



Scheme of Delegation

Board Approved July 2025

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| Monitor | Review and oversight – receive regular updates |
| Responsible | Delivering the responsibility |
| Accountable | Overarching accountability to ensure that those responsible deliver as required. Provide direction and support to those responsible. |
| Contribute | Provide input to, are consulted on, review |
| Informed | Provided information on/kept updated/discuss |
| Approve | Agree or decline a request e.g. approve a policy for use |
| Review | Read and understand, be aware of and consider |

| Area of responsibility | Trust Board | Board Committee | Executive Team | Academy Principal | Academy Committee |
|---|-------------|-----------------|----------------|-------------------|-------------------|
| Curriculum Assessment and Outcomes | | | | | |
| Provide a balanced and broadly based curriculum | | Monitor | Responsible | Contribute | Informed |
| Standards of teaching and learning | | Monitor | Accountable | Responsible | Informed |
| Pupil achievement against set targets. | | Monitor | Accountable | Responsible | Informed |

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|--|-------------|-----------------|----------------|-------------------|-------------------|
| Make provision for SEN pupils, with or without a statement | | Monitor | Accountable | Responsible | |
| Make provision for a daily collective act of worship | | | | Responsible | |
| Assess pupils as per other schools and comply with any guidance from the Secretary of State | | | | Responsible | |
| To set the times of Academy sessions, the dates of Academy terms and holidays; and ensure each Academy meets for 190 days (380 sessions) in an Academy year, including Inset Dates and Closure of schools where required for use as polling stations for election purposes | | | Approve | Responsible | |
| To decide which subject options should be taught having due regard to resources, and provision for flexibility in the curriculum (including activities outside Academy Day) | | | | Responsible | Contribute |
| To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age. | | | | Responsible | |
| Written policy on Relationships & Sex Education | | | | Responsible | Contribute |
| To prohibit political indoctrination and ensure the balanced treatment of political issues | | | Responsible | | |
| SEND policy | Approve | Monitor | Responsible | | |
| Annual SEND Information Report | | | | Responsible | |
| To determine whether education of individual students should be delivered by an external provider | | | | Responsible | |
| Early Years Foundation Stage policy | | Approve | Responsible | Contribute | |
| Careers guidance | | | | Responsible | Contribute |
| Student Welfare | | | | | |
| Academy student behaviour policy | | | | Responsible | Contribute |
| Academy exclusion policy | | Approve | Responsible | Contribute | |
| To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently | | | | Responsible | |

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| To review the use of exclusions and to decide whether to confirm all permanent exclusions (and fixed term exclusions where necessary) | | | | | Responsible |
| To direct reinstatement of excluded pupils | | | | | Responsible |
| To direct a pupil off site to Alternative Provision as per the statutory guidance | | | Approve | Responsible | Monitor |
| To review the overall pattern and use of exclusions within the Academy. | Responsible | Monitor (Trust) | | | Monitor |
| Pupil attendance | Accountable | Monitor (Trust) | Monitor | Responsible | Monitor |
| Pupil Attendance policy | Accountable | Approve | Monitor | Responsible | Contribute |
| Appoint member of staff as responsible officer for Looked After (and previously looked after) pupils | | | | Responsible | Monitor |
| Maintain register of pupils' attendance | | | | Responsible | |
| To provide meals if requested by any pupils | | | | Responsible | |
| Ensure policy and procedure for looked after children are consistent with the measures set out in the statutory guidance | | | | Responsible | |
| To appoint a designated trustee and governors for Safeguarding Children | Responsible (trustee) | | | | Responsible (governor) |
| Safeguarding and Child Protection policy and procedures | Approve | Monitor | Responsible | | |
| Statement of procedures for dealing with allegations of abuse against staff | | | Responsible | | |
| To maintain the Single Central Record at each school | | | | Responsible | |
| School Uniform policy | | | | Responsible | Contribute |
| Change of school uniform | | | Contribute | Responsible | Contribute |
| Children with health needs who cannot attend school policy | | Approve | Responsible | | |
| Supporting pupils with medical conditions policy | | | | Responsible | |
| First aid policy | | Approve | | Responsible | |

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| Appoint a designated trustee for SEND and governors for SEND | Responsible (trustee) | | | | Responsible (governor) |
| Digital & technical standards for filtering and monitoring | | Monitor | Responsible | | |
| Finance | | | | | |
| To sign off the Annual Accounts and Report | Responsible | | | | |
| To appoint external auditors | Members - Responsible | | | | |
| To approve the budget and any interim budget | Responsible | | | | |
| To approve level of Top Slice | Responsible | | | | |
| To manage budget at academy level | | | Monitor | Responsible | |
| Income, expenditure cash flow & balance sheet. | | Monitor | Responsible | | |
| Financial Scheme of Delegation, including levels of delegated authority | | Approve | Responsible | | |
| To inform the DfE of any financial irregularities | Responsible | | | | |
| To set a charging and remissions policy | | Approve | Responsible | | |
| To appoint the Internal Auditor | | Responsible | | | |
| To receive, and where appropriate respond to reports from the Auditors | Responsible | Monitor | | | |
| To ensure the Academy is properly audited | Responsible | Monitor | | | |
| To ensure that the Academy meets Financial Management Standards and complies with the Academy Trust Handbook | | Responsible | | | |
| To establish an appropriate mechanism for the receipt and procurement of donations | | | Responsible | | |
| Risk management & risk register | Approve | Monitor | Responsible | Contribute | Review |
| Register of business interests | Approve | Monitor | Responsible | | |
| Pupil premium funding use and impact | | | | Responsible | Monitor |

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| Sports premium funding use and impact (primary schools) | | | | Responsible | Monitor |
| Appoint directors to subsidiary trading companies | Responsible | | | | |
| Going Concern Assessment | Responsible | | | | |
| Planning | | | | | |
| Trust Strategic Plan | Approve | | Responsible | | |
| To ensure that recommendations following an Ofsted inspection are incorporated into the Academy Improvement Plan | | | Responsible | | |
| Academy Improvement Plan | | Monitor | Approve | Responsible | |
| To make an application for a significant change | Approve | | Responsible | Contribute | |
| Staffing | | | | | |
| Trust Pay Policy | | Approve | Responsible | | |
| Pay progression of Principals and senior leader pay increments (in accordance with employment contracts) | Responsible | Monitor | Approve | | |
| Support Staff and Teaching pay increments (in accordance with employment contracts) | Responsible | | | Approve | |
| Levels of pay and conditions of service for all employees | | Responsible | | | |
| Trust staffing model and budget | | Approve | Responsible | | |
| Approve all Academy and the Central Team leadership structures and subsequent changes (for Support staff this is above SCP41) | Responsible | Approve | | | |
| Support Staff and Teaching Staff pay awards | | Approve | Responsible | | |
| Keep Executive Pay under review and report to the Board annually | Approve | Responsible | | | |
| Appointments to the Executive Pay Scale | Responsible | Approve | | | |
| CEO pay range, awards and increments | Responsible | | | | |

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| Approve all TLR Structures and subsequent changes | | Monitor | Responsible | | |
| To appoint, suspend or dismiss CEO, CFO, Principal, Company Secretary or Governance Professional | Responsible | | | | |
| To appoint the recruitment selection panel for CEO, Principal, Director of Educational phase and Head of School | Responsible | | | | |
| To appoint, suspend or dismiss Vice Principal | | | Responsible | | |
| To appoint, suspend or dismiss all other teaching and support staff | | | | Responsible | |
| To appoint staff to leadership group | | | | Responsible | |
| To implement the performance management of CEO | Responsible | | | | |
| To evaluate the performance of the CEO | Responsible | | | | |
| To implement academy staff disciplinary procedures, including dismissal | | | | Responsible | |
| Disciplinary, capability and grievance procedures | | Approve | Responsible | | |
| To approve applications for secondment and leave of absence. | | | | Responsible | |
| To approve applications for early retirement | | | Responsible | | |
| To implement the performance management of academy staff | | | | Responsible | |
| To implement the performance management of Academy Principal | | | Responsible | | |
| Performance of the Professional Learning & Development Framework | | Monitor | Responsible | | |
| Early career teachers policy | | Approve | Responsible | | |
| Statutory and legislative updates to HR/Employment policies | | Review | Responsible | | |
| Key Trust HR Policies (as set out in the policy log for the committee) | | Approve | Responsible | | |
| Appoint a designated trustee for Whistleblowing | Responsible | | | | |
| Whistleblowing policy | | Approve | Responsible | | |
| Premises | | | | | |

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| To develop an Academy buildings strategy (including budgeting for repairs etc.) and Asset Management Planning arrangements | | Responsible | | | |
| To procure and agree a maintenance strategy for buildings including developing a properly funded maintenance plan | | | Responsible | | |
| Accessibility Plan | | | | Responsible | Contribute |
| Health & Safety policy | Approve | Monitor Review | Responsible | | |
| Health & Safety arrangements | | Review | | Responsible | Monitor |
| To monitor accident book and agree appropriate action | | | | Responsible | |
| Health & Safety at individual academies | | | | Responsible | Monitor |
| Estate management | | Review | Responsible | | |
| Admissions | | | | | |
| Provide education for pupils wholly and mainly from the area in which the academy is situated | Responsible | | | | |
| Implement an admissions policy for each academy in accordance with the Admissions Code | Responsible | Review | | | |
| Determine Admissions Arrangements to include policy, in year admission forms and supplementary information forms publish appeals timetable, appeals & decisions | Responsible | Review | | | |
| To participate in the Fair Access Protocol | Accountable | | | Responsible | |
| Withdrawal of offer of admission due to fraudulent application | | Responsible | | Contribute | |
| Change to published PAN for routine admission round | | Responsible | | Contribute | |
| Parent, Community & Stakeholder Relationships | | | | | |
| To ensure the Academy publishes all information as required on its website | | | Monitor | Responsible | |
| Concerns and Complaints Procedure | Responsible | | Approve | | |

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| Freedom of Information Act (FOIA) publication scheme and access policy | Responsible | Approve | Responsible | | |
| Ensure that employees at the academy are able to comply with requests for information under the FOIA and register annually with the Information Commissioner's Office | | | Responsible | | |
| Data protection policy in line with the General Data Protection Regulation (GDPR) | | Approve | Responsible | | |
| Ensure the Academy shares facilities with other schools and the wider community and promote community cohesion | | | | Responsible | Monitor |
| Manage relationships with parents | | | | Responsible | Monitor |
| Receive updates on the perspective of parents across the Trust | | Monitor | | Responsible | |
| Manage relationship with local community and stakeholders | | | | Responsible | Contribute |
| Equality, Diversity & Inclusion statement and strategy | Approve | | Responsible | | |
| Equality objectives statement | | | | Responsible | Contribute |
| Equality information report | | | | Responsible | Contribute |
| School information published on website | | | | Responsible | |
| Foundation | | | | | |
| Appoint Foundation Trustees | Responsible + Diocese/ Corporate Member | | | | |
| Preparation for SIAMS Inspection | | Contribute | Contribute | Responsible | Contribute (Foundation) |
| Monitor progress against SIAMS Action Plan | Monitor (Foundation) | | Review | Responsible | Contribute (Foundation) |

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| Adhere to guidance from Diocesan Board of Education including Memorandum of Understanding | Monitor (Foundation) | | Review | Responsible | Monitor (Foundation) |
| Provision of a Daily Act of Worship in accordance with the principles, practices and tenets of the Church of England | | | | Responsible | Monitor |
| Provision of RE in accordance with the principles, practices and tenets of the Church of England and any directives from Diocesan Board of Education | | | | Responsible | Monitor |
| Appoint and remove Foundation Governors | | | | | Responsible + Diocese /Corporate Member |
| Appoint trustees to School House Trust | | | | | Responsible-Lambourn |
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| Governance | | | | | |
| Appointment of local Governors | Accountable | | | | Responsible |