

The Central Schools Trust



**INCORPORATING BALSALL COMMON PRIMARY
SCHOOL AND DAMSON WOOD NURSERY AND INFANT
SCHOOL**

Trust Board Scheme of Delegation



flourishing together

CST Scheme of Delegation

Summary

CST is the legal entity responsible for the governance of all academies within the Trust. The Chief Executive Officer (CEO) is accountable for the performance of all academies within the Trust. CST shall have regard to any guidance as to the governance of academies that the Secretary of State may publish to the extent permitted by the governing documents.

CST Board of Trustees is accountable in law for all decisions about its academies. However, this does not mean that the Board makes all the decisions itself and as such, may choose to delegate to the CEO, Board Committees and Local Governing Bodies (LGB). The decision to delegate a function is made by the full Board of Trustees and is recorded as such. Without formal delegation, the individual or committee has no power to act.

The Scheme of Delegation will be published on the CST website.

CST Objective

The object of the Trust is to advance for the public benefit education in the UK, establishing, maintaining, carrying on, managing and developing schools providing high quality education to students from all backgrounds by offering a broad and balanced curriculum and fostering collaboration across the schools within the Trust, other schools, educational establishments, the wider community for the benefit of the community and in line with schools' vision and values.

In relation to all church academies, though there are no church school currently within CST, these are to be conducted in accordance with the principles, practices and tenets of the Church of England both generally and in particular in relation to arranging for religious education and daily acts of worship.

Purpose of CST Scheme of Delegation

The Scheme of Delegation is the key document defining which functions have been delegated and to whom.

This Scheme of Delegation ensures that Members, Trustees, Trust Board Committees, LGBs, the CEO, Executive leaders and Academy Headteachers are clear about who has responsibility for making which decisions within the Trust.

This overarching Scheme of Delegation, covering all decision making in the Trust, is not to be confused with the written Scheme of Delegation of financial powers referred to in the Academies Trust Handbook.

This Scheme of Delegation explicitly establishes who makes which decisions, and ensures this is clear to both all those within the MAT, as well as to the governing bodies of schools potentially looking to join. It will demonstrate clearly the lines of accountability.

This Scheme of Delegation will:

- Ensure that the roles and responsibilities across CST are clearly understood
- Promote a culture of transparency and accountability
- Identify the mechanism for the appointment and performance management of all leaders
- Set out mechanisms for policy and practice in each academy
- Set out mechanisms for the creation and monitoring of each academy's budget
- Set out mechanisms for risk management
- Set out mechanisms for the oversight of educational performance in each academy

Trust Board Scheme of Delegation

Key

Level 1: Members

Level 2: Academy trust board of trustees

Level 3: Board Committee – CST has four

1. Local Governing (LGB)
2. Pay
3. Audit and Risk
4. Finance

Level 4: Individual trustee

Level 5: Senior executive leader (accounting officer)

Blue box

✓ Action to be undertaken at this level

A Provide advice and support to those accountable for decision making

< Direction of advice and support

Where no reference is made within the Committee column, all committees will contribute advice and support. Where the advice and support comes from a specific committee, the committee is named within the cell.

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leaders
Governance framework						
People	Members: Appoint/Remove	✓				
	Trustees: Appoint/Remove	✓	✓			
	Role descriptions for members	✓				
	Role descriptions for trustees/chair/ specific roles/committee members: agree		✓	<A		
	Parent trustee: elected		✓			
	Committee chairs: appoint and remove		✓	<A		
	Clerk to board: appoint and remove		✓			
Systems and structures	Articles of association: agree and review	✓	<A	<A		
	Governance structure (committees) for the trust: establish and review annually		✓	<A		
	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually		✓	<A		
	Skills audit: complete and recruit to fill gaps		✓			
	Annual self-review of trust board and committee performance: complete annually		✓			
	Chair's performance: carry out 360 review periodically		✓			
	Trustee contribution: review annually		✓			
	Succession: plan		✓	<A		
	Annual schedule of business for trust board: agree		✓	<A		<A

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
Reporting						
Reporting	Trust governance details on trust website: ensure		✓	<A	<A	<A
	Register of all interests, business, pecuniary, loyalty formembers/trustees: establish and publish		✓	<A		
	Annual report on performance of the trust: submit to members andpublish		✓	<A	<A	<A
	Annual report and accounts including accounting policies, signedstatement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A Audit Finance		
	To determine whether to publish a home school agreement (notstatutory)					✓
	Overall responsibility for ensuring that statutory requirements forinformation published on the school website, including required details of governance arrangements, performance, financial and equality data are met		✓	<A	<A	<A
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs andDisability Regulations 2014)		✓	✓ LGB		✓

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
Being Strategic						
Being Strategic	Determine trust policies which reflect the trust's ethos and values including: admissions; expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum: approve		✓	<A		<A
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		✓	<A Pay		<A
	Determine trust policy for complaints, health and safety, accessibility plan, premises management, data protection and FOI: approve		✓	✓		<A
	Establish trust policy for sex education, careers guidance					✓
	Determine a behaviour and discipline policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave		✓	<AL LGB		<A
	To draft content of school behaviour policy and publicise it to staff, students and parents.					✓
	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last seven years.		✓	<A LGB		
	Ensure a broad and balanced curriculum is in place		✓	<A LGB		<A
	To set the times of school sessions and the dates of school terms and holidays		✓			
	Agree enrichment/extra-curricular offer including any additional services required		✓	✓ LGB		<A

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual trustee	Senior Executive Leader
Being Strategic - Continued						
	Imbed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓
	To establish and agree a Pay policy		✓			
	Management of risk: establish register, review and monitor		✓	<A Audit LGB	✓	<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		<A
	Headteacher: Appoint and dismiss		✓			
	To decide whether to join or form a multi-academy trust		✓			
	Budget plan to support delivery of trust key priorities: agree		✓	<A Finance		
	Academy staffing structure: agree		✓	<A LGB		<A
	Appoint teaching staff		A>			✓
	Appoint non-teaching staff					✓

Area	Decision	Delegation				
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Holding to account						
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	<A	<A	<A
	To produce and maintain a central record of recruitment and vetting checks					✓
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary		✓	<A	<A	<A
	Reporting arrangements for progress on key priorities: agree		✓	✓		<A
	Performance management of the headteacher: undertake		✓			✓
	Performance management of staff: undertake					✓
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	✓		
	Trustee monitoring: agree arrangements		✓	<A		
	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term/ would lose the opportunity to sit a public examination.			✓ LGB		
	To ensure that health and safety regulations are followed					✓
	Ensure that school lunch nutritional standards are met					✓
	Maintain a register of pupil attendance					✓
To ensure provision of free meals to those pupils meeting the criteria					✓	

Area	Decision	Delegation				
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Ensuring financial probity						
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓	<A Audit Finance		
	Trust's scheme of financial delegation: establish and review		✓	<A Finance	<A	<A
	External auditors' report: receive and respond		✓	<A Audit Finance		<A
	Headteacher pay award: agree		✓	<A Pay		
	Staff appraisal procedure and pay progression: monitor and agree		✓	<A Pay		<A
	Benchmarking and academy trust value for money: ensure robustness		✓	<A Finance		
	Develop trust procurement strategies and efficiency savings programme			<A Audit Finance		
	To approve the first formal budget plan each financial year		✓	<A Finance		
	To agree annual action plans and monitor how school premiums are spent (i.e. Year 7 numeracy and maths catch up premium, service premium and the pupil premium)		✓	✓ LGB		
	To establish and agree charging and remissions policy		✓	✓ Finance		
	Buildings insurance and personal liability		✓			

Finance Scheme of Delegation							
RESPONSIBILITY	Headteacher	LGB	CEO & CFO	Finance Committee	Audit & Risk	Pay	Trust Board
Budget Forecast	Preparing the academy draft budget in consultation with the CEO, and the CST CFO (Finance Officer) Monitors budget and reports progress to LGB Notifies LGB and CEO of material in-year variances for academy	Review in year changes and provide a business case to request additional funding if required over the course of the year.	Monitors budget through the year to ensure that the academy is managing its finances and resources effectively Reports material in-year variances to Trust Board	Reviews the draft budget and makes recommendation for approval by Trust Board and considers in year business case requests for additional funding			Approves academy budgets and ratifies in year business case requests for additional funding, based on the recommendations of the Finance Committee
Purchase Order/Invoice approval	HT able to authorize up to £2000, with CFO as second approver. CEO is needed as third approver from £2001 onwards.	Reviews the academy's in-year budget with the HT	Up to £10,000 (within limits of delegated budget) and with CST CFO approval	Ratify Orders of £10,000 and over approved by CEO and CST CFO			Approves ratification of orders of £10,000 and over
Approval to accept a quotation from a minimum of 3 contractors or from a formal tendering process	Requirements discussed and agreed with the CEO CEO signs to authorise expenditure	Reviews the academy's in-year budget with the HT	Between £5,000 and £10,000 if within approved budget and with CST CFO approval	Between £10,000 and OJEU (European Procurement) limit/Over OJEU limit			Trust Board approves recommendation
Authority to write off bad debts	Headteacher: Up to aggregate annual value of £500, agreed with, and signed by, the CEO	Reviews the academy's in-year budget with the HT	CEO: Up to an aggregate annual value of £1000 Notifies CST CFO	Between £100 and £44,999 (over £45,000 requires Secretary of State approval) Over £10,000			Trust Board approves recommendation
Approval for capital expenditure not included in original budget	Requirements discussed and agreed with the CEO CEO signs to authorise expenditure	Reviews the academy's in-year budget with the HT	Up to £10,000 in a financial year (either on one item or in aggregate)				Trust Board approves recommendation
Annual Accounts			CFO and CEO prepare annual accounts	Finance Committee review Trustee Report and outcome of accounts	Recommends approval of the annual audited accounts		Trust Board approves recommendation
Staff performance management	Organises and oversees the annual staff performance management process in each school		Outcomes agreed by the CEO Recommendations made to Pay Committee			Pay Committee monitors the appraisal process and recommends salary adjustments to the Trust Board	Trust Board approves recommendation