Governance and Accountability:
Scheme of Delegation

| This document has been approved for operation within:	All Trust Establishments
Date effective from	July 2022
Review period	Annual
Approved by	EPT Board of Directors

This Scheme of Delegation identifies the key decision-making authorities for schools within the Education Partnership Trust. It determines the functions undertaken by the Board of Directors and those which have been delegated to the CEO/Central Team, Local Governing Bodies and Headteachers.

The Scheme of Delegation applies to all schools, this delegation is based upon the quality of governance and management and a school's performance being at an acceptable level. The delegation has been developed to be compliant with the Articles of the Trust and the Department for Education (DfE) Governance Handbook and Academy Trust Handbook. It will be reviewed and updated annually and as required to reflect changes to the law and education policy. Where performance is judged to be insufficient, then the Board of Directors will revoke powers from Schools and their Local Governing Bodies.

The Board of Directors can delegate identified functions to a committee as indicated in the Governance Structure and Scheme of Delegation. Where decisions have been delegated, they must be reported back to the Board of Directors at the next meeting. Where there is a specific need for a decision to be taken, and a time imperative precludes awaiting the next Board meeting, action may be agreed with the Board of Directors' Chair. This must be reported to the Board of Directors at the next meeting.

It is essential that a Headteacher has sufficient powers to manage effectively on a day-to-day basis. The Board of Directors delegates general responsibility to manage financial commitments and expenditure in accordance with the approved budget plan and financial regulations. Where there is a shared responsibility for decision making between the Trust and its schools, the Trust has the ultimate responsibility.

Governance Structure
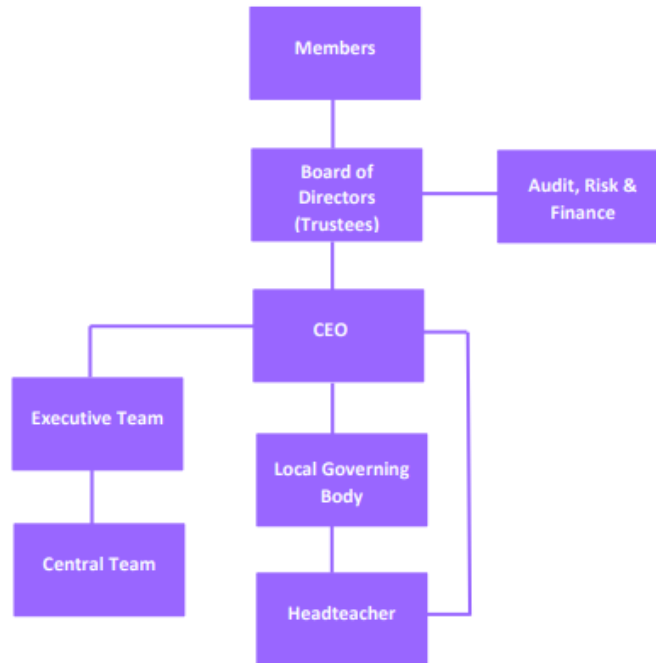
Scheme of Delegation

This framework uses the following letters to denote roles regarding key functions:

R   denotes responsibility: ultimate approval or decision-making body.
C   denotes a consultative role prior to sign off: views should be actively sought and considered prior to a decision. This should be detailed within any report.
O   denotes an oversight role to ensure a function is undertaken in line with policy or procedure: the agenda for any meeting, or job description, should include specific reference to ensuring monitoring of the function is undertaken.
A   denotes an advisory role: provides guidance or opinions to assist decision-making.

High Expectations • Commitment • Ambition

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
School Improvement					
Implementing the MAT School Improvement Plan			R	A	A
Preparing the School Self Evaluation Form and Improvement Plan			C	C	R
Approving School Self Evaluation Form and Improvement Plan			O	R	C
Monitoring and evaluating progress of the SIP			O	R	C
Undertaking quality assurance of teaching and learning			O	O	R
Commissioning External Quality Assurance			R		R
Implementing Recommendations from the Quality Assurance Programme			O	O	R
Curriculum					
Developing & implementing the curriculum policy and plan			O	O	R
Maintaining standards of teaching			O	O	R
Responsibility for a pupil's education			O	O	R
Providing sex education within curriculum policy			O	O	R
Monitoring, reviewing and evaluating spiritual, moral, social, cultural (SMSC), Community Cohesion and anti-extremism programmes			O	O	R
Approving policy for discharging duties in respect of pupils with special needs			O	R	
Implementing policy for discharging duties for pupils with SEND			O	O	R
Target Setting					
Setting and publishing targets for pupil achievement			O	O	R
Monitoring progress against the achievement of these targets			O	O	R

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Monitoring, by exception, failure to meet key targets, ensuring management actions are in place to address			O	O	R
Discipline/Exclusions					
Approving a Behaviour Policy in line with statutory requirements			O	R	C
Implementing the Behaviour Policy, including ensuring correct responsibilities for determining exclusions in line with a Standard Operating Procedure			O	O	R
Safeguarding					
Approving Safeguarding Policy	R		C		
Monitoring Safeguarding issues within a school	O		O	R	R
Ensuring effective Safeguarding procedures	R		C		
Annual Safeguarding audit of schools	O		R		
School Organisation					
Setting the framework for the times of school sessions and school term dates			O		R
Setting the times of school sessions and school term dates in line with policy			O		R
Ensuring that school lunch nutritional standards are met			O		R
Strategy					
Approving the Trust's Strategic Plan	R		C		
Implementation of the strategic and operational plan	O		R		
Trust self-evaluation process	O		R	A	
Holding the Headteacher to account for the day-to-day running of the school – standards, behaviour etc.			R	O	
Approving Significant Changes as defined by DfE guidance	R		C	A	A

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Governance					
Monitoring and evaluating the school's conduct against the vision and values of the Trust	O		R	A	
Approving Scheme of Delegation	R		C		
Approving statutory and key regulatory policies	R		C		
Approving policies which are not statutory or identified as key regulatory within the Policy Framework			R	O	
Implementing policies and standard operating procedures			O	O	R
Approving school-level policies in line with Trust guidance			O	R	
Approving a risk management framework and register	R	A	C		
Review the trust Risk Register termly	O	R	C		
Approving a business continuity plan framework		R	C		
Maintaining a trust business continuity plan in accordance with the Trust's framework		O	R		
Maintaining a school business continuity plan in accordance with the Trust's framework			O	O	R
Reviewing and monitoring the annual statement of assurance		R	C		
Appointing and removing the Trust- appointed members of the Local Governing Body			R		
Managing the elections for the appointment of Parent and Staff members of the Local Governing Body			A	O	R
Appointing and removing the Chair of the Local Governing Body			R		
Appointing and removing the Vice-Chair of the Local Governing Body			A	R	
Appointing the Governance Professional	O		R		

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Appointing 'Lead Governors' in line with Trust guidance				R	
Setting the model agenda and frequency of meetings of the Local Governing Body			R	C	
Adapting the model agenda for Local Governing Body meetings			R	C	C
Conducting meetings of the Local Governing Body in accordance with the Trust framework			O	R	
Maintaining a Register of Business Interests for the Trust			R		
Maintaining a Register of Business Interests for the Local Governing Body			R		
Monitoring the reports of the External Auditor and ensuring implementation of actions		O	R	O	R
Monitoring Ofsted reports and ensuring implementation			C	O	R
Appointing Internal Auditors		O	R		
Appointing External Auditors	R	A	A		
Monitoring the reports of Internal Auditors and ensuring implementation of actions		O	R	O	R
Approving an Equalities Framework	R		C		
Finance					
Approving a Balanced Budget for the Trust	R	C	A		
Ensuring financial sustainability to operate as a going concern	R	C	A		
Approving Financial Allocation to schools		C	R		
Approving individual school budgets			O	R	A
Challenge pupil number estimates that underpin revenue projections on a termly basis			R		

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Approving ESFA Financial Returns	C		R		
Sharing regular Management Accounts with Directors			R		
Monitoring monthly income and expenditure			R		R
Monitoring termly income and expenditure			R	O	R
Approving the Trust's Finance Policy and procedures	R	C	A		
Approving the Trust's Charging and Remissions policy	R		A		
Agreeing local charges in accordance with the Trust's Charging and Remissions policy			O	R	A
To prepare and publish the annual report and accounts in accordance with the accounting framework		O	R		
Trust's financial handbook: establish, monitor and review		O	R		
Approving Trust Financial Statements	R	C	A		
Approving the intended use of surplus school balances	O	C	R	C	A
Human Resources (HR)					
Approving the Trust HR Plan			R		
Implementing the Trust HR Plan	O		R		
Approving the Trust Central Team Structure	O		R		
Recruiting to the Trust Central Team Structure			R		
Approving a school's Staff Structure			A	C	R
Recruiting to a school's Staff Structure			A	O	R
Appointing the Chief Executive	R				

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Appointing the Executive Team	A		R		
Approving Executive Pay	R		A		
Appointing and agreeing pay of Headteacher			R	A	
Appointing and agreeing pay of school's Senior Leadership Team				A	R
Approving pay outside of national terms and conditions	C		R		
Approving the Pay Policy	R		C		
Implementing the Pay Policy				O	R
Exercising pay discretions within policy			R		C
Agreeing redundancies	C		R	C	C
Supporting Staff well-being			R	O	R
Dismissing Headteacher	C		R	C	
Dismissing Deputy-Headteacher			R	C	C
Dismissing other staff			C	C	R
Suspending/reinstating Headteacher			R	C	
Suspending/reinstating Deputy-Headteacher			C	C	R
Suspending/reinstating other staff			C	C	R
Agreeing Headteacher termination payments			R		
Agreeing termination payments for other staff within Trust			R		C
Performance Management					
Approving a performance management policy	R		C		
Implementing the performance management policy			R	O	R

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Performance management of the Chief Executive	R		A		
Performance management of the Executive Team			R		
Performance management of the Headteacher			R	A	
Performance management of the school Senior Leadership Team				C	R
Performance management of other staff				C	R
Premises					
Procuring buildings	O		R		A
Approving the Capital Buildings Strategy/Asset Management Plan		R	C	A	A
Delivering an approved Capital Buildings Strategy/Asset Management Plan			O	O	R
Delivering a routine maintenance and FFE refresh plan in line with Trust guidelines			O	C	R
Putting in place full insurance cover			R		C
Health and Safety					
Approving a Health and Safety Policy	R		C		
Implementing the Health and Safety Policy in the school			A		R
Ensuring Health and Safety regulations are followed			A	O	R
Central Support Services					
Organising the Central Team to deliver a regulatory function and Core Service for all schools			R		
Overseeing services provided by the Central Team	R		A	A	A
Communication					
Monitoring and updating the Trust website			R		

Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Monitoring and updating the school website (including Social Media)			O	O	R
Developing partnerships with stakeholders for the benefit of the Trust	A		R		
Developing partnerships with stakeholders for the benefit of the school			O	R	R
Implementing communication activities for the Trust	O		R		
Implementing communication activities for the school			O	O	R
Developing brand guidelines for the Trust and schools	A		R		
Implementing Trust brand guidelines	O		R	O	R