



Alpha Trust Scheme of Delegation

Key:

Level 1: Members

Level 2: Board of Trustees

Level 3: A committee of the Board of Trustees

Level 4: Chief Executive Officer (CEO)

Level 5: Local Governing Body (LGB)

Level 6: Executive Headteacher/ Principal / Associate Principal

Column blank: Action can be undertaken at this level

Column shaded: Function cannot legally be carried out at this level

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

Key function	No	Task	Decision level					
			1	2	3	4	5	6
Budgets & Accounts	1	To submit to members and publish an annual report on performance of the trust.		√		A		
	2	Submit annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money.		√	A	A		
	3	Submit to the trust an annual report on work of the LGB.					√	A
	4	Agree central spend/top slice.		√	A	A		
	5	Management of risk: establish, review and monitor.		√	A	A	√	A
	6	To agree budget plan to support delivery of trust key priorities.		√	A	A		
	7	To agree budget plan to support delivery of school key priorities.				√	A	A
	8	Appoint Chief Financial Officer (CFO).		√	A	A		
	9	To establish and review the trust's scheme of financial delegation.		√	√	A		
	10	To establish and review the school's scheme of financial delegation.			√	A		
	11	To receive and respond to external auditors' report.		√	A	A	√	A
	12	To ensure robustness of benchmarking and trust wide value for money.			√	A	A	
	13	To ensure robustness of benchmarking and school value for money.					√	A
	14	To develop trust wide procurement strategies and efficiency savings programme.				√	A	
	15	To review and approve trust wide procurement strategies and efficiency programme.			√			
	16	To appoint external auditors.	√					
	17	To establish appropriate internal controls for the trust and individual schools.		√	A	A	√	A
Staffing	18	To appoint and dismiss the Chief Executive Officer (CEO).		√				
	19	To appoint and dismiss the Executive Headteacher/ Principal		√		√	A	A
	20	To agree trust's staffing structure.		√	A	A		
	21	To agree school's staffing structure.				√	A	A
	22	To suspend the Chief Executive Officer (CEO).		√				
	23	To suspend the Executive Headteacher/ Principal.				√	A	

1 Members, 2 Trust Board, 3 Trust Board Committees, 4 CEO, 5 LGB, 6 Headteacher/Principal

			1	2	3	4	5	6
Performance Management	24	To undertake performance management of the Chief Executive Officer (CEO).		√				
	25	To undertake performance management of school Executive Headteacher/ Principal.				√	A	
	26	To agree CEO pay award.		√				
	27	To agree school Executive Headteacher/ Principal pay award.				√	A	
	28	To review and agree staff appraisal procedure and pay progression.		√		A	A	
Discipline/Exclusions	29	To determine a behaviour and discipline policy.		√		A	A	√
	30	To draft content of school behaviour policy and publicise it to staff, pupils and parents.				√	A	√
	31	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Exclusions involving a public examination can be delegated to chair/vice chair in case of urgency).					√	
	32	To direct reinstatement of excluded pupils.					√	
Admissions	33	To determine and approve the admission criteria.		√		A	√	A
Curriculum	34	To ensure a broad and balanced curriculum is in place.		√		A	A	A
	35	To embed agreed curriculum and enrichment offer within the day to day operation of school.						√
Target setting	36	To set and publish targets for pupils achievements.						√
	37	To determine trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured.		√		A	A	
Collective worship	38	Arrangements for collective worship						√
Premises & Insurance	39	Buildings insurance, personal liability and trustees and governors' indemnity insurance.		√				
	40	To develop trust building strategy.		√	A	A	A	A
	41	To procure and maintain buildings, including properly funded maintenance programme.			√	A	A	A
Health & Safety	42	Institute Health & Safety Policy.		√				
	43	To ensure Health & Safety regulations are followed.		√	√	A	A	A

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People & Structure	44	To appoint and remove members.	√					
	45	To appoint and remove trustees.	√					
	46	To elect parent governor.		√			√	
	47	To appoint and remove the LGB chairs.		√			√	
	48	To appoint and remove the clerk.		√			√	
	49	To review and agree the Articles of Association.	√	A		A		
	50	To establish and review annually the governance structure.		√		A		
	51	To review and agree annually the terms of reference for LGBs.		√		A	A	
	52	To review and agree annually the scheme of delegation.		√		A		
	53	To complete and recruit to fill gaps following skills audit.		√		A	√	A
	54	To complete annually self-review of trust board and committees.		√		A		
	55	To complete annually self-review of the LGB.					√	
	56	To plan succession.		√		A	√	A
	57	To approve and set up trustees' expenses.	A	√				
	58	To approve and set up governors' expenses.		√			√	
	59	To set up a register of trustees and governors business interests.		√			√	
	60	To delegate 'chair's action' to the chair of trustees.		√				
	61	To ensure that governance details are published on the website.		√			A	
	62	To consider requests from other schools to join the MAT.	A	√		A		
Inclusion & Equality	63	To establish and publish annually an equality information and objectives statement and review equality objectives every four years.		√			√	
	64	To designate a 'responsible person' for Safeguarding.		√			√	
	65	To designate a 'responsible person' for SEND.		√			√	
	66	To designate a 'responsible person' for Looked After Children.		√			√	
Policy	67	To determine and approve trust wide policies which reflect the trust's ethos and values including: admissions, charging and remissions, complaints, premises management, data protection and FOI, staffing policies including capability, discipline, conduct and grievance.		√	√	A		
	68	To determine and approve school level policies which reflect school's ethos and values to include e.g. admissions, SEND, safeguarding and child protection, curriculum, behaviour.		√	√	A	√	A

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