

Enrich Learning Trust - Scheme of Delegation

(Adopted on 07-10-19)

This Scheme:

- sets out the Trust's approach to delegations between the different layers of governance within the Trust and is a delegation by the Trustees under Article 105 of the Articles of Associations of certain powers and/or functions as detailed below;
- confirms which powers and functions are reserved to the Trustees;
- should be read in conjunction with the Trust's Committee Terms of Reference;
- may only be altered or revoked by the Trustees.

The Trust's Scheme of Financial Delegation, which the Trust is required to have under re Academies Financial Handbook, is set out in a separate document and also supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls.

The Scheme is divided into four sections as follows:

- Strategy & Leadership;
- Education & Curriculum;
- Financial;
- HR & Operations.

To assist interpretation of the matters delegated in the Scheme it uses defined phrases which are supplemented by additional comment as appropriate. The defined phrases should be given their common meaning but for the avoidance of doubt an explanation can be found on the first page of the delegation matrix.

Vision & Values

We are building a collaborative family of local schools. They will have a relentless drive to challenge, develop and innovate to ensure that what they provide enables young people to become successful learners, confident individuals and responsible citizens.

With a model based on support and empowerment within a framework of high accountability, we want our Academies to be the best and inspire each child to discover the skills, talents and interests that lie within them.

Excellence Charter

1. We will provide outstanding Leadership and governance at every level so that all pupils attend an academy that is judged at least good by Ofsted.
2. We will ensure a rich, engaging and inclusive curriculum with effective teaching and high-quality learning resources across all subjects and year groups.
3. Regardless of their ability or personal circumstances we will ensure that all groups of pupils make at least good progress and diminish differences in their attainment.
4. We will develop pupils' characters and attributes and offer them a rich experience which allows them to develop desirable qualities at school
5. We will ensure that pupils are well-behaved, confident and respectful in a safe and secure environment.
6. We will ensure a high-quality workforce and prioritise staff retention, professional development and well-being.
7. Through our business promise we will guarantee maximum resource flow into the classroom
8. We will provide all pupils with a high-quality careers learning programme
9. We will grow to support more schools in the region so that our pupils and theirs benefit and the standards improve across the board
10. We will work with our own and other primaries to ensure smooth transition to our secondary academies

Trust Structure



Trust Board & Committees

Members can attend any meeting but only have voting rights at the AGM. Members can chair a committee but cannot vote.

At least 3 Trustees must be present for a Board or Committee meeting to be quorate. The Trust Board will meet 6 times a year. Committees will be scheduled to support effective decision making and external reporting throughout the year. Business from the Committee meetings will be summarised and reported back to the Trust Board. Decision making has been delegated from Trust Board to Committee dependent upon the committee being quorate.

Committees are as follows:

- Remuneration – Trust wide pay framework and Executive pay
- Standards – Academic progress and attainment, curriculum, behaviour, academic policies
 - Local Governing Bodies are also committees to the Trust Board and report through the Standards committee
- Finance, Risk & Audit – Financial performance, business risk, financial policies, external financial oversight
- Health & Safety, HR and Estates – H&S & HR policies, premises planning

Appropriate Executive team attendance at Committees will be decided based upon agenda, however the Executive will be aligned to committees to support their functions

Management financial reports will be provided to all Trustees each month on Governorhub

Role Descriptions for Members and Trustees, as well as the Terms of Reference for the Trust Board can be found in Appendix A.

Local Governing Bodies

The Local Governing Body is responsible for making “day to day” decisions on the operation of the relevant Academy, by way of the powers delegated to it by the Trustees in accordance with the Scheme of Delegation and their appropriate terms of reference.

- LGB terms of reference will be set by the Trust Board in discussion with schools joining the MAT to ensure in each circumstance an appropriate balance between accountability and autonomy to enable the LGB to effectively support the operation of the academy.
- The LGB composition can vary between schools, but the intention is to have each LGB comprising 7 members, although by exception the Trust Board may appoint further LGB members if required.
- For an LGB with 7 members, the composition will be as follows:
 - 2 elected parent governors, governors who are parents/carers can only fill the 2 elected parent governor positions
 - 1 staff governor & 1 Head-teacher, staff members can only fill these positions
 - 3 Trust Board appointed governors which may be recommended by the LGB (appointed for the skills they can bring contribute to the effective governance and success of the academy), these should not be either staff members or parents/carers
- The Trust Board will, after consulting the LGB appoint one of the Governors to act as the LGB Chair.
- The LGB will meet up to twice per term. The CEO and other members of the MAT’s management team will be entitled to attend and speak at LGB meetings.

A suggested annual schedule for Local Governing Body business can be found at Appendix B.

Criteria for disqualification from membership of a Local Governing Body can be found at Appendix C.

In this Scheme the phrases used above have the following meanings:

Comply: the individual/group will follow agreed policies and procedures.

Consult: the individual/group that should be consulted as part of the process of completing a particular task.

Deliver: the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals. In the case of the CEO this will be at Trust level. In the case of the Principal/Head this will be at Academy level.

Determine: the individual/group that has primary responsibility for ensuring the particular task is completed and determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

Develop: the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.

Recommend: the individual/group that should make recommendations as to how a particular task should be completed. In the case of:

- the CEO they will be making recommendations to the Board and/or LGB (as appropriate)
- the LGB they will be making recommendations in relation to their Academy to the Board, CEO and/or Principal/Head (as appropriate)
- the Principal/Head they will be making recommendations in relation to their Academy to the CEO and/or LGB (as appropriate).

Report: the individual/group that has responsibility for reporting on the delivery of tasks. In the case of:

- the CEO they will be making reports to the Board and/or LGB (as appropriate)
- the LGB they will be making reports in relation to their Academy to the Board and/or CEO (as appropriate)
- the Principal/Head they will be making reports in relation to their Academy to the CEO and/or LGB (as appropriate).

Review: the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately. In the case of:

- the Board they will be reviewing the CEO and/or LGB (as appropriate)
- the CEO they will be reviewing the Principal/Head
- the LGB they will be reviewing the Principal/Head and his/her leadership team.

Support: the individual/group that should support completing a particular task.

STRATEGY AND LEADERSHIP				
	Trustees	CEO/Exec	LGB	Principal/Head
Set strategic objectives of the Trust & Academies	Determine – for the Trust & Academies	Develop – in the case of the Academies in consultation with LGB & Principal	Recommend	Consult – in the case of their Academy
Develop the character, mission & ethos of Trust & Academies	Determine – for the Trust Consult – for the Academies	Develop – for the Trust Consult – for the Academies	Deliver – for the Academies	Recommend – for the Academies
Deliver strategic objectives of the Trust & Academies	Review	Deliver	Review	Deliver
Scrutiny: Performance – review & challenge progress of the Trust against its strategic objectives and KPIs	Review – progress of the Trust & Academies	Report Review - reports from the LGBs/Principals	Review – progress of the Academy Report – progress to the CEO & Board	Report – progress of the Academy to the LGB
Scrutiny: Ethos – operation of the Trust & Academies against the agreed character, mission & ethos	Review	Report	Review	Report
Compliance: Funding Agreement – comply with all obligations including the Academies Financial Handbook	Review	Deliver	Comply	Comply
Compliance: Regulatory – with all regulations affecting the Trust (including all charity law, company law, employment law and health and safety)	Review	Deliver Report – to Board	Comply	Comply Report – to LGB & CEO

STRATEGY AND LEADERSHIP				
	Trustees	CEO/Exec	LGB	Principal/Head
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	Determine – policies to ensure compliance Review	Deliver Report – to Board	Comply	Comply Report – to LGB & CEO
Compliance – completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	Determine – policies to ensure compliance Deliver	Comply	Comply	Comply
Trust Risk Register	Review delivery	Deliver – management of corporate risk register	Review - Academy risk register	Deliver – management of Academy risk register
Appointments (and suspension/removal) of Trustees and Governors – ensuring processes in place for appointment (and removal) of trustees (including ensuring that the Trustees and Governors have the skills to run the Trust and the Academies)	Determine – policies and criteria for the selection of Trustees and Governors Review – the Board’s own performance Review – performance of the LGBs	Report - to the Board on the performance of the LGBs Review - annually the size, structure and composition and skill Determines of LGBs Recommend – if appropriate changes to the size and composition of the LGBs	Review - procedures for the election of staff and parent governors of the LGB Review – own performance	

STRATEGY AND LEADERSHIP				
	Trustees	CEO/Exec	LGB	Principal/Head
Appointment of Clerk – Board and LGBs	Deliver - appoint the clerk to the Board & LGBs		Consult – in connection with the appointment of the LGB clerk	
Policies – review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding)	Determine	Deliver – presenting policies to the Board for approval Report – material non-compliance to the Board	Review – all policies approved by the Board and Academy specific policies	Deliver – presenting Academy specific policies for approval by the LGB Report – non-compliance to the LGB and the CEO
Prepare terms of reference for Trust Board, Committees and LGBs	Deliver Review – annually Board Chair prepare ToR for LGBs Relevant Committee Chair prepare ToR for other Committees	Consult	Consult	
Training programme for trustees and governors	Deliver	Develop	Deliver	Consult

EDUCATION AND CURRICULUM				
	Trustees	CEO/Exec	LGB	Principal/Head
Academy Improvement Plan - for each Academy in line with strategic aims of the Trust	Determine - the Academy Development Plan in consultation with the appropriate LGB	Deliver – drafting and agreeing the Academy Development Plan	Recommend – Academy Development Plan to the Board	Work with the CEO in producing the Academy Improvement Plan Review – the Academy Development Plan
Key Performance Indicators – setting and reviewing performance of the Trust & the Academies	Determine – Trust wide and Academy KPIs Review – performance against KPIs	Consult – with the LGBs and recommend KPIs to the Board Receive reports - from the LGBs and report performance of the LGBs against KPIs	Review – performance of the Academy and report to the CEO Deliver - holding leadership to account for delivery against KPIs	Deliver – performance of the Academy against KPIs Report – performance of the Academy to LGB

EDUCATION AND CURRICULUM				
	Trustees	CEO/Exec	LGB	Principal
Quality of Teaching - ensuring appropriate levels of support, challenge and intervention to support delivery of education outcomes	Review - the work of the CEO & Director of Education	Deliver - supporting the Academies and intervening where appropriate Deliver – strategy for teaching	Review - at the Academy and report to CEO / Trustees	Review – management of staff to ensure teaching and learning objectives are met (consistent with strategy set by CEO) Report- strengths and concerns in the quality of teaching to LGB and CEO
Curriculum – setting the curriculum for the Academies and reviewing its effectiveness in line with the Trust’s funding agreements	Determine - curriculum and standards Review – effectiveness of the curriculum across Trust	Recommend Deliver	Consult Review	Recommend Deliver
Curriculum - ensuring that the legal requirements for children with special needs are met and that they are given support for learning.	Determine - curriculum and standards Review – effectiveness of the curriculum across Trust	Recommend Deliver	Consult Review	Recommend Deliver

EDUCATION AND CURRICULUM				
	Trustees	CEO/Exec	LGB	Principal
Pupil Premium – reviewing and challenging the value for money/ ROI of the Pupil Premium in terms of educational outcomes and narrowing the achievement gap	Review	Report – to Board effectiveness of use of the Pupil Premium across Trust	Determine & Review – how Pupil Premium is spent at the Academy	Deliver Report – on effectiveness of use of the Pupil Premium
Collective worship arrangements for school without religious character			Review	Deliver
Set admissions policy	Deliver	Develop	Consult	Consult
Admission decisions			Deliver	Consult
Quality Assurance – considering and evaluating performance of the Academies by: <ul style="list-style-type: none"> ▪ Academy self evaluation ▪ reviewing progress against agreed KPIs ▪ holding each academy’s leadership to account for academic performance, quality of care and quality of provision ▪ monitoring the overall effectiveness and efficiency of leadership and management at the Academies 	Review	Review	Deliver	Report

EDUCATION AND CURRICULUM				
	Trustees	CEO/Exec	LGB	Principal
<ul style="list-style-type: none"> ▪ receiving reports on the quality of teaching and learning and making recommendations to the Board ▪ Reporting to the Board on performance 				
Student performance (including attendance, exclusions, punctuality and disciplinary matters for each Academy)	Review	Review delivery	Receiving reports from the Principal Report any material issues to the Board and the CEO	Deliver – ensuring student issues are dealt with in accordance with Trust and Academy Policies Report – to the LGB on any material issues
Academy Hours – setting the opening and closing times for the Academies	Determine – in consultation with LGBs		Consult – with the Board	Comply
Term Dates and length of school day	Determine – in consultation with LGBs		Consult – with the Board	Comply
School lunch – ensure provided to appropriate nutritional standards			Review	Deliver
Provision of free school meals to those meeting criteria			Review	Deliver

EDUCATION AND CURRICULUM				
	Trustees	CEO/Exec	LGB	Principal
Safeguarding – including ensuring each Academy has appointed a Designated Safeguarding Lead, ensuring compliance with statutory guidance and maintenance of single central record.	Review	Review	Deliver	Deliver
Stakeholder Engagement – <ul style="list-style-type: none"> ▪ Promoting partnership working between parents/carers and the Academies to promote high standards of attendance, behaviour and learning by students. ▪ Undertaking consultation with students, parents/carers and other stakeholders as part of a programme of regular self-evaluation by the Academies to assess its performance against its stated aims and objectives. ▪ Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience. 	Review	Consult	Determine	Deliver
Ofsted Inspections Trust Support – <ul style="list-style-type: none"> ▪ Board will liaise with Ofsted where MAT is inspected, or it will assist with an Academy inspection. 	Deliver	Deliver	Support	Support

EDUCATION AND CURRICULUM				
	Trustees	CEO/Exec	LGB	Principal
<ul style="list-style-type: none"> ▪ CEO will ensure Trust is prepared for inspection and manage the process from a Trust perspective where the impact of the Trust is under review ▪ CEO will support LGBs and Principals/Headteachers for individual Academy inspections 				
Ofsted Inspections: Academies	Review	Support	Deliver	Deliver

FINANCIAL				
	Trustees	CEO/Exec	LGB	Principal/Head
Appointment of the Audit & Risk Committee	Deliver			
Appointment of the Accounting Officer & Chief Financial Officer	Deliver – the appointments	Deliver – the roles		
Recommend appointment of External Auditors to the Members	Deliver	Recommend		
Appointment of the Internal Auditors	Deliver	Recommend		
Approve Annual Accounts	Approve	Deliver – arrange for auditing and filing of annual report and accounts	Comply – by ensuring Academy keeps proper records and providing such information to assist the Trust in preparation of the Annual Accounts	
Scheme of Financial Delegation & Financial Policies –establishing of policies and procedures to ensure compliance with the Trust’s financial and reporting requirements	Determine Comply	Review – compliance Report – any issues or non-compliance to the Board Comply	Comply	Comply

FINANCIAL				
	Trustees	CEO/Exec	LGB	Principal/Head
Bank Accounts – authorising the establishment of bank accounts and approve bank mandates in the name of the Trust	Determine	Recommend Deliver		
Funding Model - agreeing a funding model across the Trust and develop an individual funding model for the Academies so as to secure the Trust's financial health in the short term and the long term	Determine – in consultation with the Executives & LGB	Recommend a funding model to the Board for approval Review	Consult – with the Board Review - compliance with the overall financial plan for the Academy	Comply
Trust Annual Budget – formulating and setting the Trust wide budget	Determine Approve – significant variances (as defined in the Scheme of Financial Delegation)	Deliver - preparation of Trust budget and present to the Board for approval Review – submission of Trust budget to the EFA	Consult (via the Head/Principal)	Consult
Academy Annual Budgets – formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances)	Determine Approve – significant variances (as defined in the Scheme of Financial Delegation)	Deliver - preparation of Academy budgets in consultation with the LGBs and present to the Board for approval Review – submission of Academy budgets to the EFA	Consult - with Executive in respect of the Academy's requirements Comply Approve within permitted limits (as defined in the Scheme of Financial Delegation) any variances	Deliver – in consultation with Executive Comply

FINANCIAL				
	Trustees	CEO/Exec	LGB	Principal/Head
Expenditure and ensuring delivery of Annual Budgets	Review	Report – to the board any material issues with delivery against the Annual Budget by the Academies Receive reports – on matters of concern in connection with compliance with the Annual Budgets Deliver – challenge and support Principal to ensure Principal delivering annual budget at Academy level	Review Report - to the CEO any issues with expenditure or compliance with the Annual Budgets by the Academy	Report – to the LGB any need for any matters of concern in respect of the Academy’s annual budget
Reporting: financial reporting and KPIs	Determine Review	Deliver	Review	Deliver
Investments – agreeing the investment policy in line with the Academies Financial Handbook and the Scheme of Financial Delegation	Determine and review delivery	Deliver		

HR AND OPERATIONS				
	Trustees	CEO/Exec	LGB	Principal/Head
Appointing the CEO	Deliver			
Appointing the Principals at each Academy	Deliver -in consultation with the CEO/ LGBs	Recommend – sit on appointment panel along with, Trustee & [two] representatives of the relevant LGB	Recommend – sit on the appointment panel with the CEO & a Trustee	
Appointing of cross-Trust Staff (in line with recruitment policy)	Review	Deliver and report to the Board		
Appointing Academy SLT (excluding Principal/Head)		Consult Review	Deliver and report to the Executive	Recommend
Appointing Academy Staff (excluding SLT & Principal/Head)		Review	Deliver – can be delegated to Principal	Recommend
Establishing Trust wide HR Policies (including recruitment, discipline, capability, grievance and absence policies) in accordance with all appropriate regulations	Determine Review	Recommend Comply	Review	Comply
Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust’s pay policy and all statutory regulations)	Determine Review – CEO Receive reports – appraisal arrangements and outcomes Review – any appeals in respect of the Principals and cross academy staff	Review – Principals Deliver – in respect of cross Trust staff (and any appeals from Academy staff) Review & Report to the Board on appraisal arrangements and outcomes	Deliver – in respect of performance management of Principal Review – any appeals respect of all other staff	Review – in respect of all other staff Report – annually to the CEO on appraisal arrangements and outcomes

HR AND OPERATIONS				
	Trustees	CEO/Exec	LGB	Principal/Head
Setting Terms and Conditions of Employment and Staff Handbook	Determine – and consider any proposals by LGBs to make amendments	Recommend Deliver	Consult - report to Board on any suggested changes to the Academy's terms and conditions	Recommend Comply
Dismissing CEO, Principals/Headteachers, senior/ cross Trust staff (in accordance with the Trust HR policies)	Deliver in respect of the CEO Monitor in respect of the CEO delivering for Trust staff, Principals, cross academy staff and senior leadership teams of the Academies	Deliver – in respect of Trust staff, Principals, cross academy staff and senior leadership teams of the Academies Report – any dismissals to the Board (or HHE Committee)	Review dismissals at Academy level beneath Principal	Support (SLT level)
Dismissing all other staff (in accordance with the Trust HR policies)		Support Review Report – to the Board	Review at Academy level	Deliver dismissals at Academy level (in consultation with the CEO) Report – to the CEO
Reviewing discipline and grievance policy	Review delivery	Recommend	Review - in line with Trust policy	Comply

HR AND OPERATIONS				
	Trustees	CEO	LGB	Principal
Setting trust wide H&S policies	Determine	Recommend Deliver	Comply	Comply
Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	Determine	Recommend Deliver	Comply	Comply
Setting academy specific procurement policies - in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy	Determine	Review	Deliver – in accordance with Trust policy	Recommend
Enter into contracts – up to limit of delegation set out in Scheme of Financial Delegation	Review	Deliver – MAT Review – Academy		Deliver
Determining and allocating central services provided to the Academies by the Trust	Determine (in consultation with the LGBs)	Deliver – on recommending the allocation of services to the Board	Consult	Consult
Overseeing the effectiveness of services provided centrally by the Trust	Review	Deliver and report to Board	Report	Consult

HR AND OPERATIONS				
	Trustees	CEO	LGB	Principal
Asset and Premises Maintenance Strategy – determining use of Academies’ premises and ensuring premises are adequately maintained	Determine – Trust wide policy	Recommend Review	Determine – academy plan in accordance with Trust policy Review delivery of academy plan	Deliver – in accordance with Academy policy
Acquiring and disposing of Trust land	Deliver	Recommend		
Changing use of Assets	Review	Deliver	Recommend to the Executive any changes to fixed assets used by the Academy	Develop
Arranging insurance for the Trust	Review	Deliver		
Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community	Review	Deliver – Trust wide activities	Comply	Comply
Information management – including adopting and following policies for information security and compliance with FoI and DPA legislation and maintaining accurate records (staff, student)	Determine	Deliver	Comply	Comply
Academy Prospectus & websites		Review	Deliver	Recommend
Trust Prospectus and website	Review	Deliver		

Appendix A – Role Descriptions for Members and Trustees

Responsibilities for Members

- Time Commitment: Annual General Meeting and additional meetings in accordance with the requirements as set out in article 19 to 20 of the Articles of Association
- Remuneration: Voluntary; Expenses as per Trust Policy
- Role Purpose
 - Determine the ethos and purpose of the Trust (for example, the provision of education) and the way it is governed (as per the Articles of Association)
 - To appoint Trustees in accordance with the requirements as set out in the Articles of Association
 - To receive the Trustees' Annual Report and Accounts and to attend general meetings of the Trust
 - To provide oversight of Trust's Governance arrangements
- Members of companies limited by guarantee are responsible only for contributing to the Trust's capital on winding up, to the limit of the guarantee as set out in the Articles (£10 per member). Members provide the first layer of governance and scrutiny in the Trust

Responsibilities for Trustees

- Time Commitment: Minimum of 6 Trust Board meetings a year. Remote involvement via email/telephone; regular review of reports and documentation Other meetings as required
- Remuneration: Voluntary; Expenses as per Trust policy
- Term of Office: Four years
- Role Purpose: The Trustees oversee the management and administration of the Trust and the Academies run by the Trust.

Legal Responsibilities of Trustees

- The corporate management and trustee responsibility for the Trust is vested in the Trustees, who will also be the company Directors registered with Companies House. The Trustees are personally responsible for the actions of the Trust and the Academies, and are accountable to the Members of the Trust, the Secretary of State for Education and the wider community for the quality of the education received by all students of the Academies.
- The Trustees are required pursuant to the Funding Agreements to have systems in place through which they can assure themselves of the quality, safety and good practice of the affairs of the Trust.

Responsibilities for Trustees Continued

- Determine the strategic vision and overarching strategic plan of the Trust
- Provide strategic leadership and governance
- Provide challenge and support to Executive and senior education leaders
- Develop and decide strategic and operational policies
- Facilitate collaboration between the Academies to actively seek opportunities for the Academies to work together either with the aim of improving economic efficiencies within the Trust or identifying and implementing best practice across all Academies
- Co-ordinate and oversee shared services and resources
- Develop and oversee the implementation of Academy action plans focusing on Academy improvement
- Set and monitor performance benchmarks
- Determine curriculum priorities
- Set the overall Trust budget and approval of Academy budgets
- Monitor expenditure in accordance with appropriate authorisation process
- Develop and implement a risk management strategy
- Ensure the Trust and the Academies comply with their legal obligations
- Determine the Trust's reserves/contingency policy
- Ensure appropriate insurance or risk cover is put in place
- Undertake recruitment and performance management of headteachers and other senior leaders
- Support the development and building of leadership and governance capacity at Academy level
- Approval of site and asset management strategies
- Support the Trust in public and act as an ambassador of the Trust and the Academies
- Adhere to the Nolan Principles in their conduct

Appendix B – Suggested annual schedule for LGB business

1st meeting each year

A good opportunity to reflect on the successes and progress made in the previous year and to ensure that everything is in place for the coming Year. The Academy Improvement Plan will be the most important development document for the year ahead and how we measure our progress.

Scheme of Delegation	Likely Action
Appoint Clerk	Ensure Clerking provisions are in place, if any changes are needed or arise inform the Trust Board through the CFO
Appointment of Trustees and Governors	Review the governance membership. Review the procedures for appointment of Staff and Parent governors. Carry out elections as necessary. Self-review the performance of the LGB
Terms of Reference for LGBs	Prepared by the chair of the Trust Board, offered to the Board for consultation and review
Register of Business Interests	Complete register, update as necessary and review at least once each year
Safeguarding	Ensure there is a designated safeguarding officer, ensure that the single central record is maintained, ensuring that all statutory guidance is met.
Deliver strategic objectives of the Trust	Set and review the AiP regularly for progress – are we meeting our aims? Have we set performance milestones?
Academy Development plan - To shape the direction of the school	Review the plan from the Head teacher and recommend it to the Trust board . What do we hope to achieve this year, next year 5 years time?
Curriculum	Ensure that the legal requirements for children with special needs are met
Ofsted Inspection	Are all governors confident about the strengths and areas for development of the school. Could governors explain the strategies that are being worked on and how different groups of children are progressing within the school. Have governors decided which of the LGB will represent the group during inspection?
Website	Ensure the school website is compliant and holds all relevant information expected during inspection

Every meeting after the 1st

These important items should be discussed every time that governors meet, however, they will only form part of each meeting. In addition a selection from the Termly Meeting and Annual meeting sections should be added as appropriate.

Scheme of Delegation	Likely Action
Performance	Are the children reaching the required level each half term? What support is being offered? Is the support effective?
KPIs	Review the performance of the school against the performance indicators, report findings to the CEO each term
Student Issues	Review attendance data, exclusions, punctuality, disciplinary records. Do they meet the governors expectations? What is being done to improve the figures, are the strategies having an affect?
Finance	Review the reports from the Trust. Are the finances as expected? Decide if there are items we wish to plan for.
Health and Safety	Receive a report on any issues since previous meeting. Are we happy that all necessary actions have been carried out
Safeguarding	Receive report on any safeguarding incidents. Are we happy that all necessary actions have been carried out
Pupil Premium Performance	Know how the pupil premium money is being spent. Check, does the performance of this group reflect the spending on the strategies? Should the strategies continue or should new or additional strategies be used?

Termly Items

Scheme of Delegation	Likely Action
Develop the character, mission and ethos	Does our environment and ethos support our aims and vice versa?
Self-evaluation	Ensure that the self evaluation document is accurate and reflects the successes of the school, outcomes and areas for development
Stakeholder engagement	How do the governing body seek the views of parents, how are they recorded, how are they acted upon and how do these actions get communicated? Does this feedback feature in the SEF?
Finances	Ensure the school is compliant with the financial handbook and report any areas that you feel are not compliant to the CFO
Staffing	Review staffing levels
Services	Regularly review the services provided by the trust and feedback to the board to ensure the quality of the services
Training programme for governors	Identify training requirements of governors, arrange appropriate training

Annual Items

Scheme of Delegation	Likely Action
Compliance	Health and Safety Annual report. Review. Have we implemented the recommendations from the report? Have all urgent actions been completed?
Asset and premises maintenance strategy	Ensure that the improvement plan is supported by the school's premises
School Lunches	Review the delivery, quality, satisfaction with school meals. Ensure they meet nutritional standards and that you have the evidence for this Ensure FSM children are able to receive their provision
School Prospectus	Devise and deliver the school prospectus, make recommendations to the CFO
Set Admissions policy	Review the admissions criteria and recommend any changes as necessary to CEO
Collective worship arrangements	Understand delivery and check compliance
Risk Register	Review the schools risk register, address any shortfalls.
Curriculum	Ensure that no changes to the curriculum are necessary. Do we need to plan for changes in the curriculum?
Admission Appeals	Carry out any appeals
Procurement	Ensure that any projects or purchases follow the financial handbook and policies. Work with the CFO to ensure best value for money for the school

Ongoing Checks

Scheme of Delegation	Likely Action
Accounts	Ensure that Academy keeps proper records, how do you know, have you seen the records?
Annual Budgets	<p>Ensure that Trust board understand the schools financial requirement in particular meeting the aims of the academy improvement plan</p> <p>Approve spending within permitted limits</p> <p>Review budget reports from the CFO and report any issues</p>
HR	Review discipline and grievance policies annually, check that it is fit for purpose and supports the aims of the school
Policies	<p>Review all school specific policies according to appropriate and statutory timetables.</p> <p>Review all Trust policies for familiarisation and feedback (once consulted)</p>
Evaluating performance	In addition to the KPIs, are the school leaders bringing about improvements, are they providing a caring and high quality provision?
Procurement	Ensure that any projects or purchases follow the financial handbook and policies. Work with the CFO to ensure best value for money for the school

Appendix C – Resignation, Removal or Disqualification of Members of the Local Governing Body

- An LGB representative may at any time resign his/her office by giving notice in writing to the Clerk of the LGB.
- A representative shall cease to hold office if he/she is removed by the person or persons who appointed him/her. The provision does not apply in the case of a Parent or Staff member of the LGB
- The Trustees may terminate the appointment of any representative whose presence or conduct is in breach of the adopted NGA Code of Conduct or deemed by the Trustees not to be in the interests of the Trust or Academy, a suspension may be applied by the Trustees in the case of investigation of alleged offences.
- The removal of a Parent representative will be undertaken only in exceptional circumstances.
- If any person who serves on the LGB in his or her capacity as an employee at any of the Academies ceases to work at the Academy then he or she shall be deemed to have resigned and shall cease to serve on the LAB automatically on termination of his or her work at the Academy.
- Where a person who serves on the LAB is removed from office, those removing him or her, shall give written notice thereof to the Clerk to the LGB who shall inform the Chair of the LGB.
- A Parent member shall not automatically cease to hold office solely by reason of the child (of whom that Parent member is a parent or carer) ceasing to be a student at the Academy.
- No person shall be qualified to serve on the LGB unless he or she is aged 18 or over at the date of his or her election or appointment.
- No current student of the Academy shall be entitled to serve on the LGB.
- A person serving on the LGB shall cease to hold office if he or she becomes incapable by reason of mental disorder, illness or injury of managing or administering his or her own affairs.
- A person serving on the LGB shall cease to hold office if he or she is absent without the permission of the Chair of the LGB from all the meetings of the LGB held within a period of six months and the LGB resolves that his or her office be vacated.
- A person shall be disqualified from serving on the LGB if:
 - His or her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - He or she is the subject of a bankruptcy restrictions order or an interim order.
 - A person serving on the LGB shall cease to hold office if he or she would cease to be a Trustee by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision)
- A person shall be disqualified from serving on the LGB at any time when he or she is:
 - Included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
 - Disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
 - Barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).

- A person shall be disqualified from serving on the LGB if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
- A person shall be disqualified from serving on the LGB where he or she has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.
- After an Academy has opened, a person shall be disqualified from serving on the LGB if he or she has not complied with the Trust's Disclosure and Barring Service (DBS) policies.
- Where, by virtue of this Scheme of Delegation, a person becomes disqualified from serving on the LGB; and he or she was, or was proposed, to so serve, he or she shall upon becoming so disqualified give written notice of that fact to the LGB.