

Community Schools Trust: Scheme of Delegation

Key: (C): CEO (FD): Financial Director (HT): Headteacher

MAT Board			Finance and Personnel Ctee			Students, Standards and Community Ctee			Local School Board (FGCS)		
Membership composition: 9, appointed by Members 1. Ms Jan Tallis (Chair) 2. Mr Simon Elliott (CEO) 3. Mr Stephen O'Reilly 4. Mr Christopher Rutt 5. Mr Anthony Scawthorn 6. Ms Alison Burns 7. Ms Seyi Akiwowo 8. Mr Kamal Ahmed 9. Vacancy			Membership composition: FD, CEO, +3 from Trust Board 1. Mr Peter Mellon (FD) 2. Mr Simon Elliott (CEO) 3. Mr Christopher Rutt 4. Mr Anthony Scawthorn 5. Ms Alison Burns			Membership composition: Chair + 4 from Trust Board 1. Ms Jan Tallis (Chair) 2. Mr Simon Elliott (CEO) 3. Ms Seyi Akiwowo 4. Mr Kamal Ahmed			Membership composition: 9 members: 1 staff rep; H.O or DH of School; 2 parent reps, 2 co-opted by LSB; 2 co-opted by Trustees; 1 Chair to be decided by Trustees; (VC to be elected by the board.) 1. Mr Stephen O'Reilly (Chair, trust co-opted) 2. Head / DH of school 3. Mr Nick Shapland (LSB co-opted Rep) 4. Vacancy (Staff Rep) 5. Mr Edem Kodjo (Parent Rep) 6. Ms Jennie Gilhespy (Parent Rep) 7. Ms Tracy Oko (LSB co-opted) 8. Vacancy (Board co-opted) 9. Vacancy (Board co-opted)		
Trust Board CEO and Chair report here 6 mtgs p.a.	Freq of mtg	Mechanism	F and P Financial Director and CEO report here 4 mtgs p.a.	Freq	Mechanism	SSC Lead govs and local HTs report here if req 4 mtgs p.a.	Freq	Mechanism	LSB Local HT (or Deputy for FGCS) will report here 6 mtgs p.a.	Freq	Mechanism
Scrutiny of group risks	6	GRC One Data Dashboard	Monitoring health and safety procedures in each school	1	Annual health and safety audit	Monitoring the ragged SDP of each school	3	SDP	Receiving the HT report	6	HT Report
Reviewing, establishing and amending group TOR, SOD, committees and mission statement	1	Trust TOR Trust SOD	Monitoring trust budget performance and recommending budget to the board	4	Trust budget	Monitoring the self-evaluation of each school within the trust	2	SEF GRC One	Receiving reports on aspects of the school's operation linked to self-evaluation e.g. marking, safeguarding	6	Departmental reports Safeguarding audit As required
Development of systems to ensure safe and successful schools including compliance and HR	Ad-hoc	Responsibilities tracker Compliance calendar	Monitoring budget performance for each school	4	SFVS CFR Budgets	Ensuring each school's curriculum is fit for purpose	1	Curriculum map in school handbook	Ensuring the SDP is ragged and on target	3	SDP
Quality assurance of the work of the LSB	3	LSB reports Data dashboard	Monitoring individual complaints against schools	1	Trust complaints spreadsheet	Comparing outcomes across all schools within the trust including attendance, exclusions and exam results	3	Data dash Ofsted reports Raise online FFT	Holding key post-holders to account for performance	6	Raise online
Establish and amend committee structures and ToR	Ad-hoc	Trust	Organising internal and external audit procedures for trust and schools	1	Wilkins Kennedy	Monitoring the community engagement of individual schools	1	Annual report to committee	Monitoring behavioural, attendance patterns and exclusions within school	3	Behaviour watch

											Exclusions and attendance report Data dash
Reviewing the Trust's budget and accounts	3	Financial statement	Due diligence for schools proposing to join the trust	Ad-hoc	Due diligence documents	Setting trust admissions procedures	1	Board meeting	Ensuring that the school delivers its vision, ethos and effective SMSC	1	SEF Prevent action plan
Reviewing reports from the F and p and SSC Committees	6	Committee reports	Scrutiny of each school's info systems	1	School systems list	Monitoring complaints	1	Annual report to committee	Providing disciplinary committees from staff within trust	Ad-hoc	Disciplinary committee
(C) Quality assurance of the risk/control management procedures of individual schools	3	School visits Audits	Organisation of trust staffing arrangements	1	Annual review of key posts	Pupil premium monitoring	1	Annual report to committee	Proposing a school budget	1	CFR Budget
Approval of policies and work recommended by the F+P and S,S+C	6	Trust board minutes	Scrutiny of each school's staffing systems	1	School organogram + responsibilities grid	Developing trust's education policy	1	Annual review of policy	Creation and monitoring of an effective staffing structure	1	School organogram + responsibilities grid
(C) Head of school's PMR	3	PMR proforma	Reviewing the remuneration of the CEO and LG of each school	1	Pay committee report	To oversee MAT marketing and branding	1	Communication timeline Report to committee	Ensuring effective risk management information is recorded	3	GRC One
Recruiting trustees	Ad-hoc	SGOSS	Organising external legal, investment and insurance advice (FD)	1	Reports to committee				Ensuring each school has checklists and procedures in place for key areas	3	Monitoring processes checklist GRC One
Trust vision and values, strategic direction, growth strategy	1	Trust mission statement	(FD) Preparation of management accounts and financial reporting	3	Financial statement				Examining school progress data	6	Data dash
Deciding upon school expansion and age range changes	Ad-hoc	Meeting minutes	(FD) Liaise with the trust's legal advisors on relevant issues	Ad-hoc	Report to F+P committee				Creation of a relevant SDP which includes trust strategic priorities	1	SDP
(C) Strategic priorities of trust including trust processes and QA framework	1	SDP GRC One Responsibilities tracker	(FD) Advising on fundraising	Ad-hoc	Report to committee				Staff dismissal (HT)	Ad-hoc	Dismissal hearing
(C) Devising policies for F+P and S,S+C	Ad-hoc	Policy documents	(FD) Asset management strategy	1	Asset management strategy				Stakeholder communication and engagement systems	3	Parent view School surveys
(C) Advising on national education policy	6	CEO's report	Sale, purchase and disposal of assets	Ad-hoc	Recommendation to committee				Recruit, appoint, elect members and elect vice	Ad-hoc	Annual meeting of LSB

(C) Recruitment advice to MAT exec team, HT and DHTs in school	Ad-hoc	CEO's report	(FD) Advice on community use	Ad-hoc	Report to committee				Set school vision, values and ethos in line with trust mission	Ad-hoc	SDP Newsletter School Communication
Management of HO schools	3	Termly review In CEO's report	Monitoring matters of concern	Ad-hoc	Report to committee				Providing H+S reports	3	Report to F+P committee
Agreeing key areas, and targets and SDP principles for SDPs	1	SDP template	Detailed scrutiny of internal controls	3	GRC One				Escalating to board any issues of concerns which expose trust to risk	Ad-hoc	HT report Email to CEO
Appointment and removal of chair of LSB	1	Meeting	Agreeing school budgets proposed by LSB	1	LSB budget				School fundraising	Ad-hoc	Charity events Report to SS+C committee
Remove chair of LSB	Ad-hoc	Meeting							Monitoring website compliance	3	Website checklist
Appointment of CEO	Ad-hoc	Board meeting							Effective staff deployment and management	3	PMR process
Appeals regarding dismissal	Ad-hoc	Appeal hearing							Agreeing community use of premises	Ad-hoc	LSB meeting
Appoint 2 co-opted trustees to each LSB	Ad-hoc	Meeting							Monitoring pupil premium spend and outcomes	6	Data dashboard
									Proposing pay awards for senior leaders	1	Report to CEO
									School marketing	1	Marketing plan
									Conducting annual skills audit of LSB	1	Skills audit
									Monitoring quality of teaching	3	Data dashboard
Policy responsibility areas not shown			Policy responsibility			Policy responsibility			Policy responsibility		
Code of Conduct – Governors			Capability Policy Charging Code of Conduct - Staff Complaints Procedure Data Protection Disciplinary Policy and Procedure Equal Opportunities Policy Finance Policy/Regulations Fraud Prevention Grievance Procedure Investment Strategy Health & Safety Policy Investments Strategy & Policy MAT Executive Appraisal Policy			Admissions Child Protection Children Looked After (CLA) Complaints Policy Local Offer Policy / SEN Information Report Public Sector Equality Duty (PSED) Pupil Premium Policy Teaching & Learning - Whole School Policy			Accessibility plan Anti-bullying Policy & Statement Assessment and Examinations Policy Attendance Policy - Students Behaviour Policy ("Review general statement of principles on behaviour") Careers Communication Policy Community Cohesion Policy Community use of Premises Policy Continual Professional Development (CPD) Cover - Teacher Absence Curriculum Statement Educational Visits Policy		

	Pay Policy Performance Management Policy - Teachers Performance Review Policy - Support Staff Premises Management Documentation Procedures for dealing with allegations of abuse against staff Records Management Policy (Inclusion Freedom of Information)/Data Protection? Recruitment & Selection Policy Reserves Policy Reward and Remuneration/ Annual Pay Award/ Terms & conditions Sickness Policy Trust Reserves policy Whistleblowing Policy		English as an Additional Language Policy (EAL) Governor Visits Healthy Eating Policy Home-School Agreement Homework ICT Policy (Information Systems Strategy & Policy) Induction Policy Learning Resource Centre Policy Literacy Policy Medical Needs Policy Mid-Phase Admission Policy More Able Students Policy Pathway A Policy Politeness Policy RE & Collective Worship School/Trust Website Information Sex & Relationships Education Policy Staff Harassment Transition Policy Uniform
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Members responsibilities, outlined below, will be covered at an annual meeting: Jan Tallis; Lyne Brown; Steve Denton; Eve Traylor-Wilkinson

Achievement of trust's charitable objectives.
 Appointment and removal of trustees.
 Taking part in annual and extraordinary general meetings
 Receiving accounts annually
 Amending the articles of association as required