

RDSF Scheme of Delegation

Key

| | |
|---------|--|
| X | Responsible for ensuring implementation e.g. draft policy, report etc |
| Advise | Advise the body responsible for approval |
| Approve | Approve policy or action following drafting by senior executive team, following advice and in compliance with statutory guidance and |

| Task | Members | Trust | Audit & Risk committee | Resources Trustees | Executive Principal | CFO | Lead governance professional | Local Governing Bodies | Head of School | Notes |
|---|---------|----------|------------------------|--------------------|---------------------|-----|------------------------------|------------------------|----------------|-------|
| 1. TRUST GOVERNANCE | | | | | | | | | | |
| 1.1 Appoint/remove members | X | | | | | | | | | |
| 1.2 Appoint/remove trustees | X | X | | | | | | | | |
| 1.3 Elect chair/vice chair of trustees annually | | X | | | | | | | | |
| 1.4 Appoint/remove committee chairs annually | | X | X | X | | | | | | |
| 1.5 Agree link governors for safeguarding/careers and SEND | | | | | | | | X | Advise LGB | |
| 1.6 Establish and review trust governance structure | | X | | | Advise | | | | | |
| 1.7 Appoint trust governance professional and clerks to the LGBs | | X | | | Advise | | | | | |
| 1.8 Articles of association: review | | X | | | | | | | | |
| 1.9 Articles of association: ratify changes | X | | | | Advise | | | | | |
| 1.1 Agree scheme of delegation and complete annual review | | Approve | | | Advise | | X | | | |
| 1.11 Agree committee terms of reference (including LGBs and complete annual review) | | Approve | | | Advise | | X | | | |
| 1.12 Agree role description for members/trustees and governors | | Approve | | | Advise | | X | | | |
| 1.13 Agree trust board and committee meeting dates and agendas | | Approve | | | Advise | | X | | | |
| 1.14 Commission external review of trust board | | Approve | | | Advise | | X | | | |
| 1.15 Complete annual trust board self-evaluation | | Approve | | | Advise | | X | | | |
| 1.16 Publish governance arrangements on RDSF website | | | | | Scrutiny | | X | | | |
| 1.17 Ensure trust and LGB websites are compliant and effective | | | | | Scrutiny | | X | | | |
| 1.18 Maintain compliance on GIAS and Companies House | | | | | Scrutiny | | X | | | |
| 1.19 Submit annual report on the performance of the trust to members | | Approve | | | Advise | | X | | | |
| 1.2 Maintain register of interests | | Approve | | | Advise | | X | | | |
| 1.21 Maintain a trustee/governor expenses policy | | Approve | | | Advise | | X | | | |
| 1.22 Approve statutory trust policies (see list) | | Approve | | | X | | | | | |
| 1.23 Ensure there is a clear approach to trust-wide policies and the maintenance and adoption of these across the trust | | Scrutiny | | | X | | Advise | | | |
| 1.24 Appoint/remove LGB chairs | | | | | | | Advise | X | | |
| 1.25 Appoint/remove governors | | X | | | | | Advise | X | | |
| 1.26 Agree Trust and LGB clerking arrangements | | X | | | Advise | | | | | |
| 1.27 Agree LGB meeting dates and agendas, ensuring trust-wide consistency | | | | | | | X | Approve | Advise | |
| 1.28 Complete periodic review of local governance | | X | | | Advise | | | | | |
| 2. VISION & STRATEGY | | | | | | | | | | |
| 2.1 Determine trust's vision, strategy, ethos/culture and key priorities within Trust Transformation Plan | | Approve | | | X | | | | | |
| 2.2 Develop engagement channels with key stakeholders in line with trust vision and priorities | | Scrutiny | | | X | | | | | |
| 2.3 Agree trust growth strategy | | Approve | | | X | | | | | |
| 2.4 Determine non-statutory trust-wide policies (see list) | | Approve | | | X | | | | | |
| 2.5 Determine academy level policies (see list) | | | | | | | | Approve | X | |
| 3. FINANCE | | | | | | | | | | |
| 3.1 Appoint and performance manage chief financial officer (CFO) | | | | Advise | X | | | | | |
| 3.2 Produce trust's finance policy to further expand on processes relating to delegated financial powers | | Approve | | | Advise | X | | | | |
| 3.3 Produce annual report and accounts | | Approve | | | Advise | X | | | | |
| 3.4 Submit required financial reports and returns | | | | Scrutiny | Approve | X | | | | |
| 3.5 Agree budget plan to support delivery of trust strategic priorities | | | | Approve | Advise | X | | | | |
| 3.6 Agree budget plan to support delivery of LGB strategic priorities | | | | Approve | Advise | X | | | Advise | |
| 3.7 Monitor trust budget | | | | Approve | Advise | X | | | | |
| 3.8 Approve long term financial plans | | Approve | | | Advise | X | | | | |
| 3.9 Develop and submit three-year budget forecast | | | | Approve | Advise | X | | | | |
| 3.1 Carry out benchmarking and trust-wide value for money evaluations | | | | Approve | Advise | X | | | | |
| 3.11 Agree reporting and monitoring arrangements for trust and academy budgets | | | | Approve | Advise | X | | | | |
| 3.12 Prepare management accounts every month setting out the trust's financial performance and position | | | | Approve | Advise | X | | | | |
| 3.13 Approve expenditure/contracts above a specified threshold | | | | Approve | Advise | X | | | | |
| 4. OPERATIONS | | | | | | | | | | |
| 4.1 Appoint and remove external auditors | Approve | Advise | | | | | | | | |
| 4.2 Receive external auditor's report | | X | | | | | | | | |
| 4.3 Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to | | | Scrutiny | | Advise | X | | | | |
| 4.4 Action recommendations arising from internal audits | | | Scrutiny | | Advise | X | | | | |

