



Last Updated: 30/09/2024

GST Scheme of Delegation

		Members	Trustee Directors	Education Committee	Resources Committee	Risk & Audit Committee	People, ARC	Local Committee	CEO	Central Team	Headteacher
Governance	Approve trust's articles of association	A									
Governance	Appoint trustee directors	A									
Governance	Remove trustee directors										
Governance	Appoint co-opted trustee directors		A								
Governance	Remove co-opted trustee directors		A								
Governance	Review effectiveness of the Board in line with charitable objects	A									
Governance	Approve Annual Report and Accounts		A								
Governance	Receive Annual Report and Accounts	A									
Governance	Appoint external auditors	A									
Governance	Approve trust's terms of reference		A								
Governance	Approve trust's scheme of delegation		A								
Governance	Approve new academies joining the trust		A								
Governance	Establish trust committees		A								
Governance	Approve trust committees' terms of reference		A								
Governance	Appoint chair of trust board		A								
Governance	Appoint CEO/COO		A								
Governance	Appoint and remove chair of all committees						A				
Governance	Appoint and remove vice-chair of local committee							A			
Governance	Appoint and remove members of local committees							A			
Governance	Suspend local committee and replace with appropriate body		A								
Governance	Appoint and remove chairs of trust committees		A								
Governance	Appoint and remove members of trust committees		A								
Governance	Due diligence on local committee member appointment									A	
Governance	Appoint and remove Company Secretary		A								
Governance	Appoint and remove Governance Professional to the Trust Board		A								
Governance	Appoint and remove Local Governance Professional to local committee									A	
Governance	Ensure trust website is up to date and compliant		A								
Governance	Ensure GIAS is up to date		A								
Governance	Organise calendar of the trust board		A								
Governance	Organise calendar of local committee							A			
Governance	Maintain and publish a register of Trustee Directors' interests on the trust website		A								
Governance	Maintain and publish a register of local committee members' interests							A			
Governance	Approve trust-wide policies		A						A		
Governance	Approve locally owned policies only where specifically delegated							A			
Governance	To approve all school policies not specifically delegated to another body										A
Education	Set trust performance targets		A								
Education	Set school performance targets									A	
Education	School performance			A							

Staffing and employment	All other management action in relation to the employment of the trust officers									A		
Staffing and employment	All other management action in relation to the employment of the non-executive central staff										A	
Staffing and employment	All other management action in relation to the employment of head teachers										A	
Staffing and employment	All other management action in relation to the employment of school-based staff											A
Finance and financial control	Appointment of Accounting Officer		A									
Finance and financial control	Trust & school financial policies & procedures		A									
Finance and financial control	Authorising the establishment of bank accounts and approving bank mandates		A									
Finance and financial control	Trust 3 year budget plan				A							
Finance and financial control	Trust 1 year budget				A							
Finance and financial control	Trust consolidated financial statements		A									
Finance and financial control	Response to auditor's management letter											
Finance and financial control	School 3 year budget plan				A							
Finance and financial control	School 1 year budget				A							
Finance and financial control	Compensation payments up to £50,000 (ATH Limit)										A	
Finance and financial control	Compensation payments over £50,000 - Secretary of State permission required		A									
Finance and financial control	Monitoring impact of specific grants (eg pupil premium/sport)		A									
Admissions and school operation	To undertake at a local level consultation, publish admissions and determine arrangements as required in accordance with the Schools Admissions and Appeals codes		A									
Admissions and school operation	To make arrangements at a local level for determining admissions and hearing admission appeals											A
Admissions and school operation	Expansion or reduction of school published admission number (PAN)		A									
Admissions and school operation	Change of age range - ESFA approval required		A									
Admissions and school operation	Extension of school provision to include Nursery age children - ESFA approval required		A									
Admissions and school operation	School times, terms and holidays		A									
Admissions and school operation	School and Trust INSET days		A									
Admissions and school operation	School prospectus									A		
Admissions and school operation	School website									A		
Admissions and school operation	Trust & school branding		A									
Admissions and school operation	School uniform		A									
Admissions and school operation	Complaints policy - Trust wide		A									
Admissions and school operation	Hearing complaints - Stage One heard by head teacher											A
Admissions and school operation	Hearing complaints - Stage Two heard by local committee chair									A		
Admissions and school operation	Hearing complaints – Stage Three heard by local committee panel									A		

Please also see the trust's finance policy for expenditure limits, etc.

GDPR compliance	To adopt data protection policies and procedures to cover the requirement to notify individuals as to how information is to be used, retained and stored		A											
GDPR compliance	To ensure registration with the Information Commissioners Office is up to date					A								
GDPR compliance	To ensure and support compliance with all data protection policies and procedures across the trust					A								
GDPR compliance	To ensure the effective implementation of data protection policies and procedures at a local level		A											
GDPR compliance	To maintain accurate and secure pupil records		A											
GDPR compliance	To maintain accurate and secure school staff and volunteer records						A							
GDPR compliance	To maintain accurate and secure central team staff and governance records		A											
Health and safety and estates	Trust capital strategy		A											
Health and safety and estates	Health and safety policy					A								
Health and safety and estates	Health and safety compliance					A								
Health and safety and estates	Short term lease arrangements (exclusive use not sessional lettings)		A											
Health and safety and estates	Leases to third parties of 7 years or more - ESFA Approval required		A											
Risk	Trust Risk Management Statement						A							
Risk	Pre conversion due diligence		A											
Risk	Maintenance of trust risk register					A								
Risk	Maintenance of school risk register							A						

Key:

Accountable - owns the task and is responsible for the outcome	
Responsible - focussed on executing the task	