

TPET Scheme of Delegation

Detailed Scheme of Delegation of Responsibilities and Finance 2020 -21– reviewed and revised by Directors ongoing.

Key: ✓ indicates who has responsibility (blue indicates Board, pink LGB) both a blue and pink tick indicate that the main responsibility sits with the LGB and is signed off by the Board

A indicates advisory role, with < and > indicating direction of advice

Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Principal
Governance framework						
People	Members: Appoint/Remove	✓				
	Directors: Appoint/Remove	✓				
	Role descriptions for members	✓				
	Role descriptions for Directors/chair/ specific roles/committee members: agree		✓	<A		

¹ Ratified by the Board May 2021

	Committee chairs: appoint and remove		✓	<A		
	LGB chairs: approve appointment and remove		✓	<A	✓	
	Co-opted governors: approve appointment and remove		✓	<A	✓	
	Appointment LGB staff and parent governors				✓	A
	Clerk to board: appoint and remove		✓			
	Clerk to LGB: 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): agree annually		✓	<A		
	Terms of reference for LGB: agree and review annually		✓	<A		
	Skills audit: complete and recruit to fill gaps		✓	<A>	✓	A
Systems and structures	Annual self review of trust board and any committee performance: complete annually		✓			
	Annual self review of LGB performance: complete annually and Chairs' report to the Board		✓	<A>	✓	

	Chair's performance: carry out 360 review periodically		✓		✓	
	Director / Governor contribution: review annually		✓		✓	
	Succession: plan		✓	<A>	✓	A
	Annual schedule of business for trust board: agree		✓	<A		
	Annual schedule of business for LGB: agree			A>	✓	A
Reporting						
Reporting	Trust governance details on trust and academies' websites: ensure		✓	<A		
	Academy governance details on academy website: ensure		✓	<A		
	Register of all interests, business, pecuniary, loyalty for members/trustees/governors: establish and publish		✓	<A		
	Annual report on performance of the trust: submit to members		✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
	Twice yearly feedback on the work of LGB: to the Board					✓
Being Strategic						

Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: safeguarding, health and safety, HR, ICT		✓	<A		
	Determine Trust level policies which reflect the Trust's ethos and values to include e.g. admissions; safeguarding and child protection; curriculum: approve (see full list in policy database)		✓	<A		
	Determine school level policies which reflect the school's ethos and values to include e.g. SEND; behaviour (Appendix A)			A>	✓	A
	Central spend / top slice: agree		✓	<A		
	Management of risk: establish register, review		✓	<A		
	Management of risk: monitor		✓	<A>	✓	A
	Engagement with stakeholders	✓	✓	✓✓	✓	✓
Being Strategic	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		
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			A>	A	✓
	Chief executive officer: Appoint and dismiss		✓			
	Academy Principal: Appoint and dismiss		A>	✓	<A	
	Budget plan to support delivery of trust key priorities: agree		✓	<A		

	Budget plan to support delivery of school key priorities: agree		✓	<A>		
	Financial SoD proposed amendments take the LGB out of the budget setting process		✓	<A>		
	Budget plan executive summary				✓	
	Trust's staffing structure: agree		✓	<A		
	School staffing structure: agree			A>	A	✓
Holding to account						
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	<A		
	Reporting arrangements for progress on key priorities: agree		✓	<A>	✓	A
	Performance management of the Chief Executive Officer and TPET staff: undertake		✓			
	Performance management of academy Principal: undertake			✓	A	
	Trustee monitoring: agree arrangements Chair of LGB review Governor attendance annually		✓	<A		

	LGB member monitoring: agree arrangements Chair of LGB review Governor attendance annually				✓	A
Ensuring financial probity						
Ensuring financial probity	Finance Director for delivery of trusts detailed accounting processes: appoint		✓	<A		
	Trust's scheme of financial delegation: establish and review		✓	<A		
	External auditors' report: receive and respond		✓	<A		A
	CEO pay award: agree		✓			
	Academy Principal pay award: agree		✓	<A	A	
	Academy Staff appraisal procedure and pay progression: monitor and agree		✓	A>	A	✓
	Develop trust wide procurement strategies and efficiency savings programme				✓	