TPET Scheme of Delegation[1]

The aim of the Scheme of Delegation is to provide clarity to Members, Trustees, the Chief Executive Officer (CEO), Academy Committees (ACs) and Principals on the extent of their responsibilities, authority and powers as well as providing a framework within which they will interact and work with each other.

As a Multi Academy Trust, the Trust Board is accountable, in law, for all major decisions concerning their academies. The Trust Board is not required to carry out all of the Trust's governance functions and many can, and should, be delegated to the CEO and Executive Team and appointed committees, including ACs. The decision to delegate a function is made by the Trust Board. Without such delegation, the individual or committee has no power to act.

The terms of this Scheme may be reviewed by the Trustees at any time but shall be reviewed at least annually.

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
*Highlighted	Statutory expectation or necessary to comply with articles of association or funding agreement.

		Members	Trust Board	CEO	AC	Principal
1. Board business						
1.1	Appoint/remove members	*A/R				
1.2	Appoint/remove trustees (Article 50)	*A/R				
1.3	Appoint/remove trustees (Article 58)		*A/R			
1.4	Elect chair of trustees		*A/R			
1.5	Appoint and remove board committee chairs		*A/R	C		
1.6	Establish and review trust governance structure		*A/R	C		
1.7	Appoint/remove academy committee chairs		*A	C	R	
1.8	Appoint/remove co-opted governors		*A	C	R	
1.9	Appoint/remove staff and parent governors		*A		R	C
1.10	Appoint trust governance professional		*A/R			
1.11	Agree academy committee clerking arrangements		*A/R		C	
1.12	Articles of association: review		*A/R	C		
1.13	Articles of association: ratify	*A/R				
1.14	Agree board committee terms of reference		*A/R	C		
1.15	Agree academy committee terms of reference		*A/R	C	C	
1.16	Complete annual review of scheme of delegation		*A	R		
1.17	Complete board skills audit and recruit to fill gaps		A/R	C		
1.18	Complete academy committee skills audit and recruit to fill gaps				A/R	C
1.19	Complete annual trust board self-review		A/R			
1.20	Complete annual self-review of AC performance, with feedback provided to the Executive Board		A	C	R	
1.21	Carry out periodic 360 review of chair of trustees' performance		A/R			

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1.22	Carry out periodic 360 review of chair of academy committees' performance				A/R	
1.23	Trustee monitoring: agree arrangements Chair of board review trustee attendance annually Annually review trustees' contribution		A/R	C		
1.24	Governor monitoring: agree arrangements Chair of AC review governor attendance annually Annually review governors' contribution				A/R	C
1.25	Publish governance arrangements on trust and academies' websites		*A	R		
1.26	Ensure trust website is compliant and effective		*A	R		
1.27	Ensure academy websites are compliant and effective		*A			R
1.28	Submit annual report on the performance of the trust to members and publish		*A	R		
1.31	Produce succession plan for the board of trustees		A/R	C		
1.32	Produce succession plan for academy committees		A		R	C
1.33	Agree annual schedule of business for trust board		A/R	C		
1.34	Agree annual schedule of business for academy committees		A/R	C	C	C
1.35	Register of all interests, business, pecuniary, loyalty for members/trustees/governors: establish and publish		*A/R	R		
1.36	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		A/R	C		
1.37	Reporting arrangements for progress on key trust priorities: agree		A/R	C		
1.38	Reporting arrangements for progress on key academy priorities: agree		A	C	R	C

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	2. Vision and strategy					
2.1	Determine trust's vision, strategy and key priorities		A/R	R		C
2.2	Apply trust vision and strategy to individual academies		A	R	C	R
2.3	Determine trust-wide policies which reflect the trust's ethos and values		*A	R		
2.4	Determine academy level policies		*A	C	R	C
2.5	Establish trust risk register and conduct regular review		*A	R		
2.6	Establish academy risk registers and conduct regular review		A	C	R	C
2.7	Ensure engagement with stakeholders	R	A	R	R	R
2.8	Communications, marketing and promotions		A	R		
	3. Finance					
3.1	Appoint and remove external auditors	*A/R	C			
3.2	Produce trust's scheme of financial delegation		*A/R	C		
3.3	Receive and respond to external auditors report and internal scrutiny reports		*A/R			
3.4	Action recommendations made by external auditors and internal auditors/reviewers		*A	R		
3.5	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A	R		
3.6	Submit ESFA required reports and returns		*A	R		
3.7	Agree budget plan to support delivery of trust strategic priorities		*A/R	C		
3.8	Agree budget plan to support delivery of academy strategic priorities		*A/R	C		C
3.9	Monitor trust budget		*A/R	R		

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3.10 Carry out benchmarking and trust-wide value for money evaluation		C	A/R		
3.11 Agree reporting and monitoring arrangements for trust and academy budgets		*A	R	C	C
3.12 Agree trust reserve policy		A/R			
3.13 Agree central spend/top slice and central service offer		A/R	C		

4. Estates

	Members	Trust Board	CEO	AC	Principal
4.1 Approve trust-wide estate vision, strategy and asset management plan		*A/R	C		
4.2 Making strategic decisions about the estate (e.g. to acquire or dispose of land and buildings)		A/R	C		
4.3 Managing the performance of the estate and ensuring it delivers value for money (e.g. as part of accountability for financial performance)		A	R		
4.4 Setting a medium term budget for the estate (e.g. as part of your 3-5 year overall budget planning process)		A/R	C		
4.5 Planning for emergencies and business continuity (e.g. ensuring the estate is integral in organisational emergency planning)			A/R		
4.6 Instituting a health and safety policy for the estate and defining responsibilities across the organisation (e.g. ensuring the estate is integral in organisational health and safety policies)		A/R	C		

	Members	Trust Board	CEO	AC	Principal
4.7 Ensuring that all buildings are safe, secure and comply with statutory requirements (e.g. managing and monitoring the safe use and operation of the estate)		A	R	R	R
4.8 Producing and implementing a properly funded maintenance plan (e.g. as part of organisational budget planning process)			A/R		
4.9 Approving capital projects and building works (e.g. formal sign off for different levels of investment) per the procurement limits set out in the Financial Scheme of Delegation		R	A/R		R
4.10 Approving bids for capital funding			A/R		

5. Staffing and pay

	Members	Trust Board	CEO	AC	Principal
5.1 Trust's staffing structure: agree		A/R	C		
5.2 Academy staffing structure: agree within the limit of the academy's delegated budget			C	C	A/R
5.3 CEO and Accounting Officer: Appoint and dismiss		*A/R			
5.4 CFO: Appoint and dismiss		*A/R	C		
5.5 Academy Principal: Appoint and dismiss		*A	R	C	
5.6 CEO performance management: undertake		A/R			
5.7 CFO performance management: undertake		A/R	C		
5.8 Academy Principal performance management: undertake			A/R	C	
5.9 CEO pay award: agree		A/R			

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5.10	CFO and other exec directors pay award: agree		A/R	R		
5.11	Academy Principal pay award: agree		A/R	C	C	
5.12	Trust pay and appraisal policies		A/R			
5.13	Academy staff appraisal: monitor and agree		A		C	R
5.14	Central staff appraisal and pay progression: monitor and agree		A	R		
5.15	Academy teaching staff pay progression: agree		A		R	C
5.16	Academy non-teaching staff pay progression: agree		A	C		R