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No.	Strategy and Leadership	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
SL1	Set vision of the trust		A	R	C	C	C	LGB & leadership consulted on overall trust vision and objectives. Expectation of high degree of congruence.
SL2	Set vision and strategic objectives of the schools		A	R	C	A – Delegated responsibility to LGB on behalf of the Trust Board	R – for school	LGB accountable to Trustees for individual school objectives. Trustees accountable to Ofsted and DFE for overall trust performance. Expectation of high degree of congruence.
SL3	Oversee implementation of the strategic objectives of the trust		A	R				
SL4	Oversee implementation of the strategic objectives of the schools		A	R		A – Delegated responsibility to LGB on behalf of the Trust Board	R – for school	LGB accountable to Trustees for implementation of individual school objectives. Trustees accountable to Ofsted and DFE for delivering the overall trust vision and objectives. Expectation of high degree of congruence.
SL5	Compliance: Funding Agreement – comply with all obligations including the Academy Trust Handbook		A	R	C	A – Delegated responsibility to LGB on behalf of the Trust Board	R – for school	
SL6	Compliance: Regulatory – with all regulations which affect the trust (including charity law, company law, employment law and health and safety legislation)		A	R	C	A – Delegated responsibility to LGB on	R – for school	

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						behalf of the Trust Board		
SL7	Compliance: Financial Oversight – ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds		I	A	C		R – for school	CEO is accountable to DFE and parliament as the Accounting Officer (Academy Trust Handbook s1.5.24)
SL8	Compliance – completing the register of business interest and putting in place a procedure to deal with any conflicts of interest and connected party transactions		A	R	I	A – Delegated responsibility to LGB on behalf of the Trust Board	R – for school	CEO responsible in respect of maintaining register of business interest for Trustees as part of Accounting Officer capacity
SL9	Appointment and dismissal of Trustees – ensuring processes are in place for appointment of Trustees (including ensuring that the Trustees have the skills to run the trust)	A, R	C					
SL10	Appointment of LGB Governors – ensuring processes are in place for the appointment of LGB Governors (including ensuring that the individuals have the skills to monitor the schools)		A, R (UI/NA schools only)	C		A, R	C	Trust Board only responsible for appointment of Governors in schools deemed by Ofsted to need 'Urgent Improvement' or 'Needs Attention' in any area
SL10b	Dismissal of LGB Governors (Appointed only)		A/R	C		C	C	The Trust Board only is accountable and responsible for the dismissal of Appointed LGB members. In the case of Parent Governors/Staff Governors/Foundation Governors seek advice from the Trust Governance Professional

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SL11	Appointment of Chairs and Vice-Chairs of LGB		A, R (UI/NA schools only)	C		A, R	I	Chair and Vice-Chair of Urgent Improvement or Needs Attention school appointed by Trustees.
SL12	Appointment of clerk to trust board and LGB		A	R		I		
SL13	To consider whether or not to exercise delegation of functions to individuals/committee (such as LGB)		A, R	C		I		
SL14	Appointment of the Accounting Officer		A, R					
SL15	Appointment of trust external auditors	A, R	C	C				
SL16	Appointment of trust internal auditors		A	R				Delegated to the Audit Committee.
SL17	Policies – review and approval of trust wide policies (refer to policy review schedule)		A	R				Delegated as appropriate to committees for recommendation to trust board for ratification.
SL18	Policies – review and approval of school level policies (refer to policy review schedule).			C		A	R	All school policies must be determined in line with trust policies/policy statements

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SL19	Prepare and agree terms of reference for trust board committees		A, R	C				
SL20	Prepare and agree terms of reference for LGBs		A, R	C		C		
SL21	Performance of trust board	A	R	C				
SL22	Performance of trust board committees (including LGB)		A, R	C		I		
SL23	To appoint the IAB (Interim Advisory Board) and disband any ineffective LGB	I	A, R	C		I	I	
SL24	Training programme for Trustees and LGBs		A	R		R – for school	C – for school	
SL25	Legal claims – with potential impact on trust or school reputation		A	R		I – for school	I – for school	
SL26	Manage and mitigate strategic risk		A	R	C		R – for school	
SL27	Code of conduct – Trustees and LGBs		A,R			I, R – for school		

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SL28	To consider requests from other schools to join the trust		A	R				

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No.	Educational Effectiveness	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
EC1	Overall trust strategic plan		A	R	C	C	C	
EC2	Individual school development plan in line with strategic aims of the trust		I	C	I	A	R	Annual requirement
EC3	Key performance indicators – setting and reviewing performance of the trust and schools (in relation to academic standards, finance and other matters)		A	R	C	A –Delegated responsibility to LGB on behalf of the Trust Board	R – for school	LGBs are accountable for academic standards at school level.
EC4	Quality of teaching – ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes		I	A	C	A –Delegated responsibility to LGB on behalf of the Trust Board	R – for school	LGBs are accountable for academic standards at school level.
EC5	Curriculum – setting the curriculum for the school and reviewing its effectiveness		I	A	C	A –Delegated responsibility to LGB on behalf of the Trust Board	R – for school	LGBs are accountable for academic standards at school level.
EC6	Pupil premium – reviewing and challenging the value for money of the pupil premium grant in terms of educational outcomes and narrowing the achievement gap		A	R	C	A –Delegated responsibility to LGB on behalf of the Trust Board	R – for school	LGBs are accountable for academic standards at school level.
EC7	Set admissions policy		A	R		C – for school	C – for school	LGB ensure compliance.

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EC8	Admission application decisions and appeals		A	R		R - for school	C	
EC9	Collective worship arrangements for school, without religious character					A	R	This is an operational matter and thus Trustees would not become involved unless there were serious concerns identified. LGB accountable at school-level.
EC10	Pupil issues – including attendance, exclusions, punctuality and disciplinary matters		I	I		A	R	
EC11	Governor Exclusion panel hearings		I	I		A	R	Exclusion panel hearings should consist of 3 LGB members (non-staff) without a declaration of interest.
EC12	School hours – setting the opening and closing times of the school			C		A	R	
EC13	Term dates and length of school day		A	R		I	I	
EC14	School lunch – ensure provided to appropriate nutritional standards			A		A –Delegated responsibility to LGB on behalf of the Trust Board	R – for school	
EC15	Provision of free school meals to those meeting criteria			A		A –Delegated responsibility to LGB on	R – for school	

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EC16	Formal collaboration and partnership agreements		I	A	C	I – for school	R – for school	
EC17	Informal collaboration and arrangements			A	C		R – for school	
EC18	Manage and mitigate educational risk		A	R			R – for school	<i>Trustees have determined that this sits at operational level with Heads and is then reported back to Trustees (links with the risk register).</i>
EC19	Post-inspection action plan		A	R	C	A –Delegated responsibility to LGB on behalf of the Trust Board	R – for school	
EC20	Assemble data for pupil assessment and other returns		A	R		A –Delegated responsibility to LGB on behalf of the Trust Board	R – for school	
EC21	Prohibit radicalisation, promote equality, diversity and tolerance and ensuring the balanced treatment of political issues		A	R		A –Delegated responsibility to LGB on behalf of the Trust Board	R – for school	

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No.	Educational Effectiveness	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
EC22	Ensuring the well-being of all pupils including developing and implementing a pupil well-being strategy		A	R		A – Delegated responsibility to LGB on behalf of the Trust Board	R – for school	

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Where responsibility of responsibility sits with the CEO, it may be delegated to the ELT, central trust staff or HT/HoS as appropriate, reporting back via the CEO.

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No.	HR	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
HR1	Appointment – CEO	C	A, R			I	I	Refer to Appointment of Staff Grid.
HR2	Appointment - ELT		A	R	I		I	Refer to Appointment of Staff Grid.
HR3	Appointment – HT / HoS		A, R	R	C	C – for school		Refer to Appointment of Staff Grid.
HR4	Appointment – DHT and AHT			A, R	C	C – for school	R – for school	Refer to Appointment of Staff Grid
HR5	Appointment – central trust staff		A, R	R	C		I	Refer to Appointment of Staff Grid
HR6	Appointment – school staff			A	I	C	R	Refer to Appointment of Staff Grid
HR7	Establishing trust wide HR policies – including recruitment, pay policy, capability, grievance and absence policies and all in accordance with all appropriate regulations		A	R	C		I	
HR8	Performance management - CEO		A, R	I				Refer to Appraisal Policy & Pay Policy. Pay awards considered by Trustees’ Pay Committee.
HR9	Performance management – ELT and HT/HoS		A	R	C	C – for school	I	Refer to Appraisal Policy & Pay Policy. Pay awards considered by Trustees’ Pay Committee.

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HR10	Performance management – central trust staff			A, R	R			Refer to Appraisal Policy & Pay Policy. Pay awards considered by Trustees’ Pay Committee.
HR11	Performance management – school staff			C	C	A	R	Refer to Appraisal Policy & Pay Policy. Pay awards considered by Governors’ Pay Committee.
HR12	Setting terms and conditions of employment and staff handbook		C	A, R			R – for school	
HR13	Disciplinary Hearing / Dismissal – CEO		A, R	I	I	I	I	In accordance with the trust disciplinary and capability policies Panel to be made up of 3 Trustees Appeals to be made up of Trustees not involved in previous proceedings
HR14	Disciplinary Hearing / Dismissal – ELT and HT/HoS		A, R	C	I	I	I	In accordance with the trust disciplinary and capability policies Panel to be made up of 3 Trustees / Appeals 3 Trustees not involved in previous proceedings. Can draw on independent panel members
HR15	Disciplinary Hearing / Dismissal – central trust staff		A, R	C				In accordance with the trust disciplinary and capability policies Panel to be made up of 3 Trustees / Appeals 3 Trustees not involved in previous proceedings. Can draw on independent panel members
HR16	Disciplinary Hearing / Dismissal – school staff		A,R	C	I	I	C	In accordance with the trust disciplinary and capability policies Panel to be made up of 3 Trustees / Appeals 3 Trustees not involved

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								in previous proceedings. Can draw on independent panel members
HR17	Absence Hearings / Dismissal as part of Staff Management of Attendance Procedures - CEO, ELT, HT/HOS and Central Team		A/R	C				Absence Hearings panel to be made up of 3 Trustees. Appeal Panel to be made up of 3 Trustees who have had no prior involvement. (Trustees from other MATs may be used if needed)
HR18	Absence Hearings / Dismissal as part of Management of Attendance Procedures - School Staff		A	C		R	C	Absence Hearings panel to be made up of 3 non-staff LGB Members (may use Trustees or non- staff LGB from other Trust schools if needed. Can use HTs from other Trust schools) Appeal Panel to be made up of 3 non-staff LGB Members who have had no prior involvement. (may use Trustees or non-staff LGB members from other schools if needed. Can use HTs from other Trust schools)
HR19	Flexible Working Request Appeal – Central Team		A/R	C				Appeal panel to be made up of 3 Trustees. Appeal Panel to be made up of 3 Trustees who have had no prior involvement. (Trustees from other MATs may be used if needed)

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HR20	Flexible Working Request Appeal – School Staff		A/R	C		A/R		Appeal panel to be made up of 3 Trustees OR LGB Members Appeal Panel to be made up of 3 Trustees OR LGB members who have had no prior involvement. (Trustees/ OR LGB Members from other MATs may be used if needed)
HR21	Reviewing discipline and grievance policy		A	R			I	
HR22	Review central trust team structure		A	R	C			
HR23	Organisation restructure – central trust team		A	R	C			Board ratification required. CEO notification before process begins, HR advice involved.
HR24	Organisation restructure – school staff		I	C	C	A, R	R	Board ratification required. CEO notification before process begins, HR advice involved.
HR25	Manage and mitigate HR risk		A	R	R		R – for school	This item links with the risk register and Trustees have determined this sits at operational level with the Heads. Information to be reported to Trustees.
HR26	Maintain accurate, effective and secure employee records – central trust team			A	R			

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HR27	Maintain accurate, effective and secure employee records – school staff			A	C		R – for school	
HR28	Ensuring the well-being of all staff including developing and implementing a staff well-being strategy		A	R	C	A – Delegated responsibility to LGB on behalf of the Trust Board	R – for school	

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No.	Operations and Estates	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
OP1	Central services – determining and allocating central services provided to the schools by the trust		A	R	R	I	C	Annual requirement
OP2	Central services – overseeing the effectiveness of the central services provided to the schools by the trust		A	R	R	I	C	Annual requirement
OP3	Developing school buildings and facilities estate long term strategy		A	R	R	I – for school	C – for school	
OP4	Maintaining buildings and developing properly funded maintenance plan			I	R		R – for school	

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OP5	Arranging insurance for the trust and its schools		A	R	R			
OP6	Media and PR – overseeing public relations activities to project the activities of the trust and school to the wide community		I	A, R		I	C – for school	
OP7	Trust prospectus and web site		C	A	R			
OP8	School prospectus and web site			C		A – Delegated responsibility to LGB on behalf of the Trust Board	R – for school	
OP9	Dealing with <i>Trust</i> complaints		A	R				Refer to trust Complaints Policy
OP10	Dealing with <i>school</i> complaints		A – if complaint re LGB	I, R		A – Delegated responsibility to LGB on behalf of the Trust Board	R – for school	For individual school complaints the LGB is responsible in the first instance, unless complaint is about the LGB. Refer to trust Complaints Policy for further guidance.
OP11	Manage and mitigate operational and estates risk		A	R	R		R – for school	This item links with the risk register and Trustees have determined this sits at operational level with the Heads. Information to be reported to Trustees.

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OP12	Comply with all GDPR legislation and good practice		A	R	R		R – for school	
OP13	Ensure health and safety regulations in schools are followed		A	A	C	I	R	
OP14	Premises security		I	A	R		R – for school	
OP15	Premises management		I	A	R		R – for school	

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No.	Financial	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
F1	Funding model – agreeing a funding model across the trust and develop an individual funding model for each school so as to secure the trust's financial health in the short, medium and long term (top slice)		A	R	R	I	I	Refer to Central Funding and Services Policy
F2	Central trust annual budget – formulating and setting including 3 year forecast		A	R	R			Finance Committee initial discussions, approved by trust board

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F3	Central trust annual budget – ensuring delivery of agreed budget		I	A	R			Finance Committee to review financial performance at least once a term
F4	School annual budget – formulating and setting including 3-year forecast		A	R	R	C-for school	C – for school	Finance Committee initial discussions, approved by Trust Board.
F5	School annual budget – ensuring delivery of agreed budget		I	A	R	C-for school	R – for school	Finance Committee to review financial performance at least once a term.
F6	Financial key performance indicators – setting		A	R	R	I	I	
F7	Financial key performance indicators – reporting		I	A	R	I – for school	R – for school	Finance Committee to review financial performance at least once a term
F8	Financial policies – establishing policies and procedures to ensure compliance with the trust's financial reporting requirements		A	R	R		I	
F9	Establish financial decisions levels and limits		A	R	R	I	I	
F10	Maintain proper financial records			A	R		R – for school	
F11	Statutory financial reporting – annual accounts	I	A	R	R			Members to receive signed annual accounts

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F12	Statutory financial reporting – other including DFE requirements		A	R	R			
F13	Investments – agreeing the investment policy in line with the Academy Trust Handbook and any internal policies and controls		A	R	R			Investments are restricted to fixed term cash deposits only.
F14	Procurement – agreeing the procurement policy to be used for all suppliers in line with the Academy Trust Handbook and other regulations as applicable		A	R	R		I	
F15	Procurement – identify additional services to be procured on behalf of the school			A	R		C	
F16	Procurement – ensure central procured services provide value for money		A	R	R		C	
F17	Lettings – setting school specific lettings policies in accordance with the Funding Agreement, Academy Trust Handbook and internal policies and controls			I	R		C – for school	
F18	Collect income due to the school			I	C		A, R – for school	
F19	Submitting grant applications		A – above £25,000	A – up to £25,000	R		R – for school	
F20	Approval of borrowing		A	R	R			

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No.	Financial	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
F21	Ensuring VAT compliance		I	A	R		R – for school	
F22	Manage and mitigate financial risk		A	R	R			This item links with the risk register and Trustees have determined this sits at operational level with the Heads. Information to be reported to Trustees.
F23	Bad Debt Write Off – Below £5000		I		A	I	C	DFO to report to F&A on a termly basis
F24	Bad Debt Write Off – £5000 and above		A	C	R	I	C	DFE prior approval to be obtained where applicable
No.	Cyber Security & Assurance	Members	Trustees	CEO	ELT	LGB	H/T/HoS	Comments
CS1	Data security assurance across the MAT		I	A	R			
CS2	Filtering & Monitoring		I	I	C	A	R-for individual school	
CS3	Cyber Incident Management		I	A	R			
No.	Risk Register	Members	Trustees	CEO	ELT	LGB	H/T/HoS	Comments
R1	Collate Trust Wide Risk Register		A	R	R			
R2	Collate School Specific Risk Register		I	A	R	I	R for individual school	Executive Leaders to assist individual schools with formulation of school specific risk register

St Bartholomew's CE MAT

Scheme of Delegation



R – Responsible	The person(s) who actually carries out the process or task assignment; responsible for getting the job done.
A – Accountable	The person/group ultimately accountable for the process or task being completed appropriately; responsible person(s) are accountable to this person/group.
C – Consulted	People who are not directly involved with carrying out the task, but who are consulted, provide information and with whom there is two-way communication.
I - Informed	Those who receive information about the process or task, or need to stay informed.

No.	Financial	Members	Trustees	CEO	ELT	LGB	HT / HoS	Comments
R3	Trust Risk Register Oversight		A	R				

No.	Safeguarding	Members	Trustees	CEO	ELT	LGB	H/T/HoS	Comments
S1	Single Central Register Completion					A	R	LGB has delegated responsibility for ensuring effective safeguarding and compliance at school-level
S2	Single Central Register Assurance		I	I	R			Safeguarding Officer completes this task which is monitored by the Director of Operations
S3	KCSIE Compliance		I	C		A –Delegated responsibility to LGB on behalf of the Trust Board	R – for school	LGB has delegated responsibility for ensuring effective safeguarding and compliance at school-level
S4	KCSIE Compliance Monitoring		I	A	R			
S5	Safeguarding Audits		I	C		A	R	LGB has delegated responsibility for ensuring effective safeguarding audits at school level
S6	Setting the MAT wide safeguarding strategy		I	A/R				
S7	Operational Safeguarding at each School		I	C		A	R	LGB has delegated responsibility for ensuring effective safeguarding and compliance at school-level
No.	Estates & Capital Projects Governance	Members	Trustees	CEO	ELT	LGB	H/T/HoS	Comments
ECP1	Major Capital Projects Proposals		A	I	R	C	C	

St Bartholomew's CE MAT

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ECP2	SCA Projects Approval		A	I	R			
ECP3	Land and Property Transactions		A	R				
ECP4	Estate Strategy & Sustainability across the MAT		A	I	R			Director of Operations responsible for Estates Strategy – Director of Finance & Business Development responsible for sustainability across the Trust
ECP5	Sustainability at school level		I	A	R	I	R for individual school	Executive Leaders to assist individual schools with formulation of school specific sustainability plan
No.	Academisation & Mergers	Members	Trustees	CEO	ELT	LGB	H/T/HoS	
AM1	Agreeing to new schools joining the Trust		A	R				
AM2	Agreeing to a merger		A	R				
No.	Governance & Compliance	Members	Trustees	CEO	ELT	LGB	H/T/HoS	
GP1	Governance advice			A	R			
GP2	Board Compliance Assurance			A	R			
GP3	Scheme of Delegation Maintenance			A	R			
GP4	Committee Effectiveness Reviews			A	R			
GP5	Trustee Induction			A	R			
GP6	Local Governor Induction			A	R			

St Bartholomew's CE MAT

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Where responsibility or responsibility sits with the CEO, it may be delegated to the ELT, central trust staff or HT/HoS as appropriate, reporting back via the CEO.

The Trust Board retains ultimate responsibility for all academies and all delegated functions. Delegation transfers authority to exercise functions but not responsibility. LGBs are accountable to the Trust Board for the exercise of delegated functions.

Resolutions & Approvals

In order to not delay essential business to be carried out, decisions and approvals may be made outside of a meeting via email or Governor Hub if delaying the decision would hold up such business. A decision agreed outside of a meeting must have agreement from the same number of Trustees as the quorum as a minimum. A written resolution must be drawn up by the Governance Professional, and a record of when and how the Trustee approved the resolution should be kept.

All decisions made outside of a meeting, must be reported at the next meeting.

Reserved Powers

Reserved Powers are set out in Appendix 1 to the Scheme of Delegation