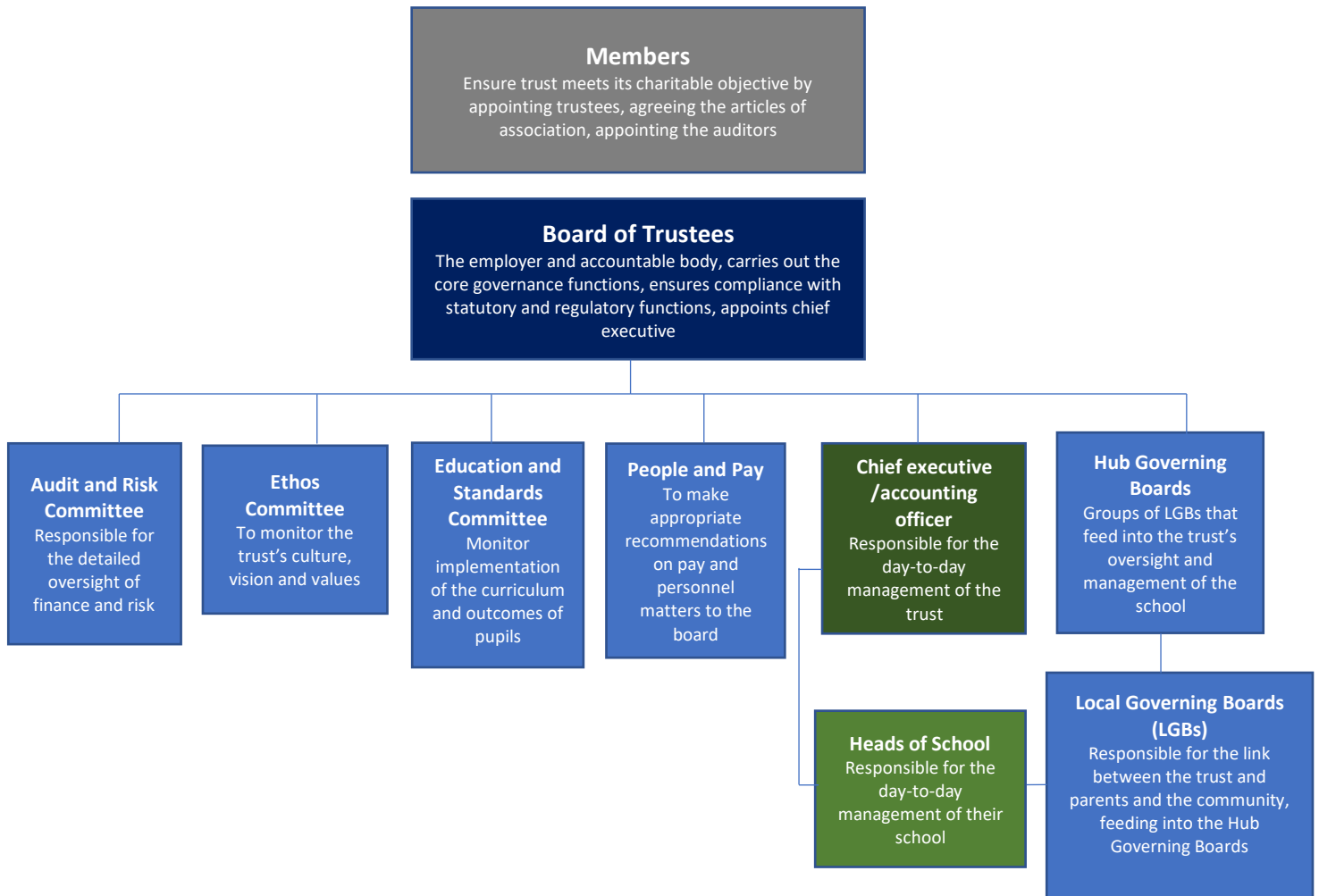


Bridge Schools Scheme of Delegation

This Scheme of Delegation was approved by the board on 21st September 2023

Introduction

Bridge Schools Trust is governed by a board of trustees who have overall responsibility for the work of the Trust. The board of trustees decides who will be responsible for carrying out the roles and responsibilities of running Bridge Schools. The Bridge Schools Scheme of Delegation explains how that work is shared across the trust.



Roles and Responsibilities

Members

The Members of the trust are guardians of the governance of the trust and must ensure it carries out its charitable objective.

Trustees

The trust board is responsible for the general control and management of the trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement are legally accountable for all statutory functions and for the performance of all the schools within the trust; they do this by carrying out the core governance functions.

Local Governing Boards (LGBs)

Trustees delegate some governance functions to LGBs. This helps to ensure transparent decision making and prevents bias and conflicts from emerging, thus strengthening the governance checks and balances within the trust. They are close to and representative of the communities the schools serve. The LGBs meet three times a year in groups known as hub governing boards.

Chief Executive

The trust board delegates the day-to-day management and operation of the trust to the Chief Executive.

The chief executive is the accounting officer and so is not only responsible for the performance of the trust but has a personal responsibility to parliament for the regularity, propriety and value for money, and for providing assurance to the trust board about compliance with the funding agreement and the Academy Trust Handbook.

The chief executive is responsible for the leadership and management of the central executive team and the schools' headteachers and reports to the trust board and its committees.

Heads of School

The chief executive delegates the day-to-day management of the trust's schools to heads of school, line managing them in accordance with the trust's appraisal and performance management policies.

Heads of school share information about how the trust is managing the school with the local governing bodies so that LGB members build an understanding about how the school operates and are enabled to monitor and scrutinise how key policies and improvement plans are working in practice.

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

Guiding principles for split responsibilities:

1. Management is responsible for **day to day running** of the trust
2. Where governance must 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

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Decision/Task delegated to

ID No	Tasks	Governance	Management
1	Strategic Management		
1.1	Agree and implement the trust's vision and aims	Board	
1.2	Monitor the implementation the trust's vision and aims in the schools	LGB	
1.3	Agree the trust's Strategic Plan	Board	
1.4	Set the trust-wide performance KPIs	Board	
1.5	Develop and maintain the trust's risk management arrangements		
1.6	Approve the trust's risk management arrangements	Board	
1.7	Monitor effectiveness of the trust's risk management arrangements	Audit and Risk	
1.8	Review the schools' risk register and report to the board	LGB	
1.9	Determine which policies will be used across the trust	Board	
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 the trust budgets		
2.4	Approve the trust budgets	Board	
2.5	Review trust income and expenditure	Board	
2.6	Propose financial procedures and limits		
2.7	Approve financial procedures and limits	Audit and Risk	
2.8	Ensure centrally procured services provide value for money		
2.9	Monitor effectiveness of procurement and VFM	Audit and Risk	
2.10	Ensure compliance with the Academy Trust Handbook		
2.11	Monitor internal controls and compliance with the Academy Trust Handbook	Audit and Risk	

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2.12	Approve an expenses scheme for Governance	Board	
2.13	Recommend appointment of external auditors to the Members	Audit and Risk	
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	People and Pay	
3.5	Approve pay policy and pay ranges	People and Pay	
3.6	Ensure procedures are in place to support the wellbeing of all those in the Bridge Schools community		
3.7	Monitor the effectiveness of procedures to support wellbeing	Ethos	
3.8	Ensure compliance with all HR and employment requirements		
3.9	Monitor compliance with all HR and employment requirements	People and Pay	
3.10	Agree disciplinary/capability procedures	People and Pay	
3.11	Manage appeals process for all staff		
3.12	Authorise settlement agreements	Board	
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		
4.4	Develop a trust premises strategy and plan		
4.5	Monitor the 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 in schools	LGB	
5.3	Monitor implementation of the curriculum across the trust	Education and Standards	

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5.4	Ensure the statutory requirements for Early Years Foundation Stage are implemented		
5.5	Accountability for standards of teaching and pupil outcomes across the trust		
5.6	Review plans to ensure that there are improved outcomes for children , with particular regard to SEN and disadvantaged groups.	Education and Standards	
5.7	Ensure appropriate provision is provided for children of all abilities .		
5.8	Monitor outcomes for children of all abilities and in relation to demographic groups	LGB	
5.9	Propose RE syllabus (all faith schools)		
5.10	Approve RE syllabus (all faith schools)	Ethos	
5.11	Ensure provision of sex and relationships education, RE and collective worship		
5.12	Monitor implementation of RE and collective worship	LGB	
5.13	Designate an appropriately trained educational visits coordinator		
6 School Management			
6.1	Ensure the trust complies with all safeguarding requirements		
6.2	Monitor safeguarding arrangements and outcomes across the trust	Board	
6.3	Monitor safeguarding outcomes in the schools	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 the 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 the trust and schools comply with the requirements of GDPR		
6.10	Ensure a parental complaints procedure is in place	Board	
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 and Risk	

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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	AEH/Trust Chair/LGB Chair	
7.10	Remove governors from any LGB	Board	
7.11	Maintain a register of interests for trust board	Clerk	
7.12	Maintain a register of interests for LGB	Clerk	
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 the schools' local communities	LGB	
8.5	Ensure trust and school websites comply with statutory guidance		
8.6	Monitor trust website compliance with statutory guidance	Board	
8.7	Monitor content of school website	LGB	

The following responsibilities are delegated to Local Governing Boards within Bridge Schools:

- Monitor the implementation the trust's vision and aims in their schools
- Review school risk register and report to the board
- Monitor implementation of the curriculum
- Review plans to ensure that there are improved outcomes for children.
- Monitor outcomes for children of all abilities and in relation to demographic groups
- Monitor implementation of RE and collective worship (Church Schools)
- Monitor safeguarding outcomes in the school
- Hear parental appeals against exclusions
- Hear parental complaints at Stage 5 of the complaints policy
- Monitor the effectiveness of plans and systems to improve attendance
- Maintain a register of interests for LGB (Clerk)
- Monitor pupil voice
- Engage with the community
- Monitor content of school website

