Area	Decision	Members	Governing Board (Trustees)	Committee	Individual Trustee	Headteacher
HUJJAT SCHOOL TRUST - SCHEME OF DELEGATION						
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		
	Appoint/Remove Committee members		✓	<A		

Area	Decision	Members	Governing Board (Trustees)	Committee	Individual Trustee	Headteacher
HUJJAT SCHOOL TRUST - SCHEME OF DELEGATION						
	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 Operations						
	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						

Area	Decision	Members	Governing Board (Trustees)	Committee	Individual Trustee	Headteacher
HUJJAT SCHOOL TRUST - SCHEME OF DELEGATION						
	Ensure compliance with Health & Safety Policy and statutory requirements		✓	<A		<A
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

Area	Decision	Members	Governing Board (Trustees)	Committee	Individual Trustee	Headteacher
HUJJAT SCHOOL TRUST - SCHEME OF DELEGATION						
	Ensure appropriate insurance arrangements are in place			✓		<A
	Review the Risk Register			✓		<A
	Receive monthly management accounts				✓	<A
Staffing						
	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						

HUJJAT SCHOOL TRUST - SCHEME OF DELEGATION						
Area	Decision	Members	Governing Board (Trustees)	Committee	Individual Trustee	Headteacher
	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						
	Maintain ICO registration					✓
	Ensure compliance with all GDPR requirements		✓			<A