



Scheme of Delegation – Governance 2020/2021

(Updated 18 Sep 2020)

Rationale

This document 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 schools within the Trust, to the Chief Executive Officer (CEO). However, some responsibilities concerning the performance of each school 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 met, and if the money is being well spent. This means that as the CEO is accountable to the Board for the performance of the Trust as a whole, the CEO will report to the Board on the performance of the Trust including performance of all schools, although this may be supplemented by monitoring reports from the LGB. The CEO is performance managed by the Trust Board. The CEO performance manages the Headteachers but will seek input from the LGB chair.

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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).

A list of Members is published on the EPT website [click here](#)

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 schools.

A full list of Directors is published on the EPT website [click here](#)

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)

The Board will establish, for each school, a LGB, whose governance role is to oversee the running of the school 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:

- Monitor whether standards are being met, the school is working within the agreed policies, and if finances are well managed
- Scrutinise, challenge and support the progress against the school's strategic objectives, improvement plan and self-evaluation framework
- Ensure the school fulfils its statutory duties in relation to Health & Safety, Special Educational Needs and Safeguarding

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- Act as the panel when reviewing the headteacher's decisions on disciplinary's, exclusions, and parents' complaints
- Contribute to appointing and performance reviewing the headteacher and senior leaders
- Engage with pupils, staff, parents, and the school community
- Look at data and evidence to ask questions and have challenging conversations about the school

The Chairs of Local Governing Bodies can be found on the EPT website [click here](#)

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
- 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 Governance Professional will schedule meetings on behalf of the CEO 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 schools as well as 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 CEO has the delegated authority to attend any LGB. Quorum is 50% of governors in attendance.

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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

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 that it is done

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		Members	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
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

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Number		Members	Trust Board	CEO	LGB	Headteacher
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 school to ensure compliance		A	R	I	I
10	To undertake Health & Safety audits of each school 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	R		
15	To amend the Articles of Association	A	R	R		

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

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Number		Members	Trust Board	CEO	LGB	Headteacher
27	To recruit staff governors (max 2)			I	A	R
28	To remove members of the LGB other than the Chair			A/R	I	I
29	To hold a full LGB meeting at least three times in a school year			A	R	C
30	Support in the processes of governor appointment, induction and development; LGB evaluation			A/R	I	C
31	To set up a register of LGB members' pecuniary interests and business.		A	R	I	I
32	Implementation of Trust policies and procedures in schools		I	A	C	R
33	To provide scrutiny, challenge and support in relation to all matters of the school –operational, financial and educational performance			A	R	
34	Ensure that the school 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 school's business resources, including robust planning, monitoring and probity.			C	A	R
36	Monitor the preparation of the school's Self-Evaluation Framework report		I	A	R	C

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Number		Members	Trust Board	CEO	LGB	Headteacher
37	Be responsible for managing the school estate as appropriate and ensure health and safety requirements are met in all its activities.		I	A	C	R
38	To ensure school website is fully compliant			I	A	R
39	Responsible for achieving the strategic direction of the school including the vision, mission, self-evaluation and school improvement plan.		I	C	A	R
40	Responsible for the internal organisation, management and control of the school, 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	C
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	I	I	R
46	Comply with all Data Protection including GDPR legislation and good practice		A	R	I	R

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Number		Members	Trust Board	CEO	LGB	Headteacher
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	I	R
Finance						
51	To approve the individual school 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	R	C

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