ATT Scheme of Delegation

In the table below, many of the responsibilities assigned to the Trust Board will, in fact, be carried out, according to the Terms of Reference, by a sub-committee. Similarly, the CEO will delegate many of the responsibilities below to other members of the Executive.

This Scheme of Delegation should be read alongside our separate Financial Scheme of Delegation, which sets out the parameters for financial decision making within the Trust.

A   Accountability: Approval or decision-making body

R   Responsibility   Operational development and delivery day to day

C   Consultation: Views must be sought and considered prior to presentation for approval or judgement

M   Monitor: To ensure a function is undertaken in line with policy or procedure

1.0 Strategy and leadership						
Core Function	Board of Trustees (BOT)	Committee	Chief Executive Officer (CEO)	Local Governing Body (LGB)	Trust Executive Principal (TEP)	Principal
1.1 Establish the vision, values and ethos of the Trust	A		C			
1.2 Ensuring the Trust's conduct is in line with its vision and values	A		R	R	R	R
1.3 Approving and monitoring the strategic objectives of the Trust	A		R			
1.4 Approving and monitoring the Trust Central Strategic Plan	A		R			
1.5 Approving and monitoring the Trust Operational Plan	M		A			
1.6 Approving and monitoring the delivery of the School Operational Plan		M - SOC	C	M	A	R
1.7 Approving the Trust's approach to investment and growth	A	C - ARC/FRC	R			

2.0 Governance						
		BOT	Committee	CEO	LGB	TEP	Principal
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2.1	Responsible for processes in line with the legal requirements as set down in the Articles of Association and, for academies, the Master Funding Agreement	A		R		M	R
2.2	Legally responsible for statutory compliance	A		R			R
2.3	Approve the Trust Scheme of Delegation for Governance	A		C			
2.4	Responsible for Governance succession planning and evaluating effectiveness	A	M - ARC	R			
2.5	Appointing the Senior Executive Leader as the Accounting Officer to be accountable to the Board for the performance of the Trust	A					
2.6	Appointing the Chief Financial Officer	A					
2.7	Appointing a Trust Secretary / Governance Professional	A					
2.8	Approving the Policy framework that meets statutory and Trust requirements	A		R			
2.9	Approving statutory policies in line with the Trust Framework	A	C - All	R			
2.10	Approving non-statutory policies in line with the Trust Framework			A			
2.11	Approving school-level policies in line with Trust guidance			M	A		R
2.12	Approving a Risk Management Framework and Risk Policy	A	C - ARC	R			
2.13	Annual review of a Risk Register in line with the Trust's framework	A	M - ARC	R	M	C	R
2.14	Appointing Internal Auditors		A - ARC	R			
2.15	Approve the Internal Audit Strategy and Annual Internal Audit Plan		A - ARC	R			
2.16	Monitoring Internal Auditor reports and ensuring implementation of actions		A - ARC	R	M	C	R
2.17	Reviewing the Annual Statement of Assurance		A - ARC	C			
2.18	Approving a Business Continuity and Emergency Response framework	A	M - FRC	R			
2.19	Maintaining a Business Continuity and Emergency Response Plan (BCERP) in line with the Trust's framework, and review at least annually		A - FRC	R		C	R
2.20	Approving an Equalities Framework to ensure compliance with legislation	A		R			R
2.21	Approving cluster LGBs	A		R	C	C	C
2.22	Appointing and removing the Trust appointed members of the LGB	A		R			
2.23	Managing the elections for the Parent and Staff members of the LGB			M	M	C	R
2.24	Appointing and removing the Chair of the LGB	A		R			A
2.25	Appointing and removing the Vice-Chair of the LGB				A		
2.26	Appointing Link Governors in line with Trust guidance				A		
2.27	Setting the model Agenda and frequency of meetings of the LGB			A			
2.28	Adapting the model Agenda for LGB			C	A		C
2.29	Conducting meetings of the LGB in accordance with the Governance Handbook	M		M	A		
2.30	Form a panel to take decisions as part of our policies in relation to complaints, suspensions and exclusions			M	A		
2.31	Evaluating Governance – Self-evaluation and External reviews		A - ARC	R			
2.32	Managing business interests, conflicts of interest and related party transactions		A - ARC	R			

3.0 Finance

		BOT	Committee	CEO	LGB	TEP	Principal
3.1	Appointing the External Auditor to the Trust[1]		C - ARC	R			
3.2	Ensuring at least one Trustee has specific, relevant skills and financial experience	A					
3.3	Approving a Balanced Budget for the Trust	A	C - FRC	M R - CFO[2]			
3.4	Ensuring financial sustainability to operate as a going concern	A	C - FRC	M R – CFO			
3.5	Approving Financial Allocation to establishments	A	C - FRC	M R – CFO			
3.6	Ensuring the provision of insurance cover to meet the Trust's needs		M - FRC	A R – CFO			
3.7	Agreeing local charges in line with the Trust's Charging and Remissions Policy		A - FRC	M R – CFO			C
3.8	Approving the use of surplus establishment balances		C - FRC	A	M	M	R
3.9	Approving the Financial Scheme of Delegation	A	M - FRC	M R – CFO			
3.10	Challenge pupil number estimates that underpin revenue projections on a termly basis		A - FRC	R	M	M	C
3.11	Preparation of Trust Financial Statements in line with accounting standards		M - FRC	A R - CFO			
3.12	Approving audited Trust Accounts submitted to DfE and Companies House deadline	A	C - ARC				
3.13	Approving DfE Financial Returns	A		R			
3.14	Transactions requiring DfE notification or approval[3]: - Indemnities not in the normal course of business[4] - Special Severance payments - Related Party Transactions	M	M - FRC	A R - CFO			
3.15	Monitoring monthly income and expenditure to ensure financial viability		A - FRC	R	M	C	R
3.16	Sharing monthly Management Accounts with Trustees			A R - CFO			
3.17	Approving the Investment Policy and ensuring Trust cash position management		A - FRC	R			
3.18	Monitoring External Auditor reports and ensure timely implementation of actions		A - ARC	R			
3.19	Ensure that the procurement strategy and policy are followed		M - FRC	A R - CFO		M	R

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[1] Appointed by the Trust's Members (Accountability)

[2] Chief Financial Officer

[3] In line with Academy Trust Handbook definitions and requirements

[4] See Financial Scheme of Delegation

4.0 Standards		BOT	Committee	CEO	LGB	TEP	Principal
4.1	To attend a school's Ofsted inspection as the Governance representative	R[5]		A	R		
4.2	Monitoring Ofsted reports and ensuring implementation		A - SOC	M	M	C	R
4.3	Approving the Academy Evaluation and Improvement Plan (EIP)		M - SOC	C	M	A	R
4.4	Approving the Trust's Improvement Framework		A - SOC	R			
4.5	Provision of a Quality Assurance Programme		C – SOC	A		C	C
4.6	Implementing recommendations of the Quality Assurance Programme		M – SOC	A	M	M	R
4.7	Approving the implementation of Rapid Improvement Plans		A – SOC	R		C	
4.8	Ensuring the delivery of high standards of teaching and learning		A – SOC	M	M	R	R
4.9	Responsibility for a pupil's education		M - SOC	M			R
4.10	Approving significant changes to the framework for school term dates and session times	M		A			
4.11	Setting the school term dates and session times in line with the framework			C		A	R
4.12	Monitoring the appropriateness of Pupil Premium spend and PE/Sport premium		A - SOC	M	M	M	R
5.0 Curriculum							
5.1	Approving the Trust's curriculum policies that meet statutory requirements		A – SOC	R		M	
5.2	Implementing the Trust's curriculum policies		M – SOC	M	M	C	A
5.3	Providing relationships and sex education in line with approved policy		M – SOC	M	M	C	A
5.4	Providing religious education and collective worship in line with policy		M - SOC	M	M	C	A
5.5	Providing personal, social, health and economic education (PSHE) in line with policy		M - SOC	M			A
5.6	Monitoring, reviewing, and evaluating spiritual, moral, social, cultural (SMSC)		M - SOC	A	M	C	R
5.7	Ensuring effective development and delivery of the Curriculum Leadership Specialism		M – SOC	R		C	A
5.8	Approving Careers Guidance Policy and ensuring it is in line with statutory requirements		A - SOC	M	M	C	R
5.9	Ensuring the Early Years Foundation Stage (EYFS) framework is in line with statutory requirements		A - SOC	M	M	C	R

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[5] Individual representatives

6.0 Safeguarding & Inclusion			BOT	Committee	CEO	LGB	TEP	Principal
6.1	Appointing a Safeguarding Link Trustee		A		R			
6.2	Appointing a SEND Link Trustee		A		R			
6.3	Appointing a Link Safeguarding Governor				M	A		M
6.4	Appoint an appropriately qualified Designated Safeguarding Lead (DSL)			M – ARC				A
6.5	Approving Safeguarding Policies[6] and ensuring effective procedures in line with statutory guidance		A	M – ARC	C		M	R
6.6	Monitoring Safeguarding issues within a school			M – ARC	C	M	C	A
6.7	Ensuring that Disclosure and Barring Service (DBS) and Section 128 checks are undertaken in line with Trust policy			M – ARC	A			R
6.8	Appoint a designated member of staff to promote the educational achievement of looked-after and previously looked-after children				M	M	C	A
6.9	Approving a SEND Policy and discharging duties in line with statutory requirements including the SEND Code of Practice		A	M - SOC	C	M	C	R
6.10	Implementing policy for discharging duties for pupils with special needs			M - SOC	M		M	A
6.11	Establishing an Extended Services Offer				A	M	C	R
6.12	Implement Extended Services Service Level Agreements				C		C	A
6.13	Approving a Behaviour Policy in line with statutory requirements		A	M - SOC	C		M	R
6.14	Implementing the Behaviour Policy			M - SOC	M		M	A
6.15	Ensuring correct responsibilities for determining Exclusions/Suspensions in line with a Standard Operating Procedure				A	R - GDC[7]	R - GDC	
6.16	Ensuring admission and attendance registers are kept in accordance with regulations			M - SOC	A	M	M	R
7.0 Data Protection & Performance								
7.1	Establishing targets for pupil achievement			M – SOC	A	M	M	C
7.2	Monitoring progress against the achievement of pupil targets			A – SOC	M	M	C	R
7.3	Monitoring by exception failure to meet key targets and ensuring remedial actions			A - SOC	C	M	C	R
7.4	Appoint a Data Protection Officer			M - ARC	A			
7.5	Appoint a Data Protection Lead at academy level				M			A
7.6	Implementing Data Protection practices that are compliant with legislation			M - ARC	R		M	R

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[6] To include Safeguarding and Child Protection, Prevent, Looked after Children and Safer Recruitment

[7] Governor Discipline Committee

8.0 Admissions		BOT	Committee	CEO	LGB	TEP	Principal
8.1	Approving Admission policies for statutory consultation	A	C – FRC	R	C	M	C
8.2	Determining Admission Policies following the statutory consultation	A	C - FRC	R	C	M	C
8.3	Implementing admission arrangements in accordance with Trust policy and Local Authority coordinated schemes			M	A	C	C
8.4	Securing an Independent Admission Appeals Panel			A			
8.5	Dealing with Local Authorities on policy issues and the School Adjudicator / DfE on admission related issues			A	M	C	C
9.0 People Strategy							
9.1	Approving the Trust's Staff Structure Framework	C		A			
9.2	Approving an establishment's Staff Structure Framework			A	M	C	R
9.3	Approve the Trust's approach to performance development and appraisal		A - FRC	R	R	C	R
9.4	Appointing the Chief Executive	A					
9.5	Approving Executive Pay and benefits based on robust evidence-based procedures within a transparent, proportionate and justifiable approach		A - RC	R			
9.6	Appointing / dismissing / suspending / reinstating and agreeing pay of Principal			A	C		
9.7	Appointing / dismissing / suspending / reinstating and agreeing pay of school's SLT			A	M	C	C
9.8	Appointing / dismissing / suspending / reinstating other school staff			C		C	A
9.9	Exercising pay discretions within policy at central level		C	A			
9.10	Exercising pay discretions within policy in establishments					C	A
9.11	Agreeing Principal termination payments		M - FRC	A	C		
9.12	Agreeing termination payments for other staff within Trust framework		M - FRC	A			A
9.13	Agreeing redundancies		M - FRC	A	C	C	C
9.14	Performance Management of the Chief Executive		A - RC	R			
9.15	Performance Management of the Principal			M	C (Chair)	A	
9.16	Holding the Principal(s) to account for the day- to-day running of the school – standards, behaviour etc.			M	M	A	
9.17	Performance Management of the school Senior Leadership Team and Support Staff			M		C	A
9.18	Ensuring appropriate systems are in place to promote the wellbeing of Staff		A - FRC	R	M	C	R
9.19	Setting the Whistleblowing Policy		A - ARC	R		M	R

10.0 Estates, ICT, Health & Safety		BOT	Committee	CEO	LGB	TEP	Principal
10.1	Approving an ICT/Digital Strategy		A - FRC	R			
10.2	Determine any change in the use of assets and approve any disposal or acquisition of land/buildings	A		R			C
10.3	Approving the Estates Strategy/Asset Management Strategy		A - FRC	R			
10.4	Delivering an approved Estates Strategy/Asset Management Strategy		M - FRC	A	M	R	R
10.5	Delivering a routine maintenance and furniture, fixtures, and equipment (FFE) refresh plan in line with Trust guidelines			A			
10.6	Annual approval of the School Condition Allocation Programme		A - FRC	R			
10.7	Approving Health & Safety Framework and Policies[8] in line with statutory requirements		A - ARC	R			
10.8	Implementing Health & Safety Framework and Policy in schools ensuring compliance		M - ARC	M	A	M	R
11.0 Stakeholder Engagement & Marketing							
11.1	Developing partnerships with stakeholders for the benefit of the Trust	M		A			
11.2	Developing partnerships with stakeholders for the benefit of the school			M	M	M	A
11.3	Developing communications and brand guidelines for the Trust and schools			A			
11.4	Implementing communication activities for the Trust in line with communications and brand guidelines, including the Trust's website and social media	M		A			
11.5	Implementing communication activities for the school in line with communications and brand guidelines, including the school website and social media			M	M	C	A

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[8] To include Health and Safety legislation, food safety, supporting children with additional health needs, first aid and fire safety.