

Community Schools Trust: Scheme of Delegation 30/01/2019

Key: (C): CEO (FD): Financial Director (HT): Headteacher. Unless delegated, all tasks are the responsibility of the board

MAT Board - 6 mtgs			Finance and Personnel Ctee -6 mtgs			Students, Standards, Community Ctee - 5 mtgs			Local School Board - 6 mtgs		
<p>Membership composition: 9, appointed by Members</p> <ol style="list-style-type: none"> 1. Ms Jan Tallis (Chair) 2. Mr Simon Elliott (CEO and accounting officer) 3. Vacancy 4. Mr Christopher Rutt 5. Mr Anthony Scawthorn 6. Ms Alison Burns 7. Phoebe Clapham 8. VAC 9. Mr Zain Iqbal 10. Ms Rebecca Doolan <p>Determines TOR and size for all boards and committees Recruitment of directors May send representatives to attend LSB mtgs Determines common trust-wide agenda items Appointment of chairs/co-opted members of LSB Powers to remove chairs and vice chairs and co-opted members of boards</p>			<p>Membership composition: FD, CEO, +3 from Trust Board</p> <ol style="list-style-type: none"> 1. Mr Peter Mellon (FD, Responsible Officer, Data Controller) 2. Mr Simon Elliott (CEO) 3. Mr Christopher Rutt (Chair) 4. Mr Anthony Scawthorn 5. Ms Alison Burns <p>Proposing amendments to TOR Ordering goods and services over £100K</p>			<p>Membership composition: Chair + 4 from Trust Board</p> <ol style="list-style-type: none"> 1. Ms Jan Tallis 2. Mr Simon Elliott (CEO) 3. Mr Zain Iqbal 4. VAC <p>Proposing amendments to TOR</p>			<p>Membership composition: 9 members (suggested) as below:</p> <ol style="list-style-type: none"> 1. Chair, trust co-opted 2. Head / DH of school 3. LSB co-opted Rep 4. Staff Rep 5. Parent Rep 6. Parent Rep 7. LSB co-opted 8. Board co-opted 9. Board co-opted <p>Proposing amendments to TOR May form working parties Chair determined by MAT Board Vice-chair determined by LSB Determines own agenda but uses common agenda items trust wide Appointment of all members not determined by board Ordering goods and services up to £50k (up to £100K with CEO/FD approval)</p>		
Trust Board CEO and Chair report here	Freq of mtg	Mechanism	F and P Financial Director and CEO report here	Freq	Mechanism	SSC Lead govs and local HTs may report here	Freq	Mechanism	LSB Local HT (will report here)	Freq	Mechanism
Termly scrutiny of group risks	3	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
Development of systems to ensure safe and successful schools including compliance and HR	Ad-hoc	Responsibilities tracker Compliance calendar	Recommending trust budget, including individual school budgets, to board and monitoring budget performance		SFVS CFR Budgets	Monitoring the self-evaluation of each school within the trust	1	SEF GRC One	Proposing a school budget with the CEO and establishing an effective staffing structure	1	CFR Budget School organogram + responsibilities grid
Agreeing the Trust's budget and accounts	3	Financial statement	Approving audit procedures and monitoring audit findings	1	Wilkins Kennedy report	Ensuring each school's curriculum is fit for purpose	1	Curriculum map in school handbook	Budget monitoring	3	CFR Budget
(C) Quality assurance of the risk/control management procedures of individual schools	3	School visits Audits CEO report	Due diligence for schools proposing to join the trust	1	Due diligence documents	Comparing outcomes across all schools including attendance, exclusions, exam results, groups including MAS, SEN, PP	3	Data dashboard Ofsted reports Raise online FFT	Approving the salary of the leadership team and other employees in schools on the recommendation of the CEO	1	Report to LSB

Approval of policies and work recommended by the F+P and S,S+C	6	CEO Report	Organisation of trust staffing arrangements	1	Annual school systems list	Setting trust admissions procedures	1	Board meeting	Creating a SEF, SDP and annual targets with the CEO	1	SDP, SEF proforma
(C) Reviewing the performance of the Heads of schools	1	PMR proforma	Approving the remuneration of central team employees	1	Report to committee	Developing trust's education policy	1	Annual review of policy	Ensuring the SDP is ragged and on target	3	SDP
Trust vision, values, strategic direction, growth strategy	1	Trust mission statement	Organising external legal, investment and insurance advice (FD)	1	Reports to committee	To oversee MAT marketing and branding	1	Communication timeline Report to committee	Devising effective curriculum with the CEO	1	Curriculum statement in handbook
Deciding upon school expansion and age range changes	Ad-hoc	Meeting minutes	(FD) Preparation of management accounts and financial reporting	1	Financial statement	Monitoring the outcomes for looked after children	1	LAC report	Monitoring behavioural and attendance patterns and exclusions within school	3	Exclusions attendance report Data dashboard
(C) Strategic priorities of trust including trust processes and QA framework	1	Trust development plan	(FD) Liaise with the trust's legal advisors on relevant issues	3	Report to F+P committee	Monitoring the safeguarding procedures of schools	1	Safeguarding report annually Safeguarding dashboard	Exclusion of students, up to and including permanent exclusion	Ad-hoc	Exclusions spreadsheet and file
(C) Devising policies for F+P and S,S+C	Ad-hoc	Policy documents	(FD) Advising on fundraising	Ad-hoc	Report to committee	Agreeing key areas, and targets and SDP principles for SDPs	1	SDP template	Ensuring Health and Safety and data protection procedures are adhered to	1	Report to F+P committee
(C) Advising on national education policy	6	CEO's report	(FD) Asset management strategy	Ad-hoc	Asset management strategy	Quality assurance of the work of the LSB	3	CEO Report Data dashboard	Ensuring safeguarding arrangements are effective including maintaining an SCR	3	SCR check termly
(C) Recruitment advice to MAT exec team, HT and DHTs in school	Ad-hoc	CEO's report	Sale, purchase and disposal of assets	1	Ad-hoc				Dealing with and logging complaints	1	Complaint log Report to SSC
(C) Management of Heads of Schools	3	CEO's report	(FD) Advice on community use	Ad-hoc	Report to committee				Deciding on timings of school day, holidays and calendar	1	School calendar
Appointment and dismissal of the HT, CEO and DCEO	Ad-hoc	Board meeting JD and person spec Dismissal hearing	Monitoring matters of concern	Ad-hoc	Report to committee				Advising on pay progression and threshold arrangements	1	Report to LSB
Appeals regarding dismissal	Ad-hoc	Appeal hearing	Review of controls, processes and systems	Ad-hoc	GRC One CEO report to committee				Admissions and appeals	Ad-hoc	NA
Determines top slice and reserves policy	1	CEO Report	Reviewing school budgets proposed by LSB for approval by the main board	1	LSB budget				Ensuring that the school delivers its vision, ethos and effective SMSC	1	SEF Prevent action plan
Annual summary report to members	1	Chair's report	Approving the staffing structure of the central team recommended by the CEO	1	Staffing structure diagram Organogram				Providing disciplinary committees for disc, cap, grievance, including appeals (except against dismissal)	Ad-hoc	Disciplinary committee

Deciding on the remuneration of the CEO	1	Pay committee recommendation	Recommends top slice and reserves policy for Trust	1	Annual				Receiving reports on aspects of the school's operation linked to self-evaluation e.g. marking, safeguarding, LAC	3	Departmental reports Safeguarding audit As required
Handling stage 4 complaints	ad-hoc	3 selected board members	Scrutiny of group HR provision	1	Annual report				Ensuring effective risk management information is recorded	3	GRC One
Reviewing terms of office	1	Annually at meeting	Staff appointments and dismissal at DHT level and above within the Trust except CEO/DCEO	Ad-hoc	JD and person spec Dismissal hearing				Examining school progress data	6	Data dashboard
Reviewing declarations of interest	1	Annually at meeting							Stakeholder communication and engagement systems	3	Parent view School surveys Community report
									Set school vision, values and ethos in line with trust mission	Ad-hoc	SDP Newsletter School Communication
									Escalating to board any issues of concerns which expose trust to risk	Ad-hoc	HT report Email to CEO
									School fundraising	Ad-hoc	Charity events Report to SS+C committee
									Monitoring website compliance	3	Website checklist
									Effective staff deployment and management	3	PMR process
									Agreeing community use of premises	Ad-hoc	LSB meeting
									Monitoring pupil premium spend and outcomes	1	PP Report
									School marketing	1	Marketing plan
									Conducting annual skills audit of LSB	1	Skills audit
									Monitoring quality of teaching	3	Data dashboard
									Staff appointments and dismissal up to AHT level	Ad-hoc	TES
Policy responsibility – MAT wide policy			Policy responsibility – MAT wide policy			Policy responsibility –MAT wide policy			Policy responsibility – individual school policy		
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 Gifts and Hospitality Policy Governors/Directors Allowances + Expenses Policy			Admissions Children Looked After (CLA) Complaints Policy Public Sector Equality Duty (PSED) Pupil Premium Policy Special Leave Policy			Accessibility plan Anti-bullying Policy & Statement Assessment and Examinations Policy Attendance Policy - Students Behaviour Policy ("Review general statement of principles on behaviour") Careers Child Protection Communication Policy Community Cohesion Policy		

	<p>Grievance Procedure Investment Strategy Health & Safety Policy MAT Executive Appraisal Policy Pay Policy Performance Management Policy - Teachers Performance Review Policy - Support Staff Procedures for dealing with allegations of abuse against staff Records Management Policy (Inclusion Freedom of Information)/Data Protection? Recruitment & Selection Policy Reserves Policy Sickness Policy Whistleblowing Policy</p>		<p>Community use of Premises Policy Continual Professional Development (CPD) Cover - Teacher Absence Curriculum Statement Educational Visits 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 Local Offer Policy / SEN Information Report 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 Teaching & Learning Transition Policy Uniform Abusive Parents</p>
<p>5 members - Jan Tallis; Steve Denton; Eve Traylor-Wilkinson : Steve Cameron Members responsibilities, outlined below, will be covered at an annual meeting: 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</p>			