

TCSET - SCHEME OF DELEGATION OVERVIEW



Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Headteacher
People	Members: Appoint/Remove	✓	<A			
People	Trustees: Appoint/Remove (including Chair) ¹	A>	✓			
People	Role descriptions for members	✓				
People	Role descriptions for trustees/chair/		✓	<A		
People	Staff/Parent Governor: elected				✓	
People	Trust Board Committee chairs: appoint and remove		✓	<A		
People	LGB chairs: appoint and remove		✓	<A	<A	
People	Clerk to Trust board: appoint and remove		✓	<A		
People	Non-elected LGB governors: appoint and remove		A>		✓	
People	Clerk to LGB: appoint and remove				✓	
People	Chief Executive officer: Appoint and dismiss		✓			
People	Headteacher : Appoint and dismiss		✓	<A	<A	
People	Deputy Principal/Headteacher appointments (selection panel)			A>	✓	✓
People	Assistant Headteacher appointments					✓
People	Appoint other teachers					✓
People	Appoint non-teaching staff					✓
People	To appoint (and remove) Vice Chair of a permanent or a temporary local governing board				✓	
Systems & Structures	Articles of association: agree and review	✓	<A	<A		
Systems & Structures	Governance structure (committees) for the trust: establish and review annually		✓	<A		
Systems & Structures	Terms of reference for trust committees, including the Audit Committee: agree annually		✓	<A		
Systems & Structures						
Systems & Structures	Terms of reference for LGB: agree and review annually		✓	<A	<A	
Systems & Structures	Skills audit: complete and recruit to fill gaps		✓	<A>	✓	<A
Systems & Structures	Annual self-review of trust board and performance: complete annually -		✓	<A		
Systems & Structures	Annual self-review of LGB performance: complete annually			A>	✓	<A
Systems & Structures	Chair's performance: carry out 360 review periodically -		✓	<A>	✓	
Systems & Structures	Trustee / LGB member contribution: review annually		✓	<A>	✓	
Systems & Structures	Succession: plan		✓	<A>	✓	<A
Systems & Structures	Annual schedule of business for trust board: agree		✓	<A		
Systems & Structures	Annual schedule of business for LGB: agree			A>	✓	<A
Systems & Structures	To hold an Annual General Meeting	✓	<A			
Systems & Structures	To hold Trust Board meetings (4 per year)		✓			
Systems & Structures	To hold Audit committee meetings at least termly		✓			
Systems & Structures	To hold Local Governing Body board meetings at least three times in a school year or a meeting of the temporary governing board as often may require			A>	✓	<A

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Reporting	Trust governance details on trust and academies' websites: ensure		✓	<A		
Reporting	School governance details on school website: ensure			A>	✓	<A
Reporting	Register of all interests, business, pecuniary, loyalty for members/trustees/governors: establish and publish		✓		✓	
Reporting	Annual report on performance of the trust: submit to members and publish		✓	<A		
Reporting	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
Reporting	Annual report work of LGB: submit to trust and publish				✓	<A
Being strategic	Determine, review and approve annually trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate)		✓	<A	<A	<A
Being strategic	Determine, review and approve school level policies which reflect the school's ethos and values			A>	A>	✓
Being strategic	Central spend / top slice: agree		✓	<A	<A	<A
Being strategic	Management of risk: establish risk register for Trust and each School , review and monitor		✓	<A>	✓	<A
Being strategic	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A	<A	<A
Being strategic	Growth strategy: admission of schools into the Trust		✓	<A	<A	<A
Being strategic	School's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A>	✓	<A
Being strategic	Approve annual budget plan for schools to support delivery of trust and school key priorities		✓	<A	<A	<A
Being strategic	Prepare and recommend budget plan to support delivery of school key priorities		A>	A>	✓	<A
Being strategic	Trust's staffing structure: agree		✓	<A		
Being strategic	School staffing structure: agree			A>	✓	<A
Being strategic	Developing school buildings strategy or master plan				✓	<A
Being strategic	Approving school buildings strategy and master plan		✓	<A	<A	<A
Being strategic	Procuring and maintaining buildings including developing properly funded maintenance plan				✓	<A
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	<A>	✓	<A
Holding to account	Reporting arrangements for progress on key priorities: agree		✓	<A>	✓	<A
Holding to account	Performance management of the Chief Executive Officer: undertake		✓			
Holding to account	Performance management of Headteacher : undertake			✓	<A	
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		A>	✓		
Ensuring financial probity	Trust's scheme of financial delegation: establish and review		✓	<A		

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Ensuring financial probity	School's scheme of financial delegation: establish and review		✓	<A	<A	
Ensuring financial probity	External auditors' report: receive and respond		✓	<A	✓	<A
Ensuring financial probity	CEO pay award: agree		✓			
Ensuring financial probity	Headteacher pay award: agree		✓	<A	<A	
Ensuring financial probity	Staff appraisal procedure and pay progression: monitor and agree		✓	<A>		
Ensuring financial probity	Benchmarking and trust wide value for money: ensure robustness		✓	<A		
Ensuring financial probity	Benchmarking and academy value for money: ensure robustness			A>	A>	✓
Ensuring financial probity	Develop trust wide procurement strategies and efficiency savings programme		A>	✓		✓
Ensuring financial probity	To monitor monthly expenditure				✓	<A
Ensuring financial probity	To authorise monthly payroll					✓
Ensuring financial probity	To establish a charging and remissions policy		✓	<A		
Ensuring financial probity	To approve the Financial Procedures Manual		✓	<A		
Ensuring financial probity	To enter into contracts (within agreed limits)		A>	✓	<A	✓
Ensuring financial probity	To make payments					✓
Ensuring financial probity	To approve emergency expenditure (within agreed limits)				A>	✓
Ensuring financial probity	To consider and approve proposals for redundancy including payments		✓	<A	<A	<A
Ensuring financial probity	To approve and set up a Governors Expenses Policy		✓	<A		
School Organisation	Dismissal of staff		A>	✓	A>	✓
School Organisation	Suspension or reinstatement of staff (except head)			✓	<A	<A
School Organisation	Determining staff complement		✓	<A	<A	<A
School Organisation	Ensure appropriate curriculum is taught to all pupils and to consider any disapplication for pupil(s)			A>	✓	<A
School Organisation	Responsible for standards of teaching			A>	A>	✓
School Organisation	To decide which subject options should be taught having regard to resources			A>	A>	✓
School Organisation	Implement provision for flexibility in the curriculum (including activities outside school day)			A>	A>	✓
School Organisation	Responsibility for individual student's education					✓
School Organisation	To implement the performance management policy			A>		✓
School Organisation	To set and publish targets for pupil achievement			A>		✓
School Organisation	To exclude a student for a fixed term					✓
School Organisation	To exclude a student permanently			A>	A>	✓
School Organisation	To direct reinstatement of excluded pupils (can be delegated to Chair/Vice Chair in cases of urgency)				✓	<A
School Organisation	To approve an admissions policy which complies with current legal requirements (consulting where necessary)		✓	<A		
School Organisation	Admissions: applications decisions				A>	✓
School Organisation	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) and informing parents of right to withdraw				✓	<A

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School Organisation	Establish and annually review the Access Plan with due regard to current legal requirements				✓	<A
School Organisation	Ensure that the school meets current requirements for nutritional standards					✓
School Organisation	To approve health and safety documents for school trips, including risk assessments					✓
School Organisation	To set the times of school session and the dates of school terms and holidays		✓	<A	<A	<A
School Organisation	To ensure that the school meets for legal number of sessions in a school year					✓
School Organisation	Prepare and publish the School Prospectus					✓
School Organisation	To review and approve the School Prospectus				A>	✓
School Organisation	To ensure provision of free school meals to those pupils meeting the criteria					✓
School Organisation	To ensure that each year a report on each learner's educational achievements is forwarded to their parents/carers					✓

Key	
Level 1:	Members
Level 2:	Board of Trustees of the TCSET
Level 3:	Chief Executive Officer
Level 4:	Local Governing Body/Committee (LGB)
Level 5:	Headteacher
✓	Action to be undertaken at this level
A	Provide advice and support to those accountable for decision making
< >	Direction of advice and support

Notes:

1. Removal of Trustees appointed by Members, requires approval by Members.

This scheme of delegation will be reviewed and modified for new member schools of the Trust