



# **SUCCESS ACADEMY TRUST**

**Scheme of Delegation**

**January 2024**



**SUCCESS ACADEMY TRUST - SCHEME OF DELEGATION**

Version	Date	Updated by	Summary of changes
V1	20/03/2019		
V2	12/2021		
V3	December 2022	A Willett- Trust Operations & Finance Officer M Collins – Trust CEO M Booley – Chair of Trustees A Rigler – Governance and Compliance Officer	Amended to reflect current practice. Change LGB to LGC
V4	January 2024	A Paul – Governance Professional	Reviewed with no changes

**Review Date: December 2024**

## **SUCCESS ACADEMY TRUST - SCHEME OF DELEGATION**

### **Introduction**

The Success Academy Trust Board of Trustees is accountable in law for all decisions about its Academies. However, this formal Scheme of Delegation (SoD) details which functions the Trust Board has delegated and to whom, to ensure roles are clearly understood throughout the Trust.

### **Obligations**

The Trustees are the Charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Memorandum and Articles of Association. The Board of Trustees is the accountable body for the performance of all Academies within the Trust and as such will:

1. Ensure clarity of vision, ethos and strategic direction;
2. Hold the Executive to account for the educational performance of the schools and their pupils, and the performance management of staff;
3. Oversee the financial performance of the Trust and make sure its money is well spent.

### **Definitions**

Trustees are bound by both Charity and Company Law and the terms 'Trustees' and 'Directors' are often used interchangeably. We use the term "**Trustee**" as it avoids the possible confusion caused when Executive Leaders are called Directors but are

not Company Directors and Trustees.

### **Delegation to Trust Principal**

The Trust Board is permitted to exercise all the powers of the Academy Trust. The Trust Board will delegate to the Trust Principal responsibility for the day to day operations of the Trust. The Trustees can determine whether to delegate any governance functions.

The Trust Board has the right to review and adapt its governance structure at any time which includes removing delegation.

The Trust Board will delegate the responsibility for delivery of the MAT Vision and Strategy to the Trust Principal who in turn will work with the Local Governing Committees (LGCs) to ensure this is delivered. Further detail is available in the Trust Principal's Job Description.

### **Delegation to LGC**

The Trust Board will determine on a case by case basis how to categorise its Academies as either 'Supporting' or 'Supported' and whether to delegate some responsibilities concerning the performance of each Academy to a LGC through its 'earned autonomy' model.

In this SoD, where delegated responsibility for the performance of the Academy and its financial probity has been given to the LGC, the Principal/ Head of that Academy reports directly to the Trust Board. Further detail is available in the LGC Terms of Reference document.

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In this SoD, where the Academy is deemed to be supported (which includes, but is not limited to, formal sponsorship arrangements) the Trust Board delegates responsibility for the performance and financial probity for the Academy to the Trust Principal which includes line management of the Academy Principal/ Head.

**Delegation Factors**

Factors which may influence the decision to delegate include:

- School performance/trends;
- Recent Ofsted or Peer report;
- Financial and administrative performance;
- Leadership and Governance capacity and capability;
- Request for support from the ESFA or LA;
- Outcome of Due Diligence prior to agreed transfer into the MAT.

**Review**

Once accepted into the multi-academy trust (MAT), the SoD for individual Academies will be reviewed annually (in line with the expectation within the Academy Trust Handbook 2022 or sooner if the Trustees determine that there has been a significant change in circumstances. For example, if the Trust Board is required to respond to changes in context as the MAT matures and grows. The agreed SoD must be published on the website of the Trust and each of its Academies.

**Financial Scheme of Delegation**

A separate written Financial Scheme of Delegation of financial powers referred to in the Academies Trust Handbook is an appendix to this overarching SoD.

Key	
Blue box	Function cannot be legally carried out at this level.
✓	Action to be undertaken at this level
A	Provide advice and support to those accountable for decision making
<>	Direction of advice and support
Grid 1 – Delegation to Local Governing Body	
Level 1:	Members
Level 2:	Board of Trustees
Level 3:	Chief Executive Officer
Level 4:	Local Governing Committee (LGC)
Level 5:	Academy Principal/Head Teacher
Grid 2 – No Local Delegation	
Level 1:	Members
Level 2:	Board of Trustees
Level 3:	Chief Executive Officer
Level 4:	Academy Principal/Head Teacher
Level 5:	Local Governing Committee (LGC)

**SUCCESS ACADEMY TRUST - SCHEME OF DELEGATION for LGCs**

Decision		Delegation				
		Members	Trust Board (also see CPS/FAR remits)	Trust Principal	LGC	Academy Principal/HT
<b>Governance Framework</b>						
<b>People</b>	Members: Appoint/Remove	✓				
	Trustees: Appoint/Remove per Article 58 of the Articles of Association	✓	✓ (for Trustees appointed by the Trustees only)			
	Role descriptions for Members	✓				
	Role descriptions/skills for Trustees/Chair/ specific roles/Trust Board Committee members: agree		✓	<A		
	Trustee Board Committee Chairs: appoint and remove		✓	<A		
	Nominating safeguarding and SEND lead Trustee		✓			
	Clerk to Trust Board*/Governance Professional : appoint/set remuneration/ annual review and remove (*Covering Full and sub committees of the Board – CPS; FAR; LGCs)		✓	<A		
	Clerk to the LGCs appoint for minuting of Full LGC minutes only (LGC responsible for clerking any sub committees/panels to the LGC)		✓			
	LGC chairs: appoint and remove		✓	<A>	✓	
	Ensure appropriate make up of LGC per Article 2.3 of Terms of Reference for LGCs		✓		✓	

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		Members	Trust Board (also see CPS/FAR remits)	Trust Principal	LGC	Academy Principal/HT
	Clerk/Governance Professional to LGC: appoint/ remuneration and remove		✓	A>		
Systems and structures	Articles of association: agree and review	✓	<A	<A		
	Governance structure for the Trust: establish and review at least every three years		✓	<A		
	Terms of reference for Trust Board committees (which includes LGCs Terms of Reference): review and agree at least every three years		✓	<A		
	Skills audit: complete and recruit to fill gaps – ensure financial skillset maintained		✓	<A>	✓	
Systems and structures	Self-review of Trust Board: complete annually		✓			
	Self-review of LGC performance: complete annually				✓	
	Trustee / LGC Governor contribution: review annually		✓		✓	
	Annual schedule of business for Trust Board: agree		✓	<A		
	Annual schedule of business for LGC: agree			A>	✓	
<b>Reporting</b>						
Reporting	Trust governance details on Trust and Academies' websites: ensure clear MAT Governance info on each website		✓	<A	✓	

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		Members	Trust Board (also see CPS/FAR remits)	Trust Principal	LGC	Academy Principal/HT
	Academy governance details on Academy website: ensure		✓	<A	✓	
	Register of all interests of Members/Trustees/LGC Governors, as specified in Conflicts of Interest Policy: establish and publish		✓	<A	✓	
	Annual report on performance of the Trust: submit to Members and publish Audited accounts		✓	<A		
	Annual Report and Accounts (including accounting policies, signed statement on regularity, propriety and compliance, and governance statement demonstrating value for money): submit		✓	<A		
	Minutes of LGCs: submit to Trust to show challenge		✓	<A	✓	
<b>Being Strategic</b>						
	Determine Trust-wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions arrangements; charging and remissions; complaints; Finance; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	<A		
	Determine school level policies which reflect the Academy's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve				✓	
	Central spend / central services contribution charge: agree		✓	<A		

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		Members	Trust Board (also see CPS/FAR remits)	Trust Principal	LGC	Academy Principal/HT
Being Strategic	Management of risk: establish register, review and monitor (Principal risk registers for Schools and Trust)		✓	<A>	✓	✓
	Engagement with stakeholders	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A		<A
	Academy's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			A>	✓	<A
	Trust Principal: Appoint and dismiss		✓			
	Academy Head Teacher/Principal: Appoint and dismiss		✓	✓	✓	
	Budget plan to support delivery of Trust's key priorities: agree		✓	<A		
	Budget plan to support delivery of Academy's key priorities: agree		✓		✓	<A
	Trust's staffing structure: agree		✓	<A		
Being Strategic	Academy's staffing structure: agree			A>	✓	<A
	Setting Trusts approach to curriculum and assessment, with regard to statutory requirements		✓	✓	<A	✓



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		Members	Trust Board (also see CPS/FAR remits)	Trust Principal	LGC	Academy Principal/HT
	Setting and delivering school curriculum and assessment in line with Trusts approach					✓
	Delivering Early Years Foundation Stage (EYFS) in line with statutory requirements					✓
	Production and analysis of educational data			✓		✓
	Delivering careers guidance, with regards to statutory requirements					✓
	Ensuring compliance with SEND Code of Practice					✓
	Setting approach to directing pupils offsite, exclusions			✓		✓
	Keeping admissions and attendance records					✓
<b>Holding to account</b>						
	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	<A>	✓	<A>
Holding to account	Agree arrangements for progress on key performance indicators annually for Academies		✓	<A>		<A>
	Performance management of the Trust Principal: undertake		✓	✓		

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		Members	Trust Board (also see CPS/FAR remits)	Trust Principal	LGC	Academy Principal/HT
	Performance management of Academy Head Teacher/Principal: undertake			A>	✓	
	Trustee monitoring: agree arrangements		✓	<A		
	LGC Governor monitoring: agree arrangements				✓	<A
	Attend Trust inspections		✓	✓		
	Attend Academy inspections		✓	✓	✓	✓
Ensuring Financial Probity						
	Chief Financial Officer (for delivery of Trust’s detailed accounting processes): appoint		✓	<A		
Ensuring financial probity	Trust’s process for independent checking of financial controls, systems, transactions and risks		✓	<A		
	Trust's Scheme of Financial Delegation: establish and review 3 yearly		✓	<A		
	Academy's Scheme of Financial Delegation: establish and review		✓	<A		
	Managing conflict of interest and related party transactions		✓	<A	✓	<A
	External auditors' - appoint	✓				

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		Members	Trust Board (also see CPS/FAR remits)	Trust Principal	LGC	Academy Principal/HT
	External auditors' report: receive and respond		✓	<A	✓	
	Delivering annual report and accounts with regard to accounts consolidation exercises required by DfE		✓	<A		
	Trust Principal/CEO pay award: agree		✓			
	Academy Head Teacher/Principal pay award: agree Pay Policy		✓	<A>	✓	
	Staff appraisal procedure and pay progression: monitor and agree		✓	<A>	✓	<A
	Benchmarking and Trust-wide value for money: ensure robustness		✓	<A		
	Benchmarking and Academy value for money: ensure robustness		✓	<A>	✓	<A
	Develop Trust-wide procurement strategies and efficiency savings programme		✓	<A		
	Ensure cash position/ investment sound		✓	<A		
	Ensure Delivering monthly management accounts and forecasts		✓	✓		✓
	Ensure monitoring pupil premium spend including Catch up and PE and sports premium		✓	✓		✓

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Decision		Delegation				
		Members	Trust Board (also see CPS/FAR remits)	Trust Principal	LGC	Academy Principal/HT
	Ensure adequate insurance cover is in place		✓	✓		✓

END

**SCHEME OF DELEGATION WITHOUT LOCAL DELEGATION** see separate document