

SCHEME OF DELEGATION SUMMARY



This document is intended to give an overview of who makes which decisions at the Federation it is not intended to replace the terms of reference, the article of association and the policy management document which provide detailed information regarding how decisions are made and who is responsible for making them. These more detailed documents are all available from www.rutlandfederation.com.

Key

Level 1: Members

Level 2: Board of trustees of the Federation

Level 3: Resources committee of the Federation

Level 4: Executive Principal

Level 5: Local Governing Body (LGB)

Level 6: Head of School.

✓ Action to be undertaken at this level

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A Provide advice and support to those accountable for decision making

<> Direction of advice and support

Area	Decision	Delegation					
		Members	Trust	Resources committee	Executive Principal	LGB	Head of School
	Governance framework						
People	Members: Appoint/Remove	✓					
	Trustees: Appoint/Remove	✓	✓				
	Role descriptions for members	✓					
	Role descriptions for trustees/chair/ specific roles/committee members: agree		✓		<A		
	Committee chairs: appoint and remove		✓(1 st)		<A	✓(annually)	
	LGB chairs: appoint and remove		✓ (1 st)		<A	✓(annually)	
	Clerk to board: appoint and remove		✓				
	Clerk to LGB: appoint and remove		✓				
Systems and structures	Articles of association: agree and review	✓	<A		<A		
	Governance structure (committees) for the trust: establish and review annually		✓		<A		
	Terms of reference for trust committees: agree annually		✓		<A		
	Terms of reference for LGB: agree and review annually		✓		<A		
	Skills audit: complete and recruit to fill gaps		✓		<A>	✓	<A
	Annual self review of trust board and committee performance		✓				

	Annual self review of LGB performance					✓	
	Chair's performance: carry out 360 review periodically		✓			✓	
	Trustee contribution: review annually		✓			✓	
	Succession: plan		✓		<A>	✓	<A
	Agenda for trust board		✓		<A		
	Agenda for LGB				A>	✓	<A
	Reporting						
Reporting	Trust governance details on trust and academies' websites: ensure		✓		<A		
	Academy governance details on academy website: ensure		✓		<A		
	Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: establish and publish		✓		<A		
	Annual report on performance of the trust: submit to members and publish		✓		<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓		<A		
	Transformation plan for each LGB: submit to trust and publish					✓	A

Being Strategic	Determine trust wide policies which reflect the trust's ethos and values as outlined in the Trusts policy management documentation.		✓		<A		
	Determine trust wide policies which reflect the trust's ethos and values for aspects relating to financial and human resources (facilitating discussions with unions where appropriate) including: charging and remissions; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance as outlined by the Trust's policy management documentation.			✓	<A		
	Determine academy level policies which reflect the school's ethos and values to include e.g. admissions; SEND; ethos; curriculum and behaviour as outlined by the Trust's policy management documentation.				A>	A	✓
	Central spending			✓	<A		
	Management of risk: establish register, review and monitor			✓	<A>	✓	A
	Engagement with stakeholders	✓	✓		✓	✓	✓
	Trust's vision and transformation plan, agreeing key priorities and performance targets against which progress towards achieving the vision can be measured: determine		✓		<A		
	Schools vision and strategy as outlined in the annual transformation plan, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine				A>	A	✓
	Executive Principal: Appoint and dismiss		✓				
	Academy Head of School: Appoint and dismiss				✓	<A	

	Budget plan to support delivery of trust key priorities: agree		✓	<A	<A		
	Budget plan to support delivery of academy key priorities identified within the transformation plan: agree			✓	<A>	<A	
	Trust's staffing structure: agree			✓	<A	<A	
	School staffing structure: agree			✓	<A	<A	

Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree			✓	<A>	✓	A
	Reporting arrangements for progress on trust transformation plan implementation		✓		<A>	✓	A
	Performance management of the Executive Principal: undertake			✓			
	Performance management of academy head of school : undertake				✓	A	
	Trustee monitoring: agree arrangements		✓		<A		
	LGB member monitoring: agree arrangements					✓	A
	Ensuring financial probity						
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint			✓	<A		
	Trust's scheme of financial delegation: establish and review			✓	<A		
	External auditors' report: receive and respond			✓	<A	✓	A
	CEO pay award: agree			✓			
	Academy Head of School pay award: agree				✓	<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		
	Develop trust wide procurement strategies and efficiency savings programme				✓		

