HUJJAT SCHOOL TRUST – SCHEME OF DELEGATION

Decision	Members	Governing Board (Trustees)	Committee	Individual Trustee	Headteacher
GOVERNANCE FRAMEWORK					
Appoint/Remove Members	✓				
Amend/Approve Articles of Association	✓	<A	<A		
Appoint/Remove Trustees	✓	✓			
Appoint Chair of the Trust Board	✓	<A			
Review effectiveness of Trust Board in line with charitable objectives	✓	<A	<A		
Appoint Auditors	✓	<A	<A		
Call Members AGM		✓			
Appoint/Remove Clerk to Board				✓	<A
Appoint/Remove Company Secretary				✓	<A
Approve Trust Board's Terms of Reference		✓			
Approve Trust Board's Scheme of Delegation		✓			
Appoint Accounting Officer (Headteacher)		✓			
Agree Trust Board calendar and work plan		✓	<A		<A
Complete annual self-review and skills audit		✓			
Succession planning and Trustee Recruitment		✓			
Maintain Register of Interests		A>			✓
Appoint Safeguarding Trustee		✓			
Approve Trust Committees Terms of Reference		✓	<A		
Appoint/Remove Committee Chairs		✓	<A		

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Appoint/Remove Committee members		✓	<A		
Maintain GIAS information		A>			✓
Approve Trust Policies (inc. complaints, admissions, expenses, charging and remissions, health and safety, data protection, SEN, FOI, safeguarding and curriculum)		✓	<A		<A
ADMISSIONS AND ACADEMY FRAMEWORK					
Determine Admissions Arrangements annually		✓	<A		<A
Undertake a consultation where changes are proposed or at least every seven years			A>		✓
Make arrangements for hearing admission appeals			A>		✓
Approve expansion or reduction of PAN		✓			<A
Agree change of Age Range - ESFA approval required		✓			<A
Agree extension to include Nursery age children - ESFA approval required		✓			<A
Approve school times, terms dates and holidays			✓		<A
Approve school prospectus		✓	<A		<A
Ensure school website is compliant			A>		✓
Approve school logo and branding		✓			<A
Approve school uniform			✓		<A
Agree enrichment/extra curricular offering			✓		<A
HEALTH AND SAFETY					
Ensure compliance with Health & Safety Policy and statutory requirements		✓	<A		<A

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ESTATES					
Approve lease arrangements (not including sessional hire)		✓			<A
Review Business Continuity Plan			✓		<A
FINANCE AND FINANCIAL CONTROL					
Approve Trust's Scheme of Financial Delegation		✓	<A		<A
Appoint CFO/lead finance professional		✓			<A
Agree Trustees Report		✓	<A		<A
Receive External Auditor's report			✓		<A
Approve Annual Report and Accounts		✓	<A		
Approve annual staffing structure		✓			<A
Approve school budget		✓	<A		<A
Approve Appraisal procedure and pay progression			✓		<A
Appoint a Pay Committee to review annual pay awards		✓	<A		
Approve Headteacher's annual pay award			✓		
Approve Teacher's annual pay award			✓		<A
Approve Support staff annual pay award			✓		<A
Agree annual action plan for Premiums			✓		<A
Ensure appropriate insurance arrangements are in place			✓		<A
Review the Risk Register			✓		<A
Receive monthly management accounts				✓	<A

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STAFFING/ HR					
Approve HR policies which reflect the Trust's ethos and values (inc. appraisal, capability, discipline, conduct and grievance)			✓		<A
Appoint/Suspend/Remove Headteacher		✓	<A		
Appoint/Suspend/Remove Other SLT		✓	<A		<A
Appoint/Suspend/Remove Teaching staff			A>		✓
Appoint/Suspend/Remove Non-teaching staff			A>		✓
Approve Pay Policy			✓		
Headteacher Performance Management			✓		
Faith Lead Performance Management			A>		✓
CFO Performance Management			A>		✓
Other Staff Performance Management					✓
Maintain Single Central Record					✓
Undertake all necessary recruitment checks					✓
CURRICULUM/ EDUCATION					
Agree key priorities and key performance indicators and targets against which achieving the vision can be measured		✓	<A		<A
Ensure curriculum is broad, ambitious, meets the needs of all learners and is in line with the faith values		✓	<A		<A
GDPR/ DATA PROTECTION					
Maintain ICO registration					✓
Ensure compliance with all GDPR requirements		✓			<A

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