

Governance and Accountability: Scheme of Delegation

This document has been approved for operation within:	All Trust Establishments
Date effective from	September 2023
Review period	Annual
Approved by	EPT Board of Directors

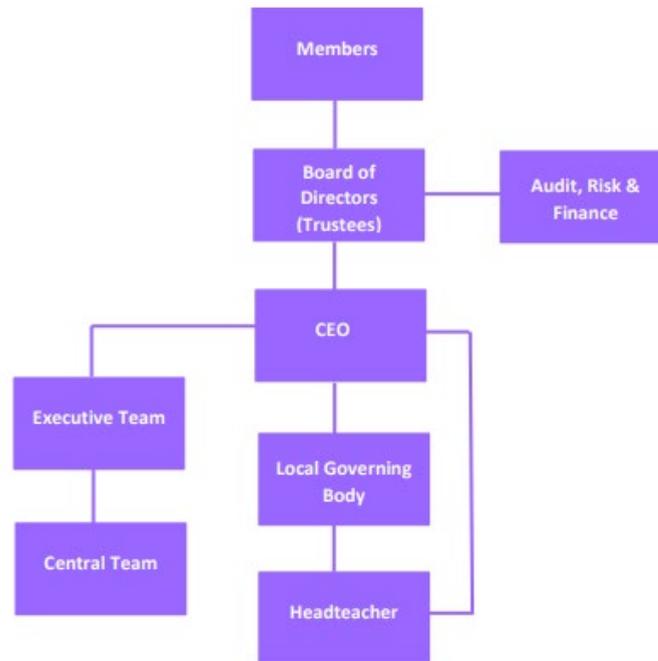
This Scheme of Delegation identifies the key decision-making authorities for schools within the Education Partnership Trust. It determines the functions undertaken by the Board of Directors and those which have been delegated to the CEO/Central Team, Local Governing Bodies and Headteachers.

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.



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
VISION, VALUES AND STRATEGY					
Establishing the Trust's Vision and Values	R		C		
Ensuring the Trust's conduct is in line with its Vision and Values	O		R	A	
Approving and Monitoring delivery of 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 the expansion of the Trust, including applications to open new schools and the sponsorship of additional schools	R		C		
GOVERNANCE					
Approving Scheme of Delegation	R		C		
Approving Statutory and Trust policies	R		C		
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 and Emergency Response Framework		R	C		
Maintaining a Business Continuity and Emergency Response Plan (BCERP), and review at least annually		O	R		
Maintaining a school business continuity plan in accordance with the Trust's framework			O	O	R



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
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		
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 Governance Handbook			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
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		



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Appointing the Chief Executive Officer as the Accounting Officer to be accountable to the Board for the performance of the Trust	R		A		
Approve the Internal Audit Strategy and Annual Internal Audit Plan		R	A		
Approving Significant Changes applications for DfE submission	R		C	A	A
Approving overseas educational visits				R	C
FINANCIAL MANAGEMENT					
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		
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 to ensure financial viability			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



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
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
Ensuring at least one Director has specific, relevant skills and financial experience	R				
Approving EPT Financial Handbook and Scheme of Delegation		R	A		
Preparation of Trust Financial Statement in line with accounting standards			R		
Approving audited Trust Accounts submitted to ESFA and Companies House deadline	R	C	A		
Transactions requiring ESFA notification or approval - Indemnities not in the normal course of business - Special Severance payments - Related Party Transactions	C	C	R		
Approving Treasury Management Policy and ensuring Trust cash position management	R	C	A		
Annual approval of the School Condition Allocation Programme		R	A		
EDUCATIONAL EXCELLENCE					
School Improvement					
To attend a school's Ofsted inspection as the Governance representative			R		
Monitoring Ofsted reports and ensuring implementation			C	O	R
Implementing the MAT School Improvement Plan			R	A	A



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
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
Ensuring the delivery of high standards of teaching and learning			O	O	R
Responsibility for a pupil's education			O	O	R
Providing relationships and sex education in line with approved policy			O	O	R
Monitoring, reviewing and evaluating spiritual, moral, social, cultural (SMSC), Community Cohesion and anti-extremism programmes			O	O	R
Approving a SEND Policy and discharging duties in line with statutory requirements including the SEND Code of Practice			O	R	
Implementing policy for discharging duties for pupils with SEND			O	O	R
Providing religious education and collective worship in line with policy			O	O	R
Providing personal, social, health and economic education (PSHE) in line with policy			O	O	R
Data and Performance					
Establishing targets for pupil achievement			O	O	R



Function or Task	Framework				
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	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Monitoring progress against the achievement of these targets			O	O	R
Monitoring, by exception, failure to meet key targets, ensuring management actions are in place to address			O	O	R
Safeguarding and pupil welfare					
Approving Safeguarding Policy and ensuring effective procedures in line with statutory guidance	R		C		
Monitoring Safeguarding issues within a school	O		O	R	R
Undertaking Annual Safeguarding audit of schools	O		R		
Appointing a Safeguarding Lead Director	R				
Ensuring that Disclosure and Barring Service (DBS) and Section 128 checks are undertaken in line with Trust policy			R		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
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
OPERATIONAL EXCELLENCE					
Human Resources (HR)					
Approving the Trust HR Plan			R		



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
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				
Appointing the Executive Team	A		R		
Approving Executive Pay and benefits based on robust evidence-based procedures within a transparent, proportionate and justifiable approach	R		A		
Appointing/dismissing/suspending/reinstating and agreeing pay of Headteacher			R	A	
Appointing/dismissing/suspending/reinstating and agreeing pay of school's Senior Leadership Team			C	A	R
Appointing/dismissing/suspending/reinstating other staff			C	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
Ensuring the well-being of staff			R	O	R
Agreeing Headteacher termination payments			R		
Agreeing termination payments for other staff within Trust			R		C



Function or Task	Framework				
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	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Performance Management					
Approving a performance management policy	R		C		
Implementing the performance management policy			R	O	R
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
Estates					
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
Ensuring the provision of insurance cover to meet the Trust's needs			R		C
Health and Safety					
Approving Health and Safety Policy in line with statutory requirements	R		A		
Implementing the Health and Safety Policy ensuring compliance			R		R
Ensuring Health and Safety regulations are followed			A	O	R
Undertaking Annual Health & Safety audit of schools	O		R		
Central Support Services					



Function or Task	Framework				
	EPT			School	
	Board of Directors	Audit, Risk & Finance Committee	CEO/ Central Team	Local Governing Body	Headteacher
Ensuring the Central Team delivers a regulatory compliant and quality core support service for Trust schools			R		
Overseeing services provided by the Central Team	R		A	A	A
Communication					
Monitoring and updating the Trust website			R		
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
Developing communications and brand guidelines for the Trust and schools	A		R		
Implementing communication activities for the Trust in line with communications and brand guidelines, including the Trust website and social media	O		R		
Implementing communication activities for schools in line with communications and brand guidelines, including the school website and social media			O	O	R