust DETERMINE Appointment and Dismissal of Principals/Head of School LG Trust Risk Register P Trust Risk Register P Determining and allocating Central Services provided to the Academies by the Trust Media and PR Trust Prospectus and Website REVIEW LG Policies		Key Performance Indicators (Trust)
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F Academy Annual Budgets Financial Policies Financial Policies Establishing Trust-wide HR Policies Setting Terms and Conditions of Employment Discipline and Grievance Policy Asset and Premises Maintenance Strategy Acquiring and disposing of Trust land IMPLEMENT Strategic objectives of the Trust Funding Agreement Regulations Financial Oversight of the Trust DETERMINE Appointment and Dismissal of Principals/Head of School Training programme for Directors and Governors Appraisal of Headteachers/Heads of Schools F Trust Education Strategies F Trust Risk Register Determining and allocating Central Services provided to the Academies by the Trust Media and PR Trust Prospectus and Website REVIEW LG Policies		Funding Model
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Regulations Financial Oversight of the Trust DETERMINE LG Appointment and Dismissal of Principals/Head of School Training programme for Directors and Governors Appraisal of Headteachers/Heads of Schools E Trust Education Strategies F Trust Risk Register Determining and allocating Central Services provided to the Academies by the Trust Overseeing the effectiveness of services provided centrally by the Trust Media and PR Trust Prospectus and Website REVIEW LG Policies		Funding Agreement
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Appointment and Dismissal of Principals/Head of SchoolTraining programme for Directors and GovernorsAppraisal of Headteachers/Heads of SchoolsETrust Education StrategiesFTrust Risk RegisterDetermining and allocating Central Services provided to the Academies by the TrustOverseeing the effectiveness of services provided centrally by the TrustMedia and PRTrust Prospectus and WebsiteREVIEVLGPolicies		Financial Oversight of the Trust
LG Training programme for Directors and Governors Appraisal of Headteachers/Heads of Schools E Trust Education Strategies F Trust Risk Register Determining and allocating Central Services provided to the Academies by the Trust Overseeing the effectiveness of services provided centrally by the Trust Media and PR Trust Prospectus and Website REVIEW LG Policies	DETE	ERMINE
Appraisal of Headteachers/Heads of Schools E Trust Education Strategies F Trust Risk Register Determining and allocating Central Services provided to the Academies by the Trust Overseeing the effectiveness of services provided centrally by the Trust Media and PR Trust Prospectus and Website REVIEW LG Policies		Appointment and Dismissal of Principals/Head of School
E Trust Education Strategies F Trust Risk Register Determining and allocating Central Services provided to the Academies by the Trust Overseeing the effectiveness of services provided centrally by the Trust Media and PR Trust Prospectus and Website REVIEW LG Policies	LG	Training programme for Directors and Governors
F Trust Risk Register Determining and allocating Central Services provided to the Academies by the Trust Overseeing the effectiveness of services provided centrally by the Trust Media and PR Trust Prospectus and Website REVIEW LG Policies		Appraisal of Headteachers/Heads of Schools
HRO Determining and allocating Central Services provided to the Academies by the Trust Overseeing the effectiveness of services provided centrally by the Trust Media and PR Trust Prospectus and Website REVIEW LG Policies	Е	Trust Education Strategies
HRO Overseeing the effectiveness of services provided centrally by the Trust Media and PR Trust Prospectus and Website REVIEW LG	F	Trust Risk Register
HRO Media and PR Trust Prospectus and Website REVIEW LG Policies		Determining and allocating Central Services provided to the Academies by the Trust
Media and PR Trust Prospectus and Website REVIEW LG Policies	HRO	Overseeing the effectiveness of services provided centrally by the Trust
REVIEW LG Policies	HRO	Media and PR
LG Policies		Trust Prospectus and Website
	REVI	EW
Curriculum (Academy)	LG	Policies
		Curriculum (Academy)
E Academy Hours	Е	Academy Hours
Term dates and length of school day		Term dates and length of school day
Funding Model		Funding Model
Trust Annual Budget		Trust Annual Budget
F Academy Annual Budgets	F	Academy Annual Budgets
Expenditure and ensuring delivery of Academy annual budgets		Expenditure and ensuring delivery of Academy annual budgets
Financial Policies		Financial Policies



Trust	Trust Principal	
HRO	Establishing Trust-wide HR Policies	
	Trust Safeguarding Strategy	
SG	General Safeguarding Policies & Procedures	
	Ensure Safeguarding compliance across Trust	





Exec	utive Headteacher (EHT)					
ADVI	ADVISE					
	Appointment and Dismissal of Principals/Head of School					
LG	Policies					
LG	Training programme for Directors and Governors					
	Appraisal of Headteachers/Heads of Schools					
	Trust Education Strategies					
Е	Quality of Teaching (Academy)					
L	Pupil Premium (PP)					
	Student issues					
	Funding Model					
F	Expenditure and ensuring delivery of Academy annual budgets					
	Trust Risk Register					
	Determining and allocating Central Services provided to the Academies by the Trust					
HRO	Overseeing the effectiveness of services provided centrally by the Trust					
1110	Media and PR					
	Trust Prospectus and Website					
	Trust Safeguarding Strategy					
	General Safeguarding Policies & Procedures					
SG	Ensure Safeguarding compliance across Trust					
	Ensure Safeguarding compliance at academy level					
	Ensure Safeguarding compliance at Alternative Provisions					
	Monitoring of Safeguarding arrangements at academy level					
IMPL	EMENT					
LG	Strategic Objectives of the Trust					
HRO	Establishing Trust-wide HR Policies					
DETE	ERMINE					
LG	Key Performance Indicators (Academy)					
	Appraisal of Teaching Staff					
Е	Curriculum (Academy)					
E	Pupil Premium (PP)					
SG	Monitoring of Safeguarding audits in academies					
REVI	EW					
LG	Academy Development Plans (ADP)					
HRO	Academy Prospectus and Website					
SG	Individual Academy Safeguarding Policy					





Local	Academy Board (LAB)
ADVIS	SE
	Strategic Objectives of the Trust
F	Business Interests
F	Appointments and Dismissal of Directors and Governors
ŀ	Appointments and Dismissal of the Clerk to the Board and LABs
ŀ	Appointment and Dismissal of Principals/Head of School
LG -	Policies
F	Training programmes for Directors and Governors
ŀ	Appraisal of Headteachers/Heads of Schools
ŀ	Academy Development Plans (ADP)
F	Key Performance Indicators (Academy)
	Set admissions policy
E	Academy Hours
F	Term dates and length of school day
F	Funding Model
	Establishing Trust-wide HR Policies
F	Acquiring and disposing of Trust land
F	Determining and allocating Central Services provided to the Academies by the Trust
HRO -	Overseeing the effectiveness of services provided centrally by the Trust
F	Asset and Premises Maintenance Strategy
F	Media and PR
SG	Monitoring of Safeguarding audits in academies
	EMENT
LG	Funding Agreement
E	Set admissions policy
_	Financial Policies
F	Academy Annual Budgets
	Establishing Trust-wide HR Policies
HRO	Discipline and Grievance Policy
	Media and PR
DETE	RMINE
F	Expenditure and ensuring delivery of Academy annual budgets
	Ensure Safeguarding compliance at academy level
SG -	Ensure Safeguarding compliance at Alternative Provisions
30	Monitoring of Safeguarding arrangements at academy level
	Provision and monitoring of Safeguarding training
REVIE	EW
LG	Appraisal of Teaching Staff
	Quality of Teaching (Academy)
E	Curriculum (Academy)
	Pupil Premium (PP)
	Student issues
HRO	Academy Prospectus and Website



Headteacher/Head of School	
ADVISE	
LG	Training programme for Directors and Governors
	Trust Education Strategies
	Pupil Premium (PP)
E	Set admissions policy
	Academy Hours
	Term dates and length of school day
F	Funding Model
	Expenditure and ensuring delivery of Academy annual budgets
HRO	Establishing Trust-wide HR Policies
	Determining and allocating Central Services provided to the Academies by the Trust
	Overseeing the effectiveness of services provided centrally by the Trust
	Trust Prospectus and Website
IMPLEMENT	
LG	Funding Agreement
	Appraisal of Teaching Staff
E	Pupil Premium (PP)
F	Expenditure and ensuring delivery of Academy annual budgets
HRO	Establishing Trust-wide HR Policies
	Media and PR
DETERMINE	
LG	Academy Development Plans (ADP)
	Quality of Teaching (Academy)
E	Curriculum (Academy)
	Student issues
HRO	Academy Prospectus and Website
SG	Individual Academy Safeguarding Policy
REVIEW	
SG	Ensure Safeguarding compliance at academy level
	Ensure Safeguarding compliance at Alternative Provisions
	Monitoring of Safeguarding arrangements at academy level
	Monitoring of Safeguarding audits in academies
	Provision and monitoring of Safeguarding training