

Delegated Responsibilities



Scheme of Delegation

Board Approved
July 2026

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
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

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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	
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 & Monitor	Responsible	Monitor
To separate students for safeguarding purposes			Approve & Monitor	Responsible	Monitor
Restrictive intervention including use of reasonable force policy (Positive Handling policy)			Approve	Responsible	
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	

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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			Approve	Responsible	Informed
Pupil Allergy Policy			Approve	Responsible	Informed
First aid policy		Approve		Responsible	
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				

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To approve an application for significant change to the DfE	Approve	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
Sports premium funding use and impact (primary schools)				Responsible	Monitor
Inclusive mainstream fund inclusion strategy				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		

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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				
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		

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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		
To approve Local Government Pension delegations as set out in the Local Government Pension Scheme discretions policy		Approve			
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					
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		

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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	Approve	Review			
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

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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)
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
To approve Data Protection Impact Assessments and Data Sharing Agreements			Responsible (Trust level)	Responsible (School level)	