



# THE ST. BART'S ACADEMY

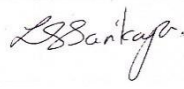
— TRUST —

## Scheme of Delegation 2023 / 2024

September 2023

## The St. Bart's Academy Trust

### Scheme of Delegation

Produced Date:	September 2023	
Approved by Trust Board:		<b>Lisa Sarikaya</b> Chief Executive Officer
Review Date:	September 2024	

Date	Section Amended	Signature



## Contents

1.	Overarching Governance .....	4
2.	Strategy and Leadership .....	5
3.	Education .....	5
4.	Behaviour Attendance and Inclusion .....	5
5.	Finance .....	6
6.	Compliance .....	6
7.	Estates .....	6
8.	HR .....	7
9.	Communications .....	7
10.	Safeguarding .....	7
LGC Complete Overview .....		8
LGC Accountable and Responsible .....		9

# 1. Overarching Governance

Overarching Governance											
Member Matters											
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal		Comments /Notes if applicable	Legal Compliance element
1.1 Amendment of Articles of association	A	R									
1.2 Appoint/remove Members and Trustees	A										
1.3 Ensure appropriate procedures are in place for the recruitment of Member Appointed Trustees	A	R									
1.4 Member Register of Interests are completed and kept under regular review	R										
1.5 Hold Trustees to account for achieving the Trusts objectives, effective governance and working with the law and any guidance on the governance of academy trusts	A	R									
1.6 Determine the name of the Trust	A	R									
1.7 Appoint Auditors	A	R								Academies Financial Handbook sections 4.5-4.8	Appointing external auditor
1.8 Receive Statutory Accounts	A	R									
1.9 Dissolve the company	A	R									

Trust Board Matters											
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal		Comments /Notes	Legal Compliance element
1.10 Complete / Review Trustee Board skills audit and training plan annually		A	R							Governance Handbook, section 3.5.36	Ensuring finance skill set on board
1.11 Appoint/Remove Chair/ Vice Chair of Trustees		A	R								
1.12 Appoint Clerk to the Trustees		A	R								
1.13 Appointment of CEO		A	R							Governance Handbook, section 6.6.1.137	Appointing senior executive leader as accounting officer
1.14 Appoint Principals		A	R								
1.15 Determine and allocate specific Trustee roles, inclusive of trust representation for trust inspections		A	R							Governance Handbook, section 2.2.8	Nominating safeguarding lead trustee and Nominating SEND lead
1.16 Agree Scheme of Delegation and review annually		A	R								
1.17 Approve Board of Trustees Annual Schedule of Business inclusive of appointing board committees		A	R							Governance Handbook, section 6.6.1.137, Academies Financial Handbook, section 3.6	Establishing and appointing board committees
1.18 Ensure that there is support identified for looked after children		A	R							Governance Handbook, sections 6.4.12.62-67	Delivering support for looked after children
1.19 The removal of delegated responsibilities of Academy LGC		A	R								
1.20 The removal of the LGC at Academy Level		A	R								

LGC Matters											
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal		Comments /Notes	Legal Compliance element
1.21 Determine LGC Composition		A	R								
1.22 Appoint Chair/ Vice Chair of LGC		A	R								
1.23 Allocate governor specific roles							A	R			
1.24 Complete and maintain LGC register of interests							A	R			
1.25 Review of LGC Effectiveness		A					R				
1.26 Complete LGC Skills Audit		A					R				
1.27 Ensure effectiveness of leadership and management in individual academies		A	R								
1.28 Ensure the quality of teaching, learning and assessment, personal development and best outcomes for children and learners		A	R					R			

## 2. Strategy and Leadership

Strategy and Leadership											
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal		Comments /Notes	Legal Compliance element
2.1 Ensure the Trust is financially viable, run in accordance with its Articles and law and meeting its charitable objectives		A				R					
2.2 Agree Trust Strategic and Operational Plan, including growth model		A	R							Governance Handbook, section 2.1.3	Setting Trust Strategy
2.3 Agree Trust Vision and key Priorities		A	R							Governance Handbook, section 2.1.2	Setting trust vision
2.4 Develop the character, mission and ethos of the Trust fostering the individuality of each school		A	R				R	R		Governance Handbook, section 2.2.4	Setting trust culture and values
2.5 Scrutiny of performance across the MAT		A	R	R	R	R					
2.6 Performance management of CEO		A	R								
2.7 Setting approach to appraisal and performance management		A	R	R						Governance Handbook, section 6.5.6.102	Setting approach to appraisal and performance management
2.8 Ensure statutory policies are in place, approved and reviewed in line with statutory guidance and equalities legislation.		A	R		R					Governance Handbook, sections 4.1.2.11, 6.14, 6.15, 6.16	Setting governance policies (data protection, information sharing, Freedom of Information (FOI), code of conduct, complaints, whistleblowing)
2.9 Ensure compliance with all regulation, policies and other statutory obligations inclusive of disclosure and barring service checks (DBS)		A	R				R	R		Governance Handbook, section 6.5.71	Setting approach to staff appointment and dismissal, with regard to statutory requirements - Carrying out disclosure and barring service (DBS) checks
2.10 Approve and maintain the risk process/register and approve the risk appetite		A			R					Academies Financial Handbook, section 2.36	Maintaining risk register
2.11 Formally approve and review non DfE statutory school specific policies		A					R	R			
2.12 School Development Plans are in place and regularly reviewed		A		R			R	R			
2.13 Set the curriculum in line with the national curriculum and context of the school and in line with trust approach		A						R		Governance Handbook, sections 6.4.1.13, 6.4.3.24, 6.4.13.68-69	Setting trust approach to curriculum and assessment, with regard to statutory requirements
2.14 Review and challenge the spend of pupil premium/ sports funding and recovery funding in terms of educational outcomes and narrowing the achievement gap		A					R	R		Governance Handbook, section 6.6.3.145-152	Monitoring pupil premium spend inc. year 7 literacy and numeracy catch-up and PE and sport premium

## 3. Education

Education											
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal		Comments /Notes	Legal Compliance element
3.1 Admission Policies and decisions							R			Governance Handbook, section 6.9.1.230	
3.2 Review and evaluate school performance through production and analysis of data		A		R	R			R		Governance Handbook, section 3.4.15	Production and analysis of data
3.3 Evaluate the school self evaluation and key priorities		A						R			Setting school/ academy improvement plan in line with trust priorities
3.4 Agree term dates and length of school day		A						R			
3.5 Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements where applicable		A						R		Governance Handbook, section 6.4.10.51	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements
3.6 The deployment of a focused task group to investigate any concerns raised at Academy level		A	R	R							

## 4. Behaviour Attendance and Inclusion

Behaviour Attendance and Inclusion											
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal		Comments /Notes	Legal Compliance element
4.1 Ensure pupil attendance is monitored and challenged in line with national guidance			A		R			R		Governance Handbook, section 6.8.6.204	Keeping admission and attendance registers
4.2 Issuing of exclusions to pupils (Fixed and (permanent)								A	R		
4.3 Review the decision to permanently exclude a pupil / direct reinstatement of a pupil								A	R		
4.4 Setting behaviour and welfare policies		A	R							Governance Handbook, section 6.8.3.194	Setting behaviour and welfare policies (behaviour, exclusions)

## 5. Finance

Finance											
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGc	Principal		Comments /Notes	Legal Compliance element
5.1 Appointment of the Accounting Officer & inform the Secretary of State		A R									
5.2 Appointment of the CFO		A R								Governance Handbook, section 6.6.1.137	Appointing CFO
5.3 Ensure Trust's continuing compliance with all requirements of ESFA/DfE and Funding Agreement		A R				R				Governance Handbook, section 6.6.1.137 Academies Financial Handbook sections 2.6, 3.1-3.22	Establishing controls framework including internal audit.
5.4 Agree Investment policy in line with the Academies Handbook		A				R					
5.5 Delivering monthly management accounts and forecasts		A				R				Academies Financial Handbook, section 2.10 & 2.18	
5.6 Approval of Special Payments per ESFA including staff severance and compensation payments		A R									
5.7 Approval of novel or contentious transactions - which always must be referred to the ESFA for prior authorisation		A R								Governance Handbook, sections 3.5.37, 6.6.1.137; Academies Financial Handbook sections 5.44-5.47	Managing conflicts of interest and related party transactions
5.8 Approve a scheme for paying Governors allowances		A R									
5.9 Ensure the Trust is adequately insured (RPA)		A				R				Governance Handbook, section 6.6.1.137	Ensuring adequate insurance cover is in place
5.10 Review and approve a Charging and Remissions policy for the Trust for the academies		A R								Governance Handbook, section 6.6.5.156	Developing finance policies (charging and remission, procurement)
5.11 Approval of capitalisation limits and depreciation policy for the Trust		A R								Governance Handbook, section 6.6.1.137	Setting delegated authority limits for financial transactions
5.12 Ensure sufficient capacity and expertise to manage the finances of all academies		A R									
5.13 Review and challenge the principal on the financial spend to raise standards in education		A				R	R				
5.14 Maintaining oversight of the school budget		A						R			
5.15 Developing and maintaining budgets		A				R					
5.16 Delivering annual report and accounts, with regard to accounts consolidation exercises required by DfE		A				R				Governance Handbook, section 6.6.1.137; Academies Financial Handbook section 2.8-10 Academies Financial Handbook, section 2.24	Developing budget. Managing cash position
										Governance Handbook, section 6.6.1.137 Academies Financial Handbook sections 4.1-4.4	Delivering annual report and accounts, with regard to accounts consolidation exercises required by DfE

## 6. Compliance

Compliance											
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGc	Principal		Comments /Notes	Legal Compliance element
6.1 Agree the annual audit program and recommend to Trustees		A				R	R				
6.2 Receive External and Internal Audit Management letters and findings reports		A				R	R				
6.3 Ensure all points raised from Annual Audit Management reports are actioned and provide Board with assurance		A				R	R				
6.4 Investigate any financial irregularities and report to Trust Board		A					R				
6.5 Ensure statutory policies at school level are in place, approved and reviewed in line with statutory guidance and equalities legislation including SEND		A				R		R		Governance Handbook, sections 3.2.6, 6.3.9-12, 6.5.72, 6.5.2.82 Academies Financial Handbook, Part 5. Governance Handbook, sections 6.4.1.137-137, SEND Code of Practice, Children and Families Act 2014	Ensuring compliance with equalities legislation. Ensuring compliance with SEND Code of Practice

## 7. Estates

Estates											
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGc	Principal		Comments /Notes	Legal Compliance element
7.1 Ensure that building and grounds remain Health & Safety compliant.		A	R		R			R			
7.2 Recommend H&S policy as required by law for approval by the Board of Trustees		A R								Governance Handbook, section 6.8	Setting health and safety policies
7.3 Ensure the Estates Strategy is fit for purpose and recommend to the Board		A			R						

## 8. HR

HR										
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal	Comments /Notes	Legal Compliance element
8.1 Approval and appointment of the Executive Team		A	R							
8.1 Approve new posts to the structure where they fall outside of agreed budgets		A	R							
8.3 Approving the dismissal of CEO, DEP CEO, COO, CFO		A	R							
8.4 Dismissal of Principals		A	R							
8.5 Approve the appointment of senior leaders			A	R						
8.6 Changes to terms and conditions of employment		A	R							
8.7 Moving of staff within the Trust to meet local need			A	R						
8.8 Awarding pay rises and any other appropriate remuneration for staff on Executive and leadership contracts		A	R						Governance Handbook, section 6.5.7.111	Academies Financial Handbook, section 2.30-2.32
8.9 Awarding pay rises and any other relevant remuneration to an individual within an individual academy for teaching and non teaching staff including CLT in line with the Trust Pay Policy		A	R						Governance Handbook, section 6.5.8.119, 6.7.3.179	Setting HR policies (appraisal, pay, disciplinary, grievance, capability, safer recruitment)

## 9. Communications

Communications										
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal	Comments /Notes	Legal Compliance element
9.1 Ensure websites are compliant with national regulation		A			R			R		
9.2 The Sharing of academy updates through media outlets to Parents and other stakeholder groups			A					R	Governance Hand book, section 2.4.15	Engaging with parents

## 10. Safeguarding

Safeguarding										
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal	Comments /Notes	Legal Compliance element
10.1 Ensure Safeguarding Annual Report is filed with the Trust		A	R							
10.2 Ensure local procedures are in place and implemented in line with local safeguarding boards			A					R	Governance Handbook, sections 6.7.164-170	Setting trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)
10.3 Setting trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)		A	R					R	Governance Handbook, sections 6.7.164-170	Setting trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)

# LGC Complete Overview

Overarching Governance			
Member Matters			
1.9	Dissolve the company		
Trust Board Matters			
1.14	Appoint Principals		
1.16	Agree Scheme of Delegation and review annually		
1.18	Ensure that there is support identified for looked after children		
LGC Matters			
1.21	Determine LGC Composition		
1.22	Appoint Chair/ Vice Chair of LGC		
1.23	Allocate governor specific roles	A	R
1.24	Complete and maintain LGC register of interests	A	R
1.25	Review of LGC Effectiveness		R
1.26	Complete LGC Skills Audit		R
1.27	Ensure effectiveness of leadership and management in individual academies		
1.28	Ensure the quality of teaching, learning and assessment, personal development and best outcomes for children and learners		
Strategy and Leadership			
2.1	Ensure the Trust is financially viable, run in accordance with its Articles and law and meeting its charitable objectives		
2.2	Agree Trust Strategic and Operational Plan, including growth model		
2.3	Agree Trust Vision and key Priorities		
2.4	Develop the character, mission and ethos of the Trust fostering the individuality of each school		R
2.5	Scrutiny of performance across the MAT		
2.8	Ensure statutory policies are in place, approved and reviewed in line with statutory guidance and equalities legislation		
2.9	Ensure compliance with all regulation, policies and other statutory obligations inclusive of disclosure and barring service checks (DBS)		R
2.10	Approve and maintain the risk process/register and approve the risk appetite		
2.11	Formally approve and review non DfE statutory school specific policies		R
2.12	School Development Plans are in place and regularly reviewed		R
2.13	Set the curriculum in line with the national curriculum and context of the school and in line with trust approach		
2.14	Review and challenge the spend of pupil premium/ sports funding and recovery funding in terms of educational outcomes and narrowing the achievement gap		R
Education			
3.1	Admission Policies and decisions		R
3.2	Review and evaluate school performance through production and analysis of data		
3.3	Evaluate the school self evaluation and key priorities		
3.4	Agree term dates and length of school day		
3.5	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements where applicable		
Behaviour Attendance and Inclusion			
4.1	Ensure pupil attendance is monitored and challenged in line with national guidance		
4.2	Issuing of exclusions to pupils (Fixed and permanent)		
4.3	Review the decision to permanently exclude a pupil / direct reinstatement of a pupil		
4.4	Setting behaviour and welfare policies		
Finance			
5.13	Review and challenge the principal on the financial spend to raise standards in education		R
5.14	Maintaining oversight of the school budget		
5.15	Developing and maintaining budgets		
Compliance			
6.5	Ensure statutory policies at school level are in place, approved and reviewed in line with statutory guidance and equalities legislation including SEND		R
Estates			
7.1	Ensure that building and grounds remain Health & Safety compliant		
HR			
8.4	Dismissal of Principals		
8.5	Approve the appointment of senior leaders		
8.6	Changes to terms and conditions of employment		
Communications			
9.1	Ensure websites are compliant with national regulation		
9.2	The Sharing of academy updates through media outlets to Parents and other stakeholder groups		
Safeguarding			
10.2	Ensure local procedures are in place and implemented in line with local safeguarding boards		
10.3	Setting trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)		



## LGC Accountable and Responsible

### Overarching Governance

#### *LGC Matters*

1.23	Allocate governor specific roles	A	R
1.24	Complete and maintain LGC register of interests	A	R
1.25	Review of LGC Effectiveness	R	
1.26	Complete LGC Skills Audit	R	

### Strategy and Leadership

2.4	Develop the character, mission and ethos of the Trust fostering the individuality of each school	R	
2.9	Ensure compliance with all regulation, policies and other statutory obligations inclusive of disclosure and barring service checks (DBS)	R	
2.11	Formally approve and review non DfE statutory school specific policies	R	
2.12	School Development Plans are in place and regularly reviewed	R	
2.14	Review and challenge the spend of pupil premium/ sports funding and recovery funding in terms of educational outcomes and narrowing the achievement gap	R	

### Education

3.1	Admission Policies and decisions	R	
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### Behaviour Attendance and Inclusion

### Finance

5.13	Review and challenge the principal on the financial spend to raise standards in education	R	
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### Compliance

6.5	Ensure statutory policies at school level are in place, approved and reviewed in line with statutory guidance and equalities legislation including SEND	R	
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### Estates

### HR

### Communications

### Safeguarding



# THE ST. BART'S ACADEMY

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