

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 LAB members: 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		I	I
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		I	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				C	S (Gov Mgr)	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: establish and monitor		A				R		I	C
Schools' vision and strategy: establish and monitor		I		A		S		R	S
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
Policies and procedures - school specific: ratification of new or significant changes		A				R		I	I
Admissions: review and ratify school policies annually prior to consultation and publication		A/R				S		C	C

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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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		R (Hearings Panel)	C
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 (DoO)		S
Infrastructure development projects: ensure resourced, evidence-based plans		I			A	R			I
School improvement strategy: agree and monitor					A (non-education aspects)				
School hours of operation and term times: determine		A/R		A		R	R (DoE)	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 and adopt		A			S	R	S (DoO)		
Individual budgets (schools): monitor		I			A	I	S (DoO)	R	S
Individual budgets (non-academic areas): monitor					A	C	R (DoO)		
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 (DoO)		
CEO Pay Award: agree		A/R				S	S (DoO)		
Head Teacher Pay Award: agree		A			I	R			
Procurement strategy: agree		I			A	R	R (DoO)		I
Remuneration practices: ensure equitability and fairness		I			A	R			
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 (DoO)	I	S
INFRASTRUCTURE									
Land and buildings: ensure safety, functionality and suitability		I			A	R	R (DoO)	I	S
Statutory and preventative activities to maintain continuity of provision: ensure		I			A			I	S
Significant projects: authorise		A			R	S			

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Computer systems across the Trust: ensure compatibility and integration		I			A	R	R (DoO)		S
COMPLIANCE									
Trust insurance: ensure arrangements in place		A				R	R (DoO)	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 (DoO)	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 (DoO)		
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 (DoO)		
Internal audit: reporting (including any requests from ESFA)		A	R			S	S (DoO)		
External audit: appoint auditor and agree audit plan	A	R	S			C	C (DoO)		
External audit: review and advise on report	I	A	R			S	S (DoO)		
Financial controls: report on adequacy		A	R			C	C (DoO)		
Financial procedures: ensure compliance		A	R			C	C (DoO)		
Annual report on work of LAB: submit to Trustees		A				S	S (DoO)	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

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In situations where urgent action is required, the Chair of Trustees has the delegated authority to act on behalf of the Board of Trustees. This will be reported at the next Full Board of Trustees meeting.