

Corinium Education Trust Scheme of Delegation 2024-5

Responsibility for Review: Board of Trustees

Contents

1.0 Introduction

2.0 Key to summary of delegations

3.0 Summary of delegations

4.0 Summary of financial authorisation levels (available as a separate appendix on request)

1.0 Introduction

As a Multi Academy Trust (MAT), the Trust Board of the Corinium Education Trust (CET) is accountable in law, for all major decisions concerning the schools.

The Trust Board is not required to carry out all the Trust's governance functions and many can, and should be delegated to the CEO, DFO & Head Teachers, The Trust Board's Committees and the school Local Governing Boards (LGBS).

The Scheme of Delegation (SoD) is the key document that defines the lines of responsibility and accountability in a MAT to ensure that the Members, Trustees, Trust Board Committees, LGBs, Executive Leadership and School Headteachers understand their role and responsibilities.

2.0 Key to summary of delegations

A	R	Accountable and Responsible for action at this level
R		Responsible for action at this level
A		Accountable for action at this level (final decision and approval body)
S		Support and challenge to those accountable and/or responsible for decision making
C		Consulted by those accountable and/or responsible for decision making (this must be prior to any final decision)
I		Informed by those accountable and/or responsible for decision making (this may be after a final decision has already been made)

3.0 Summary of delegations

Ref	Delegations	Source	Members		Trust Board	Committee	LGBs	CEO/DFO	Heads
A) Governance									
A.1	Articles of Association (AoA) agree and review updated version	ATH	A	R	C			S	
A.2	Member and Trustee appointments and removal from office - Members - Trustees - Chair/Vice Chair appointment	ATH	A	R				I	
A.3			A	R	C				
A.4			A	R					
A.5	Governance structures (Trust and Local Governance) - Trust - Local Governance & Supported Local Governing Boards (SLGB)	ATH & AoA	I	A	R			C	I
A.6			I	A	R		C	C	
A.7	Local Governing Board (LGB) membership: - LGB Governors (non-Foundation Governors) Appoint/Remove	ATH & AoA			A		R	S	C
A.8	Clerk Appointment(s): - Governance Officer - LGB Clerk(s)	ATH			A			R	
A.9					A		C	R	C
A10	Appoint Company Secretary	ATH	A	R				C	
A.11	Scheme of Delegation, including policy approval delegations	ATH	I		A	R	I	C	I
A.12	Terms of Reference (ToR) and annual Cycles of Business: Trust Board, Trust Committees Local Governing Boards (LGB)	AoA			A	R	I	C	I
A.13						A	R	C	C
A.14	Discharge responsibilities for Church Schools - Appointment of Foundation Trustees, Approve RE, Worship and Spiritual Development policies, Approve SIAMS Development Plan and monitor implementation, CPD for staff specifically for Christian Distinctiveness	AoA			A	R	R	C	R
A.15	Review effectiveness of governance at all levels		I		A	R	R	C	C
A.16	Register of pecuniary, business & loyalty interests for Members, Trustees, Governors and Staff (as appropriate)	ATH & DfE			A	R	R	R	R
A.17	Trust & Local Governance information published on the Trust/School Website (as appropriate)	DfE			A			R	R
A.18	Trust Risk Registers (Strategic) Monitor & Review Trust Risk Register, including specific school strategic risks (as appropriate)	ATH			A	R (A&R)	I	S	R
A.19	Policies - Review, define, delegate as per statutory policy approval, Trust or school as appropriate (see policy management schedule)	DfE			A	R	R	S	R
A.20	Annual Skills Audit of Trustees & Governors: ensure the boards have the right skills on the Trust and LGBs (financial & educational)	ATH, Competency Framework, Auditor			A	R	R	S	

Ref	Delegations	Source	Members	Trust Board		Committee	LGBs	CEO/DFO	Heads
B) Trust wide organisational strategy									
B.1	Trust's Vision and Values	ATH	C	A	R		C	S	C
B.2	Trust's Strategic Direction (including oversight of strategic plan)		C	A			C	R	C
B.3	School development plans (alignment to Trust's vision, values and strategic direction)			A			R	S	R
B.4	Admission of new academies	ATH	I	A				S	
C) Finance									
C.1	Appointment of External Auditors	ATH	A	R		C (A&R)		S	
C.2	Annual Approval of Annual Accounts	ATH & Companies Act	I	A	R	C (A&R)		S	
C.3	Financial Reports & Returns - Funding & regulatory bodies - Accounting returns - Dept for Education & ESFA - PAYE & VAT returns	Financial regs		A		S (A&R)		R	
C.4	Entering into leases or other legal arrangements (other than standard non-property operating leases - see purchasing)	ATH		A		C (A&R)		R	
C.5	Internal Control Systems - establish control frameworks incl. internal audit - setting delegated authority limits for financial transactions - financial policies and regulations (incl. procurement strategy)	ATH		A		R (A&R)	I	S	
						R (A&R)	I		
C.6	Related Party Transactions - Board oversight with approval delegated to F&R - records show transaction transparency & compliance	ESFA		A		R (A&R)		S	
C.7	Budget & Management Reporting - Annual Budget - receipt and review of management accounts and financial forecasts Delivery of actual financial performance in line with budget	ATH		A		C (A&R)	I	R	C
				A		C (A&R)	I	R	R
				A		C (A&R)	I	S	R
C.8	- reporting arrangements on use of educational grant funding (relevant committees as appropriate)	ATH				A	I	R	R
C.9	Banking Authority & Cash Management - Cashflow Management, Treasury & Investment Policy	Financial Regs		A		C (A&R)		R	
C.10	- Open a bank account and approve signatories					A (A&R)		R	
C.11	Fixed Assets; management of capital projects and disposal of assets	Financial Regs				A (A&R)	I	R	R
C.12	Insurances; Annual Risk Review & Premium Renewal	ATH				A (A&R)		R	

Ref	Delegations	Source	Members	Trust Board	Committee	LGBs	CEO/DFO	Heads		
D) Education										
D.1	Trust School Improvement Strategy	ATH	I	A	R (S)	C	R	C		
D.2	School improvement processes including targets, (Trust/school as appropriate)	ATH		A	R (S)	S	R	C		
D.3.	Monitor and deliver academic results and pupil outcomes	ATH		A	A (S)	R	A	R		
D.4.	Governance for attendance at School Ofsted inspections			A	R	R	C	C		
Teaching & Learning										
D.5	Establish and implement MAT wide policies	DfE		A	R	A (S)	S	A	R	R
D.6.	Establish and implement School wide policies	DfE		A	R	A (S)	R	A	R	
D.7.	Establish and implement other policies such as RSHE & collective worship	DfE		A	R	A (S)	R	A	R	R
D.8.	Establish and monitor teacher standards			A	R	A (S)	S	A	R	R
D.9.	Stakeholders: ensure engagement with the school community; parents, students, staff	ATH	I	A		C	A	R	R	
D.10.	Christian distinctiveness and SIAMs inspection process for Trust's church schools	AoA	I	A	A (S)	R	A	R	R	
Curriculum										
D.11.	Design, review, monitor and develop Trust curriculum framework (approach)	DfE			A (S)	C	A	R	R	
D.12.	Delivery of Early Years Foundation Stage (EYFS), in line with statutory requirements	DfE		I	A	S	A	R	R	
D.13.	Delivery of school careers programme, with regards to statutory requirements	DfE		I	A	C	A	R	R	
Behaviour & Attendance										
D.14.	School reward & behaviour policies; review, agree & implement	DfE		A	A	R	R	A	R	
D.15	Trust wide compliance with the statutory School Admissions Code including setting admission arrangements annually and accepting students in-year over PAN, approving changes to PAN	Admissions Code & Admission Appeals Code		A		C	R	R		
D.16	Admissions and attendance registers kept in accordance with regulations	DfE		I		R	A	R		
D.17	Statutory guidance followed in relation to suspensions and permanent exclusions (PEX)	Suspension & PEX Stat Guidance		A		R	A	R	R	
D.18.	Directing of pupils offsite Trust wide is compliant with the statutory guidance for Alternative Provision, Trust Policies and Admission Authority delegated approval where applicable	Alt. Provision, Suspension & PEX Admissions Code		A		S	R	R		
School Organisation										
D.19.	Annual update of Admissions policy approval incl. compliance with the consultation timeline where change is proposed	Admissions Code		A		C	R	C		

Delegations		Source	Members	Trust Board	Committee	LGBs	CEO/DFO	Heads
E) People								
E.1	Agree and implement Trust's People Strategy		I	A		C	R	S
E.2	Structure of/appoint/ remove CEO/DFO/ Senior Executive Members	ATH	I	A R				
E.3	Approve the appointment of Headteachers with CEO, LGBs/Diocese where appropriate		I	A		C	R	
E.4	Approve the appointment of other staff (teaching and support)		I			S	A	R
E.5	Determine executive pay ranges and performance management (Senior Executive)	ATH		A	R (PRHR)			
E.6	Determine pay ranges (leadership, teaching and support) and performance management (all staff)			A	R (PRHR)	C	R	S
E.7	Determine Trust's quality standards and expectations (e.g. code of conduct and good teaching)		I	A		C	R	S
E.8	Appeals against CEO decisions	ATH		A				
E.9	Approve Changes to Staffing Structure			A		C	R	R
F) Compliance								
F.1	Compliance with equalities legislation	Law		A			R	R
F.2	Compliance of Safeguarding Policy and associated procedures (incl. DBS checks)	KCSiE		A		R	R	R
F.3	Nominating safeguarding lead and SEND lead Trustees	ATH		A R				
F.4	Compliance with SEND Code of Practice	Code of Practice		A	I (S)	R	A	R
F.5	Health & Safety policy, strategy and compliance with statutory regulations	Law		A R	C (A&R)	S	R	R
F.6	Managing and monitoring Information Governance (incl. GDPR Compliant)	ATH & Law		A	R (A&R)	S	R	R
F.7	Complaints policy, compliance and monitoring (including complaints made to OFSTED or ESFA)	DfE		A R		S	R	R

G) Operations								
G.1	Approve term dates across the Trust, including In-service training days	N/A		A		I	R	R
G.2	Manage the Trust's calendar within the agreed term dates	N/A		I		I	A/R	I
G.3	Ensure appropriate nutritional and other food-related standards are met DfE 'Great Food Culture')	NA		A		I	R	C
G.4	Ensure provision of Universal Infant Free School Meals	N/A		A		I	R	C
G.5	Manage extended school provision	N/A				I	S	A/R