

## Scheme of Delegation for The Sir John Brunner Foundation adapted from the Model Scheme of Delegation drawn up by the National Governors Association for Trusts

### Key

Column 1: Members

Column 2: Board of trustees of the multi academy trust

Column 3: Trust board Quality and Culture committee

Column 4: Trust board Audit and Compliance committee

Column 5: Remuneration Committee

Column 6: CEO

Column 7: Governing Body

Column 8: School Principal/Headteacher

✓ Action to be undertaken at this level

**A** Provide advice and support to those accountable for decision making

**R** Recommend for approval (line of responsibility flows from right to left)

**I** To be informed

Area	Decision	Delegation							
		Members	Trust Board	TB Quality & Culture Com.	TB Audit & Compliance Com.	Trust Remuneration Committee	CEO	Governing Body	School Head/Principal
Governance framework									
People	1. Members: Appoint/Remove	✓	I						
	2. Member appointed Trustees: Appoint/Remove	✓							
	3. Co-opted appointed Trustees: Appoint/Remove		✓						
	4. Governors: Appoint/Remove		✓				R	R	
	5. Role descriptions for members	✓							
	6. Role descriptions for trustees/chair/specific roles: agree		✓				A		
	7. Parent Governors: Two to be appointed to each Governing Body		I				I	✓	
	8. Trustee Board sub-committee chairs: appoint and remove		✓	R	R				
	9. Governing Body chairs: appoint and remove		✓				R	R	
	10. CEO/Accounting Officer: appoint and remove	I	✓						
	11. CFO: appoint and remove	I	✓				R		
	12. School Headteacher/Principal: appoint and	I	✓				R	R	

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			Trust Board	TB Quality & Culture Com.	TB Audit & Compliance Com.	Trust Remuneration Committee	CEO	Governing Body	School Head/Principal
	remove								
	13. Head of Governance: appoint and remove		✓						
	14. Clerk to Governing Body: appoint and remove					✓	A		
	15. Named Safeguarding Trustee: appoint and remove		✓				A		
Systems and structures	16. Articles of association: review	✓	A						
	17. Governance structure (committees) for the Trust: establish and review annually		✓				R		
	18. Terms of reference for Trust board its committees and Governing Bodies (including Governing Body Exclusions Panel and School Remuneration Committee): approve annually		✓	A	A		A	A	
	19. Governing Body Terms of Reference sub committees: approve annually							✓	A
	20. Scheme of delegation: approve annually		✓				A		
	21. Trust Board Skills audit: complete annually		✓						
	22. Governing Body Skills audit: complete annually			I				✓	

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			Trust Board	TB Quality & Culture Com.	TB Audit & Compliance Com.	Trust Remuneration Committee	CEO	Governing Body	School Head/Principal
Systems and structures	23. Annual self-review of Trust board, its committees and Chairs (excluding Governing Body): complete annually		✓	✓	✓				
	24. Annual self-review of Governing Body: complete annually		I					✓	A
	25. Trust Board member contribution: review annually		✓						
	26. Governing Body member contribution: review annually		I					✓	A
	27. Annual schedule of business for Trust board and committees (excluding Governing Bodies): agree		✓	✓	✓				
	28. Annual schedule of business for governing body: agree							✓	A
<b>Reporting</b>									
Reporting	29. Publication on Trust and schools' websites of all required details on governance arrangements: ensure							✓	✓
	30. Annual report on the performance of the Trust and accounts including accounting policies,	I	✓		A			A	

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		Members	Trust Board	TB Quality & Culture Com.	TB Audit & Compliance Com.	Trust Remuneration Committee	CEO	Governing Body	School Head/Principal
	signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House and publish								
	31. Annual self-review/triennial external review of Board effectiveness: submit to members	I	✓					A	
	32. ESFA required reports and returns: submit		✓						
<b>Being Strategic</b>									
Being Strategic	33. Determine Trust wide policies which reflect the trust's ethos and values (list of such policies to be agreed): approve		✓	R	R		R	A	A
	34. Determine school level policies which reflect the school's ethos and values (list of such policies to be agreed): approve						I	✓	R
	35. Central spend / top slice: approve		✓		R		R	A	A
	36. Management of risk: establish register, review and monitor		✓		✓		R	✓	R
	37. Trust's vision and strategy, agreeing key priorities against which progress towards achieving the vision can be measured: determine.		✓	A	A		A		

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Being Strategic	38. Schools' vision and strategy, agreeing key priorities against which progress towards achieving the vision can be measured: determine		I				✓	A	A
	39. Budget plan to support delivery of Trust key priorities: agree		✓		R		R		
	40. Budget plan to support delivery of schools' key priorities: agree						✓	R	A
	41. Trust's staffing structure: agree		✓				R		
	42. School staffing structure: agree within approved budget						A	A	✓
<b>Holding to account</b>									
Holding to account	43. Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	✓	✓		A		
	44. Reporting arrangements for progress on key priorities Trust level: agree		✓	A	A		A		

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	45. Reporting arrangements for progress on key priorities School level: agree							✓	A	A
	46. Performance management of the CEO: undertake		✓							
	47. Performance management of the CFO: undertake		I					✓		
	48. Performance management of school Headteachers/Principal : undertake		I					✓	R	
<b>Financial Oversight</b>										
Financial Oversight	49. Trust's scheme of financial delegation: establish and review		✓			A		A		
	50. External auditors: appoint	✓	R			R		A		
	51. External auditors' report: receive and respond		✓			✓		R		
	52. CEO and CFO pay progression: agree		✓				A			

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	53. Headteacher/Principal pay progression and assessment of banding as per STPCD: agree		I			I	✓	A	
	54. Staff appraisal procedure and pay progression principles: review and agree		✓					A	A
	55. Benchmarking and trust wide value for money: ensure robustness		✓		A				
	56. Benchmarking and academy value for money: ensure robustness						I	✓	A
	57. Monitoring budget: agree reporting		✓				R		
	58. Ensure compliance with the Academy Trust Handbook and ensure that all decisions that require ESFA approval are submitted to the ESFA.		I				✓		