



Scheme of Delegation – Governance 2019/2020

(Updated 13 Dec 2019)

Rationale

This documents outlines the Scheme of Delegation (SoD) for governance functions and sets out the structure and remit of the EPT members, the Board of directors, its committees and Local Governing Bodies (LGBs). The SoD has been developed to be compliant with the Articles of the Trust and the Department for Education (DfE) 'Governance Handbook'. It will be reviewed and updated annually and as required to reflect changes to the law and education policy.

Vision Statement

Creating outstanding schools which transform learning, lives and communities.

Core Values

High Expectations – of ourselves our pupils and our school community

Commitment – we are dedicated to raising standards and improving opportunities

Ambition – we constantly strive to improve by setting ourselves challenging targets

What is our purpose?

The Board of the EPT is determined to see a high performing Multi-Academy Trust that delivers the very best educational experience for our pupils with an ethos of collaboration and excellence. Our strategic aims will help us to achieve our vision and are underpinned by our core values.

Governance Structure and lines of accountability

The Board of Directors delegates responsibility for the performance of the Trust, including the performance of the academies within the Trust, to the chief executive (CE). However, some responsibilities concerning the performance of each academy are delegated to the Local Governing Body (LGB). These responsibilities include monitoring whether the school is working within the agreed policies, whether standards are being

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met, and if the money is being well spent. This means that as the CE is accountable to the Board for the performance of the Trust as a whole, the CE will report to the Board on the performance of the Trust including performance of all academies, although this may be supplemented by monitoring reports from the LGB. The CE is performance managed by the Trust Board. The CE performance manages the academy headteachers but will seek input from the LGB chair.

Roles and Responsibilities

Members

Members have ultimate responsibility for the Trust achieving its charitable objectives. They sign off the articles of association and have power to appoint and remove the Board of Directors (Trustees).

Board of Directors (Trustees)

The Board of Directors (BoD) must ensure compliance with company and charity law and with the Trust's funding agreement with the Secretary of State. The directors are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the memorandum and articles of association.

The Board has overall responsibility and ultimate decision-making authority for all the work of the Trust including the establishment and maintenance of the academies.

(A full list of Directors is published on the EPT website www.ept-uk.com)

Audit & Finance Committee

The purpose of the committee is to assist the decision making of the Board of Directors, by enabling more detailed consideration to be given to the best means of fulfilling the Trust responsibility to ensure financial probity. This committee provides a process for independent checking of financial controls, systems, transactions and risks.

Local Governing Body (LGB)

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The Board will establish, for each academy, a Local Governing Body (LGB), whose governance role is to oversee the running of the academy on behalf of the Trust. The Trust will determine the level of delegation and membership of the LGB. However, this document is intended to stress the critical role that LGBs have and their decision making powers. The LGB will:

- Ensure clarity of vision, ethos and strategic direction of the academy in line with the strategic direction of the EPT
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff;
- To monitor whether standards are being met, the academy is working within the agreed policies, and if the money is being well spent
- To scrutinise, challenge and support the progress against the academy's strategic objectives, improvement plan and self-evaluation framework
- Ensure value for money and the legal compliance of the academy
- Act as the panel when reviewing the academy headteacher's decisions on exclusions, and parents' complaints
- To ensure the academy fulfils its statutory duties in relation to Health & Safety, Special Educational Needs and Safeguarding

Sub-Committees

The Trust is responsible for establishing any additional sub-committees to enable the appropriate delegation of its functions, and adopt the Trust terms of reference including:

- Standards and Effectiveness
- Resources
- Performance Management (other than the Headteacher)
- Pay (other than the Headteacher)
- Appeals Panels as required

Communication between the Board and LGB

The Board meet regularly and as often as necessary. The Chief Executive will schedule meetings with the Headteachers and Chairs of the LGBs as and when required. This provides an opportunity for information sharing between the Board and LGBs and have issues raised which may have influence across the Trust and its academies as well as particular institutions.

Composition of LGBs

The total membership of any Local Governing Body should not be less than 5 and not more than 12. Membership of EPT governing bodies should include:

- The Headteacher
- At least one, but no more than two elected staff members
- At least one, but no more than two elected parent members if appropriate
- Additional members will be appointed based on required skill sets and expertise.

All appointments will be subject to a one year's probation. The term of office will be 4 years and then reviewed on an annual basis. The Chief Executive has the delegated authority to attend any LGB. Quorum is 50% of governors in attendance.

The Scheme of Delegation Matrix

The Scheme of Delegation Matrix provides clarity as to who the decision makers are for different levels of decisions. This should be used in addition to compliance with the DfE Governance Handbook, Academies Financial Handbook and the Trust Financial Handbook.

Key

R Responsible: Those responsible for the task, who ensure that it is done

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

C Consulted: Those whose opinions are sought, and with whom there is two-way communication

I Informed: Those who are kept up-to-date on progress

Scheme of Delegation Matrix					
Number		Trust Board	CEO	LGB	Headteacher
1	Approve schemes of Delegation of powers from the Board to LGB and sub-committees	A	R	I	I
2	Ensure compliance with Funding Agreements	A	R	I	I
3	Maintain a Register of Business & Pecuniary Interests and ensure probity in all its dealings.	A	R	I	I

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4	Management of risk: establish register, review and monitor on annual basis and as required	A	R	I	I
5	To publish the annual report and accounts demonstrating value for money	A	R	I	I
6	Ensuring the Trust complies with the statutory requirements of the Charities Commission and Companies House	A	R	I	I
7	Planning and organisation of Board & Committee meetings, including preparation and circulation of agendas, papers, and draft minutes, in consultation with the Chair	A	R		
8	Report to the next Board meeting any exceptions and items approved under delegated authority	A	R		
9	To undertake annual Safeguarding Audits with each academy to ensure compliance	A	R	I	I
10	To undertake Health & Safety audits of each academy at least every eighteen months and as necessary to ensure compliance	A	R	I	I
11	Prepare the necessary reports to support and provide confidence to the Board in matters reserved for their authority	A	R		
12	Ratify any urgent decisions taken by the Chair and CE	A	R		
13	Adopt, review and amend the organisational, management and control structures, processes and procedures required to further the aims of EPT's objects.	A	R	I	I
14	To appoint internal and external auditors	A	R	I	I

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15	To consider opportunities for academy sponsorship and conversions following robust due diligence	A	R	I	I
16	Approve Trust policies and procedures including arrangements for dealing with complaints and Health & Safety	A	R	I	I
17	To determine the scope of central services to be delivered by EPT	A	R	I	I
18	Support in the processes of director appointment, induction and development and Board evaluation	A	R		
19	DBS clearance of all governors and directors	A	R		
20	To undertake annual skills audit for Local Governing Bodies and the Board of Directors, identify gaps and recruit accordingly	A	R	I	I
21	To ensure governance section of academy websites is up to date, accurate and compliant including DBS and SCR	A	R	I	I
22	To appoint (and remove) the chair of the LGB	A	R	I	I
23	To appoint and dismiss the clerk to the LGB	A	R	I	I
24	To appoint and actively recruit members of the LGB	A	R	I	I
25	To recruit parent governors (max 2)	I	I	A	R
26	To recruit staff governors (max 2)	I	I	A	R
27	To remove members of the LGB other than the Chair	I	A	R	I

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			A	R	C
28	To hold a full LGB meeting at least three times in a school year		A	R	C
29	Support in the processes of governor appointment, induction and development; LGB evaluation	A	R	C	I
30	To determine the development needs of governors and put in place an appropriate programme	A	R	C	I
31	To set up a register of LGB members' pecuniary interests and business.	A	R	I	I
32	Implement Trust policies and procedures	I	A	C	R
33	To provide scrutiny, challenge and support in relation to all matters of the academy –operational, financial and educational performance	A	C	R	
34	Ensure that the academy fulfils its statutory duties in relation to Health & Safety, Special Educational Needs, Safeguarding, Teacher's Pay Progression, and grant spend	A	C	C	R
35	To ensure sound management of the academy's business resources, including robust planning, monitoring and probity.		C	A	R
36	Monitor the preparation of the academy's Self-Evaluation Framework report	I	A	R	C
37	Be responsible for managing the school estate as appropriate and ensure health and safety requirements are met in all its activities.	I	C	A	R
38	To ensure academy website is fully compliant	A	A	C	R

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39	Responsible for achieving the strategic direction of the academy including the vision, mission, self evaluation and academy improvement plan	I	C	A	R
40	Responsible for the internal organisation, management and control of the academy, the implementation of policies approved by the Trust and LGB, and for the direction of teaching and curriculum	I	C	A	R
41	DBS clearance of all staff and up to date SCR	I	A	I	R
42	To review the use of exclusion following statutory guidance and to decide whether or not to confirm all permanent exclusions	A	I	R	S
43	Production of the School Improvement Plan	I	C	A	R
44	Approve and monitor progress against the School Improvement Plan	I	C	A	R
45	To develop and implement a safeguarding policy in line with statutory requirements and best practice.	A	R	I	R
46	Comply with all Data Protection including GDPR legislation and good practice	A	R	I	S
47	To discharge duties in respect of pupils with special educational needs and disabilities	A	I	C	R
48	To decide how to apply Pupil Premium	A	I	C	R
Estates and Technology					
49	Buildings insurance and public liability including RPA	A	R	I	C
50	To ensure that health and safety regulations are followed	A	R		

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	Finance				
51	To approve the individual academy budget	A	C	R	C
52	To plan, manage and monitor monthly expenditure and financial year	A	C	C	R
53	To approve any amount to be transferred between budget headings and/or likely budget overspends following Trust Handbook requirements.	A	I	R	S