

# ELA Scheme of Delegation

Approved by: Trust board

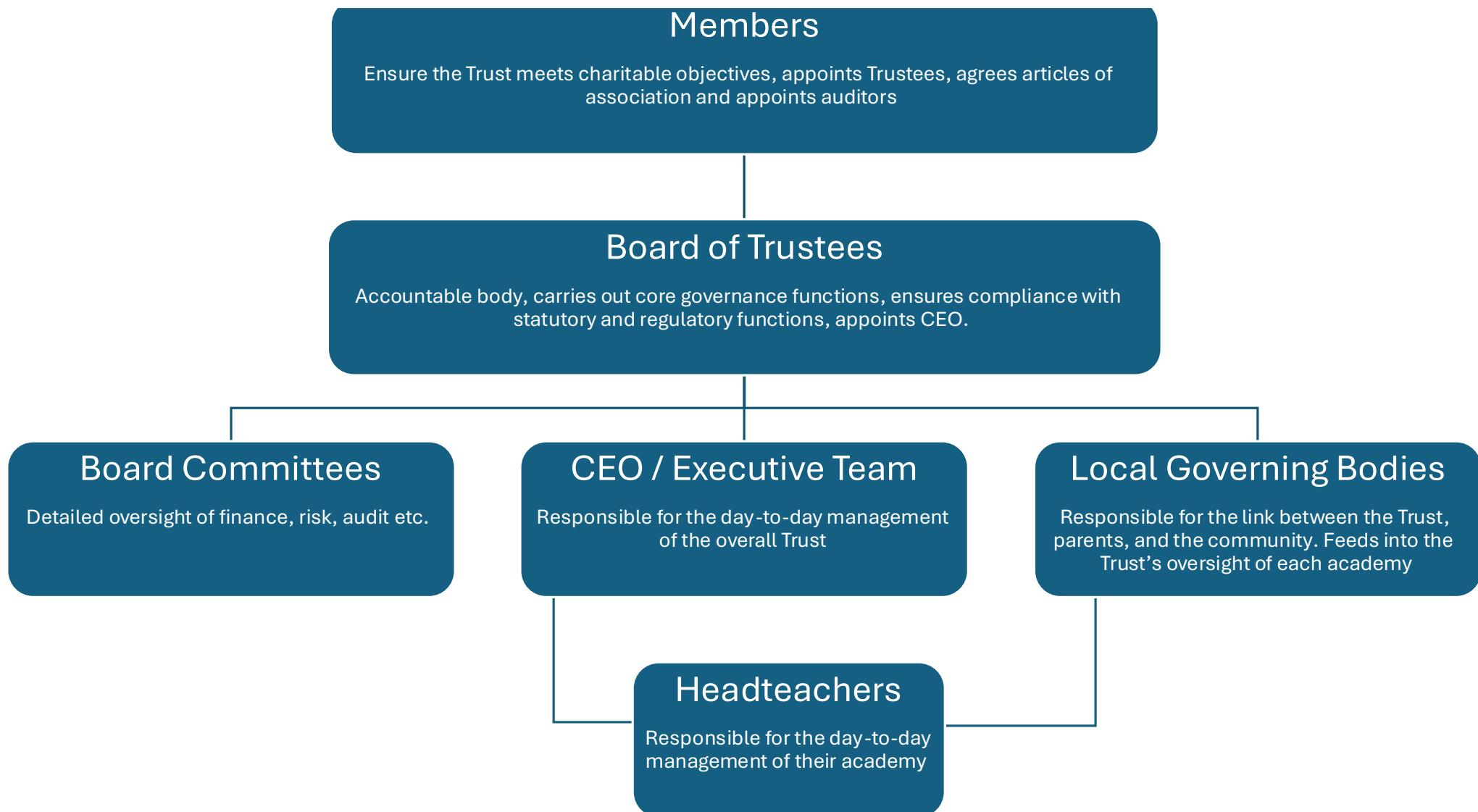
Last Reviewed: November 2025

Next Review Date: July 2027

## 1. Introduction and purpose of the Scheme of Delegation

In all Academy Trusts the Board of Trustees is accountable for almost all major decisions that the Trust makes (with a few reserved for Members). To be practicable the Board delegates many of these responsibilities to the Trust's executive staff (led by the CEO) as well as other committees it establishes. The CEO and executive team can further delegate responsibilities to individual academy heads. The Scheme of Delegation documents how this works within the Trust across its major decision-making categories.

The overall governance structure of the Trust is illustrated below:



## 2. Roles and Responsibilities in the Governance model

**Members:** ...are guardians of the governance of the Trust and ensure it carries out its charitable objectives. There must be at least three members, although the Department for Education (DfE) prefers at least five. Members must not be Trustees or employees of the Trust, including occupying roles on a voluntary basis. Members agree the Trust's articles of association, appoint (and can remove) Trustees and external auditors. The Members receive the annual report, accounts and other information about the Trust's business at the Annual General Meeting.

**Trustees:** ...are the charity trustees as well as directors of the Trust company and meet as the Trust Board. As such they have the statutory responsibilities of both these functions as set out in company and charity law. They have a strategic (non-executive) leadership role within the Trust and are not involved in the day-to-day running of the Trust – these responsibilities are delegated to the CEO and Executive team as laid out here.

**Trust committees:** the Trust Board delegates some governance functions to board committees. One of these must be Audit and Risk, which advises on the adequacy of the Trust's controls and risks. Each committee (including the Local Governing Bodies) has Terms of Reference which are approved by the Trust Board. Trust committees can co-opt members who are not Trustees and members of the executive may also be invited to attend meetings.

**CEO / Executive Team:** The Trust Board appoints and delegates authorities to a Chief Executive Officer who is responsible for the leadership and management of the central executive team and the Headteachers of each academy. The CEO is also the accounting officer for the trust (a role which has specific public body responsibilities as set out by parliament and the academy trust handbook).

**Local Governing Bodies:** ...are Board committees which are the link between the Board and each academy. They have elected parent and staff, as well as nominated community members, and work predominantly with their academy headteacher. LGBs contribute towards the Trust's monitoring of quality of education, wellbeing, and safeguarding in their school; should represent local community, parent, and staff perspectives; and should act as a communication and accountability bridge between the Trust and the school community. The Trust aims to have a nominated link Board trustee for each LGB to facilitate communications between the Board and the LGBs.

**Headteachers:** ...sometimes also referred to as Principals or Heads of School, are responsible for the day-to-day management of each academy sharing information with their Local Governing Body on school performance and local policies.

## 3. Delegated Authority Table

Key: the delegated authority table uses a RACI model (Responsible, Accountable, Consulted, Informed) as follows:

<b>Responsible:</b> This person or group does the actual work. There may be more than one responsible person. If not explicitly cited, the <b>Accountable</b> person is also <b>Responsible</b>	<b>Accountable:</b> Has power of approval, but (may) delegate the work involved. There is one accountable person/group per row.	<b>Consulted:</b> Must be asked to provide input and feedback which must be considered by the <b>Accountable</b> person or group.	<b>Informed:</b> Is kept in the loop, but has no input or decision making authority.
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## Governance

	Members	Trust Board	CEO and Executive Team	Heads	LGBs
Appointment of Members	Accountable	Responsible	Consult		
Appointment of Trustees	Accountable	Responsible	Consult		
Appointment of External Auditor	Accountable	Consult	Responsible		
Amendment of Articles / Other Governing Documents	Accountable	Responsible	Consult		
Amendment of Scheme of Delegation		Accountable	Consult	Inform	Consult
Establish board committees, appoint committee members/Chairs and review ToRs		Accountable	Consult		
Approve ToRs / composition of Local Governing Bodies		Accountable	Responsible	Consult	Consult
Approve Chairs of Local Governing Bodies		Accountable	Responsible	Consult	Consult
Appoint members to Local Governing Bodies			Accountable	Responsible	Consult
Approve statutory policies		Accountable	Responsible	Consult	Inform
Expansion or restructure of the MAT	Inform	Accountable	Responsible	Inform	

## Education and Strategic Leadership

	Trust Board	CEO and Executive Team	Heads	LGB
Set the trust's vision, ethos and strategy	Accountable	Responsible	Consult	Inform
Apply trust vision and strategy to schools	Inform	Accountable	Responsible	Consult
School Improvement Planning	Inform	Accountable	Responsible	Responsible
Reviewing performance of the schools	Accountable	Responsible	Responsible	Responsible
Ensuring high standards of teaching and learning – support, challenge and intervention to support education outcomes	Inform	Accountable	Responsible	Consult
Approve school's curriculum	Accountable	Responsible	Consult	Consult
Ensure statutory guidance for safeguarding, attendance and admissions is met	Inform	Accountable	Responsible	Inform
Individual schools to develop links across their wider school community which enrich the educational experience	Inform	Inform	Accountable	Responsible
Ensure all student groups thrive (e.g. SEND, PP, EAL etc.)	Inform	Accountable	Responsible	Responsible
Behaviour policy – set and monitor	Consult	Accountable	Responsible	Responsible
Monitor attendance / suspension / exclusion data for trust schools	Responsible	Accountable	Responsible	Inform
Determining any permanent exclusions	Inform	Accountable	Responsible	Consult
Admissions Policy	Accountable	Responsible	Consult	Consult
Approving significant communications (e.g. affecting Trust reputation)	Accountable	Responsible	Consult	Consult

Agree named safeguarding and SEND trustees	Accountable	Consult	Inform	Inform
Set safeguarding policies and implement	Accountable	Responsible	Responsible	Inform
Monitor safeguarding data	Accountable	Responsible	Responsible	Consult
Follow up on serious safeguarding incidents	Accountable	Responsible	Responsible	Inform
Establishment and execution of trust-wide Quality Assurance audit programme	Accountable	Responsible	Consult	Consult
Agree any school specific adaptations of Trust policies		Consult	Accountable	Consult

## Operations

	Trust Board	CEO and Executive Team	Heads	LGB
Data Protection (GDPR) compliance	Accountable	Responsible	Responsible	
Ensure Statutory Information is published	Accountable	Responsible	Responsible	
Determine and allocate central services to the trust schools	Accountable	Responsible	Inform	Inform
Ensure the effectiveness of central services	Accountable	Responsible	Consult	
Create and maintain the trust IT strategy	Accountable	Responsible	Consult	
Create and maintain the trust risk register	Accountable	Responsible	Consult	
Set and monitor trust health and safety policy	Accountable	Responsible	Inform	
Review risk assessments	Inform	Accountable	Responsible	Inform
External statutory testing: ensure compliance	Accountable	Responsible		
Internal H and S procedure and policies: lockdown/first-aid – policy, logging and investigation /COSHH	Inform	Accountable	Responsible	
Internal compliance checks: fire/escape routes/minibus/alarm testing/5C folder	Inform	Accountable	Responsible	
Health and Safety on trips	Inform	Accountable	Responsible	Inform
Estates Strategy	Accountable	Responsible	Inform	
Capital Projects and material asset acquisition / disposals	Accountable	Responsible	Inform	
Facilities Management and Maintenance	Inform	Accountable	Responsible	

## Financial Management

	Trust Board	CEO / CFO	Heads	LGB
Appointment of CFO	Accountable	Responsible	Inform	

Appointment of internal auditors	Accountable	Responsible	Inform	
Ensure completion of internal audit	Accountable	Responsible		
Agree a budget approach which secures the financial health of the trust	Accountable	Responsible	Inform	
Set and approve the trust wide budget	Accountable	Responsible	Inform	Inform
Set and approve individual school budget	Accountable	Responsible	Responsible	Inform
Submission of annual budget to the DfE	Accountable	Responsible		
Ensure compliance with the Academy Trust Handbook	Accountable	Responsible		
Approve Annual Report and Accounts	Accountable	Responsible		
Reporting and monitoring of financial performance against budget	Accountable	Responsible	Consult	Inform
Manage school expenditure (and income opportunities) within agreed budgets	Inform	Accountable	Responsible	Inform
Benchmarking and Value for Money	Inform	Accountable	Responsible	
Ensure procurement processes are followed as per "Financial Control Procedures"	Accountable	Responsible	Responsible	Inform
Approve material financial reforecast budget or material expenditure/contracts outside of agreed budget	Accountable	Responsible	Consult	Inform

## Human Resources

	Trust Board	CEO and Director of HR	Heads	LGB
Staff development and well being	Inform	Accountable	Responsible	Inform
Appoint / Dismiss CEO	Accountable		Inform	Inform
Appoint / Dismiss Executive Team	Accountable	Responsible	Inform	
Appoint / Dismiss Headteachers	Accountable	Responsible		Consult
Appoint / Dismiss SLT (excluding headteachers) within agreed budget processes	Inform	Accountable	Responsible	Inform
Appoint / Dismiss existing school staff (internal recruitment) within agreed budget processes	Inform	Inform	Accountable	Inform
Appoint external school staff within agreed budget process	Inform	Inform	Accountable	Inform
CEO pay progression	Accountable			
Executive Team and Heads of School pay progression	Consult	Accountable		

Academy SLE and Staff pay progression	Inform	Consult	Accountable	
Restructuring of school staff	Accountable	Responsible	Consult	Inform
Performance Management of CEO (including any disciplinary / grievance / capability matters)	Accountable			
Performance Management of Executive Team (including any disciplinary / grievance / capability)	Inform	Accountable		
Performance Management of Headteachers (including any disciplinary / grievance / capability)	Inform	Accountable		Consult
Performance Management of School Based Staff (including any disciplinary / grievance / capability)		Consult	Accountable	
Establishing trust wide HR policies in accordance with appropriate regulations	Accountable	Responsible	Inform	Inform
Monitoring of trust school Single Central Records	Inform	Accountable	Responsible	

## Scheme of Delegation – Glossary

Acronym	Expansion	Relevant area
COSHH	Control of Substances Harmful to Health	Health & Safety
DfE	Department for Education	School leadership
EAL	English as an Additional Language	School leadership
GDPR	General Data Protection Regulation	Data security
H&S	Health & Safety	Health & Safety
MAT	Multi-Academy Trust	School leadership
PP	Pupil Premium	School leadership
QA	Quality Assurance	Governance/Trust leadership
RACI	Responsible; Accountable; Consulted; Informed	Governance
SCR	Single Central Record	Safeguarding
SEND	Special Educational Needs and Disabilities	School leadership
SIP	School Improvement Plan	School leadership
SLT	Senior Leadership Team	School leadership
ToRs	Terms of Reference	Governance