



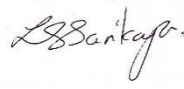
**THE ST. BART'S  
ACADEMY**  
— TRUST —

**Scheme of Delegation  
2022 / 2023**

**July 2022**

## The St. Bart's Academy Trust

### Scheme of Delegation

<b>Produced Date:</b>	<b>July 2022</b>	
<b>Approved by Trust Board:</b>		<b>Lisa Sarikaya</b> Chief Executive Officer
<b>Review Date:</b>	<b>September 2023</b>	

Date	Section Amended	Signature



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# 1. Overarching Governance

Overarching Governance										
Member Matters										
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal	Comments /Notes if applicable	Legal Compliance element
1.1	A	R								
1.2	A									
1.3	A	R								
1.4	R									
1.5	A	R								
1.6	A	R								
1.7	A	R							Academies Financial Handbook sections 4.5-4.8	Appointing external auditor
1.8	A	R								
1.9	A	R								

Trust Board Matters										
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal	Comments /Notes	Legal Compliance element
1.10		A	R						Governance Handbook, section 3.5.36	Ensuring finance skill set on board
1.11		A	R							
1.12		A	R							
1.13		A	R						Governance Handbook, section 6.6.1.137	Appointing senior executive leader as accounting officer
1.14		A	R							
1.15		A	R						Governance Handbook, section 2.2.8	Nominating safeguarding lead trustee and Nominating SEND lead
1.16		A	R							Attending trust inspections
1.17		A	R						Governance Handbook, section 6.6.1.137, Academies Financial Handbook, section 3.6	Establishing and appointing board committees
1.18		A	R						Governance Handbook, sections 6.4.12.62-67	Delivering support for looked after children
1.19		A	R							
1.20		A	R							

LGC Matters										
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal	Comments /Notes	Legal Compliance element
1.21		A	R							
1.22		A	R							
1.23							A	R		
1.24							A	R		
1.25		A					R			
1.26		A					R			
1.27		A	R							
1.28		A	R					R		

## 2. Strategy and Leadership

Strategy and Leadership										Comments /Notes		Legal Compliance element	
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal					
2.1		A				R							
2.2		A	R								Governance Handbook, section 2.1.3	Setting Trust Strategy	
2.3		A	R								Governance Handbook, section 2.1.2	Setting trust vision	
2.4		A	R				R	R			Governance Handbook, section 2.2.4	Setting trust culture and values	
2.5		A	R	R	R	R							
2.6		A	R										
2.7		A	R	R							Governance Handbook, section 6.5.6.102	Setting approach to appraisal and performance management	
2.8		A	R		R						Governance Handbook, sections 4.1.2.11, 6.14, 6.15, 6.16	Setting governance policies (data protection, information sharing, Freedom of Information (FOI))	
2.9		A	R						R	R	Governance Handbook, section 6.5.71	code of conduct, complaints, whistleblowing	
2.10		A			R						Academies Financial Handbook, section 2.36	Setting approach to staff appointment and dismissal, with regard to statutory requirements Carrying out disclosure and barring service (DBS) checks	
2.11		A						R	R			Maintaining risk register	
2.12		A		R				R	R				
2.13		A							R		Governance Handbook, sections 6.4.1.13, 6.4.3.24, 6.4.13.68-69	Setting trust approach to curriculum and assessment, with regard to statutory requirements	
2.14		A						R	R		Governance Handbook, section 6.6.3.145-152	Monitoring pupil premium spend inc. year 7 literacy and numeracy catch-up and PE and sport premium	

## 3. Education

Education										Comments /Notes		Legal Compliance element	
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal					
3.1							R				Governance Handbook, section 6.9.1.230		
3.2		A		R	R				R		Governance Handbook, section 3.4.15	Production and analysis of data	
3.3		A							R			Setting school/ academy improvement plan in line with trust priorities	
3.4		A							R				
3.5		A							R		Governance Handbook, section 6.4.10.51	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements	
3.6		A	R	R									

## 4. Behaviour Attendance and Inclusion

Behaviour Attendance and Inclusion										Comments /Notes		Legal Compliance element	
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal					
4.1			A		R			R			Governance Handbook, section 6.8.6.204	Keeping admission and attendance registers	
4.2									A	R			
4.3									A	R			
4.4		A	R								Governance Handbook, section 6.8.3.194	Setting behaviour and welfare policies (behaviour, exclusions)	

## 5. Finance

Finance										Comments /Notes	Legal Compliance element	
Item	Members	Trust Board	CEO	Dep.CEO	COO	CFO	LGC	Principal				
5.1		A R										
5.2		A R								Governance Handbook, section 6.6.1.137	Appointing CFO	
5.3		A R				R				Governance Handbook, section 6.6.1.137	Academies Financial Handbook sections 2.6, 3.1-3.22	Establishing controls framework including internal audit.
5.4		A				R						
5.5		A				R				Academies Financial Handbook, section 2.10 & 2.18		
5.6		A R										
5.7		A R								Governance Handbook, sections 3.5.37, 6.6.1.137; Academies Financial Handbook sections 5.44-5.47		Managing conflicts of interest and related party transactions
5.8		A R										
5.9		A				R				Governance Handbook, section 6.6.1.137		Ensuring adequate insurance cover is in place
5.10		A R								Governance Handbook, section 6.6.5.156		Developing finance policies (charging and remission, procurement)
5.11		A R								Governance Handbook, section 6.6.1.137		Setting delegated authority limits for financial transactions
5.12		A R										
5.13		A				R	R					
5.14		A						R				
5.15		A				R				Governance Handbook, section 6.6.1.137; Academies Financial Handbook section 2.8-10		Developing budget. Managing cash position
5.16		A				R				Academies Financial Handbook, section 2.24		
										Governance Handbook, section 6.6.1.137	Academies Financial Handbook sections 4.1-4.4	Delivering annual report and accounts, with regard to accounts consolidation exercises required by DfE.

## 6. Compliance

Compliance										Comments /Notes	Legal Compliance element	
Item	Members	Trust Board	CEO	Dep.CEO	COO	CFO	LGC	Principal				
6.1		A			R	R						
6.2		A			R	R						
6.3		A			R	R						
6.4		A				R						
6.5		A			R		R	R		Governance Handbook, section 2.6, 6.3.9-12, 6.5.72, 6.5.282; Academies Financial Handbook, Part 5	Governance Handbook, sections 6.4.13.52-57; SEND Code of Practice, Children and Families Act 2014	Ensuring compliance with equalities legislation. Ensuring compliance with SEND Code of Practice

## 7. Estates

Estates										Comments /Notes	Legal Compliance element
Item	Members	Trust Board	CEO	Dep.CEO	COO	CFO	LGC	Principal			
7.1		A	R		R			R			
7.2		A R								Governance Handbook, section 6.8	Setting health and safety policies
7.3		A			R						

## 8. HR

HR										Comments /Notes	Legal Compliance element	
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal				
8.1	Approval and appointment of the Executive Team		A	R								
8.1	Approve new posts to the structure where they fall outside of agreed budgets		A	R								
8.3	Approving the dismissal of CEO, DEP CEO, COO, CFO		A	R								
8.4	Dismissal of Principals		A	R								
8.5	Approve the appointment of senior leaders			A	R							
8.6	Changes to terms and conditions of employment		A	R								
8.7	Moving of staff within the Trust to meet local need			A	R							
8.8	Awarding pay rises and any other appropriate remuneration for staff on Executive and leadership contracts		A	R							Governance Handbook, section 6.5.7.111	Academies Financial Handbook, section 2.30-2.32 Setting pay levels, including executive pay
8.9	Awarding pay rises and any other relevant remuneration to an individual within an individual academy for teaching and non teaching staff including CLT in line with the Trust Pay Policy		A	R							Governance Handbook, section 6.5.8.119, 6.7.3.179	Setting HR policies (appraisal, pay, disciplinary, grievance, capability, safer recruitment)

## 9. Communications

Communications										Comments /Notes	Legal Compliance element	
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal				
9.1	Ensure websites are compliant with national regulation		A			R						
9.2	The Sharing of academy updates through media outlets to Parents and other stakeholder groups			A							Governance Handbook, section 2.4.15	Engaging with parents

## 10. Safeguarding

Safeguarding										Comments /Notes	Legal Compliance element	
Item	Members	Trust Board	CEO	Dep CEO	COO	CFO	LGC	Principal				
10.1	Ensure Safeguarding Annual Report is filed with the Trust		A	R								
10.2	Ensure local procedures are in place and implemented in line with local safeguarding boards			A							Governance Handbook, sections 6.7.164-170	Setting trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)
10.3	Setting trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)		A	R							Governance Handbook, sections 6.7.164-170	Setting trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)

# LGC Complete Overview

Overarching Governance		
<b>Member Matters</b>		
1.9	Dissolve the company	
<b>Trust Board Matters</b>		
1.14	Appoint Principals	
1.16	Agree Scheme of Delegation and review annually	
1.18	Ensure that there is support identified for looked after children	
<b>LGC Matters</b>		
1.21	Determine LGC Composition	
1.22	Appoint Chair/ Vice Chair of LGC	
1.23	Allocate governor specific roles	A R
1.24	Complete and maintain LGC register of interests	A R
1.25	Review of LGC Effectiveness	R
1.26	Complete LGC Skills Audit	R
1.27	Ensure effectiveness of leadership and management in individual academies	
1.28	Ensure the quality of teaching, learning and assessment, personal development and best outcomes for children and learners	
<b>Strategy and Leadership</b>		
2.1	Ensure the Trust is financially viable, run in accordance with its Articles and law and meeting its charitable objectives	
2.2	Agree Trust Strategic and Operational Plan, including growth model	
2.3	Agree Trust Vision and key Priorities	
2.4	Develop the character, mission and ethos of the Trust fostering the individuality of each school	R
2.5	Scrutiny of performance across the MAT	
2.8	Ensure statutory policies are in place, approved and reviewed in line with statutory guidance and equalities legislation.	
2.9	Ensure compliance with all regulation, policies and other statutory obligations inclusive of disclosure and barring service checks (DBS)	R
2.10	Approve and maintain the risk process/register and approve the risk appetite	
2.11	Formally approve and review non DfE statutory school specific policies	R
2.12	School Development Plans are in place and regularly reviewed	R
2.13	Set the curriculum in line with the national curriculum and context of the school and in line with trust approach	
2.14	Review and challenge the spend of pupil premium/ sports funding and recovery funding in terms of educational outcomes and narrowing the achievement gap	R
<b>Education</b>		
3.1	Admission Policies and decisions	R
3.2	Review and evaluate school performance through production and analysis of data	
3.3	Evaluate the school self evaluation and key priorities	
3.4	Agree term dates and length of school day	
3.5	Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements where applicable	
<b>Behaviour Attendance and Inclusion</b>		
4.1	Ensure pupil attendance is monitored and challenged in line with national guidance	
4.2	Issuing of exclusions to pupils (Fixed and permanent)	
4.3	Review the decision to permanently exclude a pupil / direct reinstatement of a pupil	
4.4	Setting behaviour and welfare policies	
<b>Finance</b>		
5.13	Review and challenge the principal on the financial spend to raise standards in education	R
5.14	Maintaining oversight of the school budget	
5.15	Developing and maintaining budgets	
<b>Compliance</b>		
6.5	Ensure statutory policies at school level are in place, approved and reviewed in line with statutory guidance and equalities legislation including SEND	R
<b>Estates</b>		
7.1	Ensure that building and grounds remain Health & Safety compliant	
<b>HR</b>		
8.4	Dismissal of Principals	
8.5	Approve the appointment of senior leaders	
8.6	Changes to terms and conditions of employment	
<b>Communications</b>		
9.1	Ensure websites are compliant with national regulation	
9.2	The Sharing of academy updates through media outlets to Parents and other stakeholder groups	
<b>Safeguarding</b>		
10.2	Ensure local procedures are in place and implemented in line with local safeguarding boards	
10.3	Setting trust safeguarding practices, with regard to statutory guidance, including appointing designated safeguarding lead (DSL)	



## LGC Accountable and Responsible

### Overarching Governance

#### *LGC Matters*

1.23	Allocate governor specific roles	A	R
1.24	Complete and maintain LGC register of interests	A	R
1.25	Review of LGC Effectiveness	R	
1.26	Complete LGC Skills Audit	R	

### Strategy and Leadership

2.4	Develop the character, mission and ethos of the Trust fostering the individuality of each school	R	
2.9	Ensure compliance with all regulation, policies and other statutory obligations inclusive of disclosure and barring service checks (DBS)	R	
2.11	Formally approve and review non DfE statutory school specific policies	R	
2.12	School Development Plans are in place and regularly reviewed	R	
2.14	Review and challenge the spend of pupil premium/ sports funding and recovery funding in terms of educational outcomes and narrowing the achievement gap	R	

### Education

3.1	Admission Policies and decisions	R	
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### Behaviour Attendance and Inclusion

### Finance

5.13	Review and challenge the principal on the financial spend to raise standards in education	R	
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### Compliance

6.5	Ensure statutory policies at school level are in place, approved and reviewed in line with statutory guidance and equalities legislation including SEND	R	
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### Estates

### HR

### Communications

### Safeguarding



# THE ST. BART'S ACADEMY

— TRUST —

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