



Tudhoe Learning Trust

Scheme of Delegation

Approved by:	Chief Executive Officer	Date: November 2024
Last reviewed on:	November 2024	
Next review due by:	November 2026	

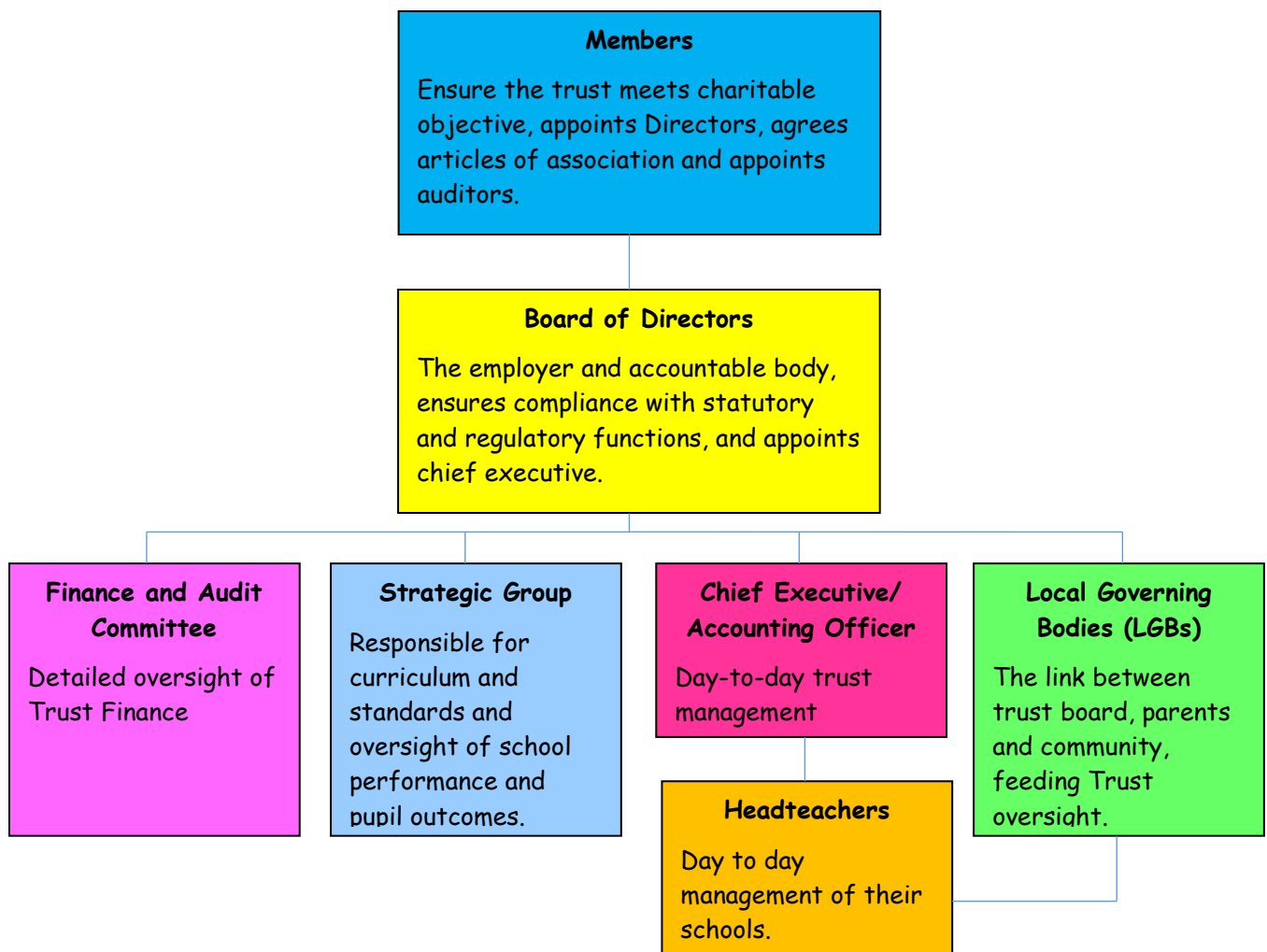
Introduction

The Scheme of Delegation for Tudhoe Learning Trust details delegation of governance functions to the CEO, Members, Directors and Local Governing Bodies. This document has been developed to ensure that everyone is clear about their responsibilities.

The Scheme of Delegation is to be reviewed on an annual basis and where there is a change to the Trust management. The Scheme of delegation will be published on the Trust website as well as all school websites across the Trust.

This document should be used in conjunction with the terms of reference for the relevant body. While the Scheme of Delegation is comprehensive it will not cover every task.

Governance Structure



Roles and Responsibilities

Role	Description & Duties
Members	<ul style="list-style-type: none"> • Guardians of the governance of the trust, ensuring the charitable objective is fulfilled • Agree the trust's articles of association, appoint Director's and external auditors • Receive the annual report, accounts and other information
Directors	<ul style="list-style-type: none"> • Legally accountable for all statutory functions and performance of all schools within the trust • The trust creates information pathways between the trust board, the local governing bodies and the chief executive
Trust Board Committees	<ul style="list-style-type: none"> • Specific governance functions and performance of all the schools within the trust, including audit committee meetings, strategy committee meetings & safeguarding • Detailed scrutiny of financial management and school performance to board committees
Local Governing Bodies	<ul style="list-style-type: none"> • Carry out functions that cover 4Ss: Standards, Stakeholders, Safeguarding and SEND • Trustees should not normally sit on academy committees - to ensure clear lines of accountability • Each Governing Body will have a progress group, responsible for monitoring progress of the school's priorities and pupils' academic progress
Chief Executive	<ul style="list-style-type: none"> • Day -to-day management of the trust • Leadership and management of the trust central executive team and the schools' headteachers • Reports to the trust board and its committees
Headteachers	<ul style="list-style-type: none"> • Day-to-day management of the trust's schools • Share information with their Local Governing Body about how the school operates, to enable monitoring and scrutiny of key policies and improvement plans

Individual detailed role descriptors are available for information.

Tudhoe Learning Trust Delegation Matrix

The matrix covers statutory and essential responsibilities.

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for delivery and does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way - these are important stakeholders or have relevant specialist knowledge.
*Highlighted	Statutory expectation or necessary to comply with articles of association or funding agreement

		Members	Trust board	CEO	LGB's	Head Teachers
1.	Board business					
1.1	Appoint/remove members	*A/R				
1.2	Appoint/remove trustees	*A/R	*A/R			
1.3	Elect chair of trustees		*A/R			
1.4	Appoint and remove board committee chairs		*A/R			
1.5	Determine powers of chair in urgent situations		A/R			
1.6	Establish and review trust governance structure		*A/R	C		
1.7	Agree named safeguarding director		*A/R			
1.8	Agree named trustee for special educational needs and disabilities (SEND)		*A/R			
1.10	Appoint/remove academy committee chairs		*A/R		C	
1.11	Appoint/remove academy committee members (local governors)		*A/R		C	

		Members	Trust board	CEO	LGB's	Head Teachers
1.12	Appoint trust governance professional		*A	R		
1.13	Agree academy committee clerking arrangements		*A/R		C	
1.14	Articles of association: review		*A/R			
1.15	Articles of association: ratify changes	*A/R				
1.16	Agree committee terms of reference		*A/R	C	C	C
1.17	Complete annual review of scheme of delegation		*A	R	C	C
1.18	Commission external review of trust board effectiveness every three years	C	A/R	C		
1.19	Complete annual trust board self-review		A/R		C	
1.20	Complete review of local governance		A/R	R	C	C
1.21	Publish governance arrangements on trust and academy websites		*A	R		
1.22	Ensure trust website is compliant and effective		*A	R		
1.23	Ensure academy websites are compliant and effective		*A	A		R
1.24	Submit annual report on the performance of the trust to members and publish		A	R		
2.	Vision and strategy					
2.1	Determine trust's vision, strategy and key priorities		A/R	R	C	C
2.2	Ensure engagement with stakeholders regarding vision, values and strategic priorities		A	R	R	R
2.3	Apply trust vision and strategy to individual academies		A	R	C	R
2.4	Agree trust growth plans		A/R	R		
2.5	Determine trust-wide policies		*A	R		
2.6	Determine academy level policies		*A	R	C	R

		Members	Trust board	CEO	LGB's	Head Teachers
2.7	Establish risk register and conduct regular review		*A/R	R		
2.8	Determine a program of internal audit in line with the risk register and monitor its delivery		*A	R		
3.	Finance and operations					
3.1	Appoint and remove external auditors	*A/R	C			
3.2	Appoint and performance manage chief financial officer		*A	R		
3.3	Produce trust's scheme of financial delegation		*A	R		
3.4	Receive external auditor's report	*A/R				
3.5	Action recommendations made arising from audits		*A	R		R
3.6	Produce annual report and accounts		*A	R		
3.7	Submit ESFA required reports and returns		*A	R		
3.8	Agree budget plan to support delivery of trust strategic priorities		A	R		
3.9	Agree budget plan to support delivery of academy strategic priorities		*A	A	C	R
3.10	Monitor trust budget		*A/R	R		
3.11	Carry out benchmarking and trust-wide value for money evaluation		C	A/R	C	C
3.12	Agree reporting and monitoring arrangements for trust and academy budgets		*A/R	R	C	C
3.13	Monitor academy estates to ensure safe and well maintained		*A		R	R
3.14	Agree data protection policy (and privacy notice)		*A	R	C	C
3.15	Agree health and safety policy		*A	R	C	C

		Members	Trust board	CEO	LGB's	Head Teachers
3.16	Agree premises management documents, including <i>Estate vision, Estate strategy and Asset management plan</i>		*A	R	C	C
4.	Workforce					
4.1	Appoint and dismiss CEO/Accounting Officer		*A/R			
4.2	Performance manage CEO		*A/R			
4.3	Agree CEO remuneration		*A/R			
4.4	Conduct executive team performance management		C	A/R		
4.5	Conduct headteacher performance management			A/R	C	
4.6	Agree headteacher remuneration			A/R	C	
4.7	Review and agree academy staff appraisal procedure and pay progression		A	R		C
4.8	Determine executive team staffing structure		A	R	C	C
4.9	Determine academy staffing structure			A	C	R
4.10	Headteacher appointments and dismissal		C	A/R	C	
4.11	Trust wide pay policy, terms and conditions of employment		*A	R		
4.12	Determine disciplinary, grievance and capability policies		*A	R		
4.13	Undertake panel hearings for disciplinary and capability matters relating to the CEO		A/R			
4.14	Undertake panel hearings for disciplinary, grievance and capability matters relating to the central team		A/R			
4.15	Undertake panel hearings for disciplinary, grievance and		A	C	R	C

		Members	Trust board	CEO	LGB's	Head Teachers
	capability matters relating to academy staff					
4.16	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A/R	C		
4.17	Agree whistleblowing policy		*A/R			
5.	Pupils and learning					
5.1	Agree safeguarding and child protection policy		*A	R	C	C
5.2	Agree attendance policy		*A	R	C	C
5.3	Agree school uniform policy		*A	R	C	C
5.4	Agree policy for pupils with SEND		*A	R	C	C
5.5	Agree policy for supporting pupils with medical conditions		*A	R	C	C
5.6	Agree charging and remissions policy		*A	R	C	C
5.7	Agree behaviour policy		*A	R	C	C
5.8	Agree careers provider access policy statement		*A	R	C	C
5.9	Agree relationships education		*A	R	C	C
5.10	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		*A/R	R	C	C
5.11	Approve trust-wide curriculum		A	R	C	C
5.12	Ensure high standards of teaching and learning		A	R	C	R
5.13	Set targets for trust outcomes		A	R		
5.14	Plan and deliver individual academy improvement interventions and strategies			A	C	R
5.15	Determine & monitor use of pupil premium and sports premium		A	R	C	C
5.16	Ensure provision of religious education		A	R	C	C

		Members	Trust board	CEO	LGB's	Head Teachers
5.17	Ensure delivery of collective worship		A	R	C	C
5.18	Set the dates of school terms and holidays		A	R	C	C
5.19	Set the times of school sessions		A	C	C	R
5.20	Review headteacher decision to suspend/exclude pupils		*A/R		R	
5.21	Monitor rates of suspension and exclusion across the trust		A/R	R	C	C
5.22	Agree admissions policy		*A	R	C	C
5.23	Implement admissions appeal process		*A	R	C	C
5.24	Determine complaints procedure		*A/R	C	C	
5.25	Implement complaints procedure		*A	R	R	R
5.26	Review complaints at panel stage		A/R		R	
6.	Community					
6.1	Develop stakeholder partnerships across the trust		A	R	C	C
6.2	Develop stakeholder partnerships at academy level			C	A	R