



Bishop Luffa Learning Partnership

Scheme of Delegation



	Finance	Human Resources	Site, Assets & Contracts	Educational Outcomes	Strategic Vision / Governance
Members	<p>Approve appointment of external auditors and legal teams.</p> <p>Receive annual accounts and external audit.</p>	<p>Appoint / remove Trustees in accordance with the Articles.</p>	<p>Approve any service contracts for Trustees.</p>	<p>Receive and Q/A annual report.</p>	<p>Review Articles of Association.</p> <p>Receive and Q/A annual report.</p> <p>Name the trust.</p>
Board of Trustees	<p>Overseeing the finances, including the internal audit.</p> <p>Establishing a fair funding model for use across the trust; approve annual budget.</p> <p>Agreeing each academy's budget and the scheme of financial delegation and limits.</p> <p>Compliance with the Academies Financial Handbook, funding agreement and audit targets.</p> <p>Oversight of finances in each academy; sign off and report annual accounts; receive monthly management accounts.</p> <p>Determination of, after consultation with each academy, the extent of services provided and funded centrally (procurement).</p> <p>Appoint accounting officer (CEO)</p> <p>Approve anti-fraud and whistle-blowing policies.</p> <p>Oversight of risk and the risk register.</p>	<p>Overseeing Executive Headteacher and academy Headteacher appointments (and executive pay).</p> <p>Establishing equitable pay and HR related policies that are consistent in all academies in the trust.</p> <p>Determination of, after consultation with each academy, where centralised staff may provide best value and efficient service to academies in the trust.</p> <p>Appoint Company Secretary / Clerk to the Trustees / CFOO.</p> <p>Appraisal of CEO and EHT.</p>	<p>Establishing a process for local management and maintenance of assets and appropriate registers.</p> <p>Overseeing significant capital developments, campus expansions and bids, e.g. CIF.</p> <p>Agreeing, after consultation, any joint use of buildings.</p> <p>Adopt a trust-wide procurement policy.</p> <p>Set delegated levels of authority for contracts.</p> <p>Set up and approve Trustee expenses.</p> <p>Approve insurance arrangements i.e. RPA.</p> <p>Ensure trust-wide Health and Safety Policy implemented. Manage contingency planning and business continuity.</p> <p>Determine/lead brand & core marketing for trust and academies.</p>	<p>Overseeing standards and outcomes of the trust's academies, e.g. KS2 outcomes, GCSE results.</p> <p>Annual target setting for each academy in the Trust.</p> <p>Oversight of key performance indicators and external audits on a trust and individual academy basis.</p> <p>Commission intervention, as required, to support any academy requiring improvement.</p> <p>Ensure a broad and balanced curriculum provided (in line with funding agreement).</p> <p>Ensure trust-wide SEND and Child Protection (safeguarding) policies implemented effectively.</p> <p>Ensure appropriate spending and impact of service and pupil premium funding.</p>	<p>Core vision and operating model of the trust, including symbiotic working between trust academies.</p> <p>Review and amend Constitution, scheme of delegation and TOR of trust committees and LGBs – to include 'reserved matters'.</p> <p>Approach to admissions, including PAN/NOR negotiations.</p> <p>Power to change and, if required, withdraw delegated powers from a LGB.</p> <p>Overseeing strategic development of the trust; review and planning of potential trust expansion, e.g. incorporating additional schools into the trust.</p> <p>Review and implement core policies of the trust; agree 'delegated policies' list.</p> <p>RSC liaison.</p> <p>The Trustee Board must meet at least three times a year.</p>

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Academy Committees (LGBs)	<p>Seeking value for money and ensuring resources are applied appropriately at academy level.</p> <p>Monitoring and reviewing expenditure regularly; propose the annual budget for each academy for submission to Trustees for review/approval.</p> <p>Maintaining proper accounting records and preparing expenditure and balance sheets.</p> <p>Supporting the trust board in relation to the annual budgetary process.</p> <p>Ensure provision of free school meals, as appropriate.</p> <p>To maintain a register of business interests.</p> <p>Observe the Financial Scheme of Delegation.</p> <p>Comply with the Academies Financial Handbook.</p> <p>Ensure that Pupil Premium, Service Premium and similar focused funding is deployed effectively.</p>	<p>Managing staff appointments in line with safer recruitment expectations (except at Headteacher level).</p> <p>Reviewing the impact of staff appraisal processes and professional development.</p> <p>Leading the effective deployment of staff in keeping with the academy's budget.</p> <p>Implement the trust's pay policy and ensure a pay committee exists to approve pay recommendations and hear appeals.</p> <p>Hearings and appeals – grievance, disciplinary, absence and capability procedures (including suspension of staff).</p>	<p>Notifying the trust of any changes to fixed assets used by the academy.</p> <p>Management of buildings maintenance, decoration and smaller capital projects.</p> <p>Ensuring compliance with all health and safety and related regulations, e.g. fire safety.</p> <p>Enter into contracts up to the limits of delegation and within agreed budget.</p> <p>Review the academy's risk register.</p> <p>Review site inspection reports and related information pertaining to the premises and health and safety.</p>	<p>Holding the academy's senior leadership team to account for academic performance, safeguarding and provision.</p> <p>Performance management of the academy Headteacher.</p> <p>Regularly reviewing KPIs, performance and progress monitoring data.</p> <p>Oversight of the quality of teaching, learning and assessment; ensure a broad and balanced curriculum in line with the trust's vision.</p> <p>Ensuring the academy has appropriate support and intervention strategies in place to deliver high quality teaching and learning.</p> <p>Appoint designated governor for safeguarding; ensure completion of SCR (single central record).</p> <p>Approve educational trips.</p> <p>Oversight of behaviour, safety and welfare of pupils.</p>	<p>Appoint (and remove) Chair and Vice Chairs of LGBs.</p> <p>Local vision and strategy in keeping with trust agreements.</p> <p>Approve and review academy improvement plan and self-evaluation.</p>

The Scheme of Delegation is determined by the Trustees and should be followed in conjunction with the:

- Scheme of Governance
- Scheme of Financial Delegation/Limits (and Academies Financial Handbook)
- Agreed terms of reference for the Trust and LGB Academy Committees
- Articles of Association
- Funding Agreement

Approved by the Board of Trustees:

Date of Review:

Chair's Signature: