

Twynham Learning Scheme of Delegation

Decision	Members	Board of Trustees	Audit Committee	Education Committee	Resources Committee	CEO	Core Services	LAB	Academy Headteacher
PEOPLE & STRUCTURES									
Articles of Association: review and agree	A	R				S		I	I
Members: Appoint and remove	A/R	S					S (Gov Mgr)		
Trustees: Appoint and remove	A	R					S (Gov Mgr)		
Governance structure (Committees) for the Trust: establish and review annually	I	A/R				S		I	I
Terms of reference for Board Committees and Scheme of Delegation for LABs: agree annually	I	A/R				S		I	I
Parent/ Staff/ Community Governors: elected		A						R	S
Board Committee Chairs/ Vice Chairs: appoint and remove	I	A/R				S	S (Gov Mgr)		
LAB Chairs/ Vice Chairs: appoint and remove	I	A/R				S	S (Gov Mgr)	C	C
Governance Manager (Clerk to Board): appoint and remove	I	A/R				S			
Clerk to LAB: appoint and remove		A/R					S (Gov Mgr)	C	I
Role descriptors for Trustees/ Chair/ Lead LAB members/ Lead Trustees		A/R				S			
CEO: appoint and dismiss	I	A/R					S (HR Mgr)	I	I
CFO or equivalent: appoint and dismiss	I	A				R		I	I
Headteachers: appoint and dismiss	I	A				R		S	
Staffing structures and staff numbers: ensure sufficiency for the effective operation of the trust	I	I			A	R			C
Staff job descriptions: ensure accuracy and clarity		I			A	R	R (HR Mgr)		S
Staff attendance: evaluate		I			A	R	R (HR Mgr)		S
SYSTEMS									
Audit of skills and recruit to fill gaps (LAB): complete		A				C		R	I
Self-evaluation of Trust Board and Committees (excluding LAB): complete annually		A/R	I						
Self-evaluation of LAB: complete annually and report to Trustees		A	I			S		R	C
CEO Performance management: annual appraisal		A/R							
Headteacher performance management: annual appraisal		I			A	R		S	
Staff performance management: annual appraisal					A	R	R (HR Mgr)		R (school staff)
Trust Chair's performance: annual (360 review periodically)		A/R				S	S (Gov Mgr)		
LAB Chair's performance: annual (360 review periodically)		A/R				I		S	S
Trustee contribution: Individual annual review		A/R							
LAB Member contribution: Individual annual review		A						R	
Succession planning for Trust Board		A/R				S			
Succession planning for LAB		A				I		R	S
Annual schedule of business for Trust Board and committees, including LAB		A/R				S		I	I
STRATEGY									
Trust Vision, Ethos and Values: set	I	AR				S		I	I
Trust Strategy: set priorities and monitor progress	I	A/R				S		I	I
Trust Strategy: implement and monitor		A				R		I	C
Schools' vision and strategy: implement and monitor		I		A		S		R	S

Key	
A	Accountable: Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible.
R	Responsible: Those responsible for the task, who ensure it is done.
A/R	Accountable and Responsible (see above)
S	Support: Resources allocated to those responsible. Unlike consulted, who may provide input to the task, support help to complete the task.
C	Consulted: Those whose opinions are sought in order to inform progression.
I	Informed: Those who are kept up-to-date on progress

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Policies and procedures - trustwide (incorporating legislation and statutory guidance): set and review		A/R				S		I	C
Policies and procedures - trustwide (incorporating legislation and statutory guidance): monitor implementation		A	R	R	R	S		I	S
Policies and procedures - school specific: set and monitor implementation		A				S		R	S
Admissions: review and ratify school policies annually prior to consultation and publication		A/R				S		C	C
Admissions: approval of admissions over PAN		A				R		I	C
Admissions: final decisions on individual requests for admission outside of the chronological year group		A				S		C	R
Safeguarding (child protection, Prevent, LAC, safer-recruitment): ensure all related policies are in place and disseminated		A				R		R (school level)	S
Safeguarding and SEND: appoint lead trustees and LAB members to ensure standards and consistency across the Trust		A/R				I		R (school level)	C
Stakeholders: engage and encourage employee, staff, parent and pupil voice		A/R				S		R (school level)	I
Marketing communications and public relations strategy: ensure link with admissions and trust growth		A/R				S		R (school level)	S
Estate and technology strategy: ratify and monitor implementation		A			R	S	S (DoI&D)		S
Infrastructure development projects: ensure resourced, evidence-based plans		I			A	R			I
School improvement strategy: agree and monitor				A	A (non-education aspects)	R	R (DoE)	I	C
School hours of operation and term times: determine		A/R				S		I	C
EDUCATION & CURRICULUM									
Curriculum provision: agree and monitor quality and delivery		I		A		S		R	S
Teaching and assessment: monitor and evaluate		I		A		S		R	S
Disadvantaged Groups (planned interventions to narrow the achievement gap): monitor and evaluate		I		A		S		R	S
Targets (school and individual pupils): set		A				R	R (DoE)	I	R
Outcomes (educational and emotional): monitor and evaluate against targets		I		A		S	S (DoE)	R	S
Pastoral, (including SMSC, PSHE, SRE and careers): monitor and evaluate		I		A		S	S (DoE)	R	S
Continual professional development: monitor equitable provision		I		A		R	R (DoE)	I	S
External judgements of schools (Ofsted and commissioned reviews): review reports and action additional support as necessary		A		R		S		I	S
Internal reviews of schools: establish programme and review reports		I		A		R	R (DoE)	I	S
FINANCE									
Funding Model and Trust budget: establish		I			A	R			
Individual budgets (schools and non-academic areas): adopt and monitor		I			A	R		I	C
Contingency fund/balances: agree level		I			A	R		I	C
Benchmarking: ensure Trust-wide value for money		I			A	R			
Government grants: ensure return on investment		I			A	S	S (DoE)	C	R
Funding information and claims to DFE and ESFA: ensure accuracy and compliance with funding criteria		I	A		S	R	R (DoF&B)		
CEO Pay Award: agree		A/R				S	S (DoF&B)		
Head Teacher Pay Award: agree		A			I	R			
Procurement strategy: agree		I			A	R	R (DoF&B)		I
Remuneration practices: ensure equity and fairness		I			A	R			

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Central spend and core services provision to schools: determine and allocate		I			A	R		I	C
Core services provision to schools: agree allocation		I			A			R	S
Letting School premises: set charges		I			A	R	R (DoF&B)	I	S
INFRASTRUCTURE									
Land and buildings: ensure safety, functionality and suitability		I			A	R	R (DoI&D)	I	S
Statutory and preventative activities to maintain continuity of provision: ensure		I			A			I	S
Significant projects: authorise		A			R	S			
Computer systems across the Trust: ensure compatibility and integration		I			A	R	R (DoI&D)		S
COMPLIANCE									
Trust insurance: ensure arrangements in place		A				R	R (DoF&B)	I	I
Conflicts of interest and related party transactions: manage		A				R	R (Gov Mgr)	S	S
Risk management: establish framework for register		A	R			S		I	I
Risk management (strategic processes, control and governance): advise and review implementation		A	R			S			
Risk management: review and monitor risk		A/R (Trust level)				S		R (School level)	S
Health and safety: monitor compliance with policy and procedures		I			A	R	R (DoI&D)	S	S
Safeguarding: ensure appropriate measures (including SCR) are effective across the trust		A				R		S	R (school level)
SEND code of practice: ensure compliance		I		A		S	S (DoE)	S	R
Trust practices with regard to employment legislation: ensure compliance		A				R	R (HR Mgr)	I	I
Websites (trust and school): ensure all requirements are met		A				R (trust)		R (school)	S
Annual Report and Financial Statements: produce, file and publish	A	R				S		I	I
Audit programme: establish and implement	I	A	R			S	S (DoF&B)		
Audit Committee annual report on performance of the Trust: submit to Members and Trustees	I	I	A			S	S (Gov Mgr)		
Internal audit: determine and deliver		A	R			S	S (DoF&B)		
Internal audit: reporting (including any requests from ESFA)		A	R			S	S (DoF&B)		
External audit: appoint auditor and agree audit plan	A	R	S			C	C (DoF&B)		
External audit: review and advise on report	I	A	R			S	S (DoF&B)		
Financial controls: report on adequacy		A	R			C	C (DoF&B)		
Financial procedures: ensure compliance		A	R			C	C (DoF&B)		
Annual report on work of LAB: submit to Trustees		A				S	S (DoF&B)	R	S
Equalities legislation: ensure compliance and equal opportunities for all children		A				R	R (DoE)	S	S
Accessibility: ensure and monitor plans for all schools and departments		A		S	S	R		R (school level)	S
Complaints and Data Protection: review annual statistics and identify trends and interventions		A				R	R (Gov Mgr)	I	S
Offsite visits for pupils: ensure suitable safeguards are in place		A				S		I	R