

GOVERNANCE SCHEME of DELEGATION

Updated October 2019

Delegated Decision / Task list

Contents:

1. Strategic Management
2. Finance
3. Staffing and HR
4. Premises and Health & Safety
5. School Curriculum
6. School Management
7. Governance
8. Stakeholders

Key:

Board	Trust Board
Audit	Audit Committee
Values	Values Committee
Remun	Remuneration Committee
LGB	Local Governing Body

Guiding principles for split of responsibilities:

1. Management is responsible for **day to day running** of the Trust
2. Where Governance needs or wants to be involved Management develops and **proposes** plans, budgets, procedures etc ...
3. ... and then Governance **approves** these either at Board level or the decision is delegated to a committee
4. Governance subsequently **monitors** outcomes and the effectiveness of day to day management and decisions taken. This responsibility is shared between the Board, committees and LGBs
5. Management may **request input** from LGBs in delivering any of the tasks for which they are responsible *e.g. staff recruitment*

Decision / Task delegated to

ID No	Tasks	Governance	Management
1	Strategic Management		
1.1	Agree and implement Trust's vision and aims	Board	
1.2	Implement the Trust's vision and aims in their schools	LGB	
1.3	Agree Trust Strategic Plan	Board	
1.4	Set Trust-wide performance KPIs	Board	
1.5	Develop and maintain Trust's risk management arrangements		
1.6	Approve Trust's risk management arrangements	Board	
1.7	Monitor effectiveness of Trust's risk management arrangements	Audit	
1.8	Review school risk register and report to the Board	LGB	
1.9	Determine which policies will be used across the Trust	Board	

ID No	Tasks	Governance	Management
1.10	Determine the scope of central services and procure trust-wide SLAs / contracts		
1.11	Approve any change of category, status or provision (including pre-school)	Board	
1.12	Approve requests for schools to join or leave the Trust	Board	
1.13	Set the times of school sessions and the dates of school terms and holidays		
2	Finance		
2.1	Propose level of contribution to central budgets		
2.2	Approve level of contribution to central budgets	Board	
2.3	Propose Trust budgets		
2.4	Approve the Trust budgets	Board	
2.5	Review Trust expenditure	Board	
2.6	Propose financial procedures and limits		
2.7	Approve financial procedures and limits	Audit	
2.8	Ensure centrally procured services provide value for money		
2.9	Monitor effectiveness of procurement and VFM	Audit	
2.10	Ensure compliance with the Academies Financial Handbook		
2.11	Monitor internal controls and compliance with the Academies Financial Handbook	Audit	
2.12	Approve an expenses scheme for Governance	Board	
2.13	Recommend appointment of external auditors to the Members	Audit	
3	Staffing and HR		
3.1	Define management structure and appoint all staff		
3.2	Implement Trust-wide performance management process		
3.3	Appoint and dismiss the Chief Executive	Board	
3.4	Undertake performance management and salary review and agree pay award for Chief Executive	Remun	
3.5	Approve pay policy and pay ranges	Remun	
3.6	Ensure procedures are in place to support the well-being of all those in the Bridge Schools community		
3.7	Monitor the effectiveness of procedures to support well-being	Values	
3.8	Ensure compliance with all HR and employment requirements		
3.9	Monitor compliance with all HR and employment requirements	Remun	
3.10	Agree disciplinary/capability procedures	Remun	
3.11	Manage appeals process for all staff		
3.12	Authorise settlement agreements	Board	

ID No	Tasks	Governance	Management
4	Premises and Health & Safety		
4.1	Ensure Trust complies with all health and safety requirements		
4.2	Monitor Health and Safety arrangements and outcomes across the Trust	Board	
4.3	Monitor and report on Health and Safety outcomes in the school	LGB	
4.4	Develop a Trust premises strategy and plan		
4.5	Monitor Trust premises strategy and plan	Board	
4.6	Maintenance of school premises		
4.7	Procure all insurance		
5	School Curriculum		
5.1	Ensure schools follow a broad and balanced curriculum based on the National Curriculum		
5.2	Monitor implementation of the curriculum	LGB	
5.3	Ensure the statutory requirements for Early Years Foundation Stage are implemented		
5.4	Accountability for standards of teaching and pupil outcomes across the Trust		
5.5	Review plans to ensure that there are improved outcomes for children.	LGB	
5.6	Ensure appropriate provision is provided for children of all abilities		
5.7	Propose RE syllabus (all faith schools)		
5.8	Approve RE syllabus (all faith schools)	Values	
5.9	Ensure provision of sex and relationships education, RE and collective worship		
5.10	Monitor impact of RE and collective worship	Values	
5.11	Designate an appropriately trained Educational Visits Coordinator		
6	School Management		
6.1	Ensure Trust complies with all Safeguarding requirements		
6.2	Monitor Safeguarding arrangements and outcomes across the Trust	Board	
6.3	Monitor Safeguarding outcomes in the school	LGB	
6.4	Discharge duties in respect of pupils with SEN and Children in Care by appointing a “ responsible person ”		
6.5	Ensure Whistleblowing arrangements are in place	Board	
6.6	Propose an IT plan to support the schools and central team		
6.7	Approve IT plan to support the schools and central team	Board	
6.8	Review provision of IT resources and impact on standards of teaching and pupil outcomes	Board	
6.9	Ensure Trust and schools comply with the requirements of GDPR		
6.10	Ensure a parental complaints procedure is in place	Board	

ID No	Tasks	Governance	Management
6.11	Approve admission arrangements and PAN for each academy	Board	
6.12	Manage the use of exclusion		
6.13	Hear parental appeals against exclusions	LGB	
6.14	Monitor the effectiveness of plans and systems to improve attendance	LGB	
7	Governance		
7.1	Monitor compliance with the requirements of the Funding Agreements and Articles	Audit	
7.2	Ensure the Trust has a Governance Scheme of Delegation	Board	
7.3	Ensure a governance induction and training programme is in place	Board	
7.4	Monitor the effectiveness of the LGBs	Board	
7.5	Create / disband LGBs and amend their delegated responsibilities	Board	
7.6	Consider whether to delegate responsibility to individual Trustees / committees / governors	Board	
7.7	Approve composition and size of LGBs and other committees	Board	
7.8	Appoint / remove the Chair and Vice-chair of the Local Governing Body	Board	
7.9	Appoint governors to the LGB	LGB	
7.10	Remove governors from any LGB	Board	
7.11	Maintain a Register of Interests for Trust Board	Board	
7.12	Maintain a Register of Interests for LGB	LGB	
7.13	Appoint all governance clerks	Board	
8	Stakeholders		
8.1	Propose a Trust Stakeholder management plan		
8.2	Approve a Trust Stakeholder management plan	Board	
8.3	Monitor pupil voice	LGB	
8.4	Engage with external stakeholders of the school	LGB	
8.5	Ensure Trust and school websites comply with statutory guidance		
8.6	Monitor Trust website complies with statutory guidance	Audit	
8.7	Monitor content and currency of school website	LGB	