

# **ALL SAINTS SCHOOLS TRUST**

## **SCHEME OF DELEGATION**

V4.0 February 2023

### **Roles & responsibilities**

#### **All Saints Schools Trust**

All Saints Schools Trust is a group of Academies (publicly funded schools, independent of the local authority) that have come together to form a charitable company, with a single group of Members and a single Board of Trustees.

#### **Members**

Members have a general duty to exercise their power to further the Trust's charitable purpose. Members appoint Trustees to ensure the charitable purpose is carried out.

#### **Trustees**

All Trustees are both charity Trustees and company Directors. The Trustees are the people who have ultimate responsibility for governing the Trust and directing how it is managed and run (within the terms of the Charities Act 2011).

#### **Local Governors**

Governors are expected to carry forward the Trust's vision and values. Working with the Executive Head, produce a strategic plan; support and challenge, by monitoring outcomes against the plan. Governors oversee safeguarding on a school level.

#### **Terms of Reference**

Terms of Reference for the Trust Board and all its Committees will be issued by the Trust Board and should be read in conjunction with the Scheme of Delegation and Policy Matrix.

### **Governance**

Trustees and Members of Committees shall receive notice of meetings at least seven clear days before the date of the meeting.

The agenda, papers and minutes of the last meeting will be uploaded to Governor Hub ahead of the meeting.

Minutes will be signed by the relevant Chair at the next meeting to verify that the minutes are a true record. Signatures can be electronic.

Each question to be decided at any meeting shall be determined by a majority of the votes of those members present and eligible to vote on the question. The Chair shall have the casting vote in the case of equal votes for and against the decision.

The term of office for Chairs and Vice Chairs shall be 1 year.

The Trust Board shall appoint the Clerk to a committee.

## Scheme of Delegation

### Introduction

The Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of All Saints Schools Trust ("Trust") and member schools.

The bodies may include:

1. Trust Members (Members)
2. Trust Board of Directors (Trustees)
3. Trust Committees:
  - Finance & Audit (F&A)
  - Human Resources (HR)
  - Learning & Achievement (L&A)
  - Local Governing Bodies (LGB)
4. Chief Executive Officer (CEO)
5. Chief Finance Officer (CFO)
6. Directors & Executive Head Teachers of member schools (Leadership Group)

### Scheme information

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual schools is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of delegated power are listed below but it should be noted that not every task requires all levels of delegated power to be defined:

- A – approve
- P – propose
- C – consult
- M – monitor

The *Notes* column is used to further identify the body responsible and other information.

The Scheme of Delegation should be read in conjunction with Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

### Trust & School policies

The Trust produces a policy matrix identifying the grant of statutory, regulatory and necessary policies and whether they are Trust or School led policies. The matrix also identifies the delegated authority for each policy.

Key: Approve Propose Consult Monitor								
	Task	Notes	Board	Trust Committee	CEO	CFO	Leadership Group	LGB
<b>1.</b>	<b>Governance</b>							
1.1	Approve Trust Articles of Association	<i>A = Members</i>	P					
1.2	Approve Trust Board Terms of Reference		A					
1.3	Approve Trust Scheme of Delegation		A					
1.4	Approve new convertor or sponsored schools joining Trust		A		P	C		
1.5	Establish Trust Committees		A					
1.6	Establish LGB		A					
1.7	Approve Committee Terms of Reference		A	P	C			
1.8	Approve LGB Terms of Reference		A		P			
1.9	Establish LGB sub-committees							A
1.10	Appoint Trustees	<i>A = Members</i>	P					
1.11	Appoint Chair of Trust Board		A					
1.12	Appoint Chair and Vice Chair of LGB							A
1.13	Remove Chair or Vice Chair of LGB	<i>In exceptional Circumstances</i>	A					
1.14	Appoint LGB members	<i>Trust Governors</i>	A					P
1.15	Remove LGB members	<i>In exceptional Circumstances</i>	A					P
1.16	Appoint (and remove) Chairs of Trust Committees		A					
1.17	Appoint (and remove) Trust Committee members		A					
1.18	Appoint (and remove) Clerk to Trust Board		A		P			
1.19	Appoint (and remove) Clerk to LGB				A			P
1.20	Appoint Accounting Officer		A					
1.21	Trust Risk Plan		A	M	P/M			
1.22	Trust Policy Matrix		A		P			
1.23	Trust Governance Calendar				A	C		
1.24	Approve Trustee Expenses Policy	<i>Trust policy</i>	A	C		P		
1.25	Appoint a Company Secretary	<i>Not mandatory</i>						
1.26	Trust Website	<i>Compliance</i>	A		P			
1.27	Member School Websites	<i>Compliance</i>	M				P	A
<b>2.</b>	<b>Trust &amp; School Performance &amp; Planning</b>							
2.1	Trust Strategic Plan		A		P			
2.2	Trust 1 Year Plan		A		P			
2.3	School Performance Targets (Trust wide)	<i>L&amp;A committee</i>	A	M	P		P	M
2.4	School Performance Review (Trust wide)	<i>L&amp;A committee</i>	A	M	P		P	M
2.5	School 3 year plan				A		P	M
2.6	School 1 year plan				A		P	M
2.7	Trust inset days				A			

Key: Approve Propose Consult Monitor								
	Task	Notes	Board	Trust Committee	CEO	CFO	Leadership Group	LGB
<b>3.</b>	<b>Staff Policies and Pay</b>							
3.1	Employee Terms & Condition changes		A	P		M		
3.2	Employee T&C for new schools		A	P		M		
3.3	Teachers Annual Pay Award	<i>F&amp;A committee</i>	A	P		M		
3.4	Support Staff Annual Pay Award	<i>F&amp;A committee</i>	A	P		M		
3.5	Staff TLRs & allowances staff	<i>Trust Policy</i>			A	M	P	M
3.6	CEO Performance Review & Pay	<i>P = Trust sub-group</i>	A			M		
3.7	Director Performance Review & Pay		A		P	M		
3.8	Exec Head Performance Review & Pay	<i>As per leadership structure</i>	A		P	M		
<b>4.</b>	<b>Staff Management</b>							
4.1	CEO appointment		A					
4.2	CFO appointment		A		P			
4.3	Trust staff structure & complement		A		P	M		
4.4	Trust staff appointments				A	P		
4.5	School staff structure & complement	<i>As per 1 year plan</i>			A	M	P	M
4.6	Director & Executive Head Teacher appointments		A		P			
4.7	Director & Executive Head Teacher redeployment		A		P			
4.8	Head of School appointments				A		P	C
4.9	Teaching and support staff appointments						A	
4.10	Suspension of CEO		A					
4.11	Return of CEO after suspension		A					
4.12	Dismissal of CEO	<i>HR committee</i>	A	P				
4.13	Suspension of Director or Exec Head	<i>As per policy</i>			A			
4.14	Return of Director or Exec Head after suspension	<i>As per policy</i>			A			
4.15	Dismissal of Director or Exec head	<i>HR committee</i>	A	P	C			
4.16	Suspension of teaching and support staff				C		A	
4.17	Return of teaching and support staff after suspension				C		A	
4.18	Redundancy of school staff	<i>Trust Policy</i>	A		P	C	P	C
4.19	Restructuring of school staff				A	C	P	C
4.20	Restructuring of school staff	<i>If Trust wide</i>	A		P	C		
<b>5.</b>	<b>Financial Governance &amp; Management</b>							
5.1	Trust & School Financial Regulations	<i>F&amp;A committee</i>	A	A		P		
5.2	Trust & School Financial Procedures	<i>F&amp;A committee</i>	A	A		P		
5.3	Appoint Trust auditors	<i>F&amp;A committee</i>	A	C		P		
5.4	Trust 3 year Budget Plan	<i>F&amp;A committee</i>	A	C	C	P		
5.5	Trust 1 year Budget Plan	<i>F&amp;A committee</i>	A	C	C	P		
5.6	Trust services to schools	<i>F&amp;A committee</i>	A	C		P		

Key: <b>A</b> pprove <b>P</b> ropose <b>C</b> onsult <b>M</b> onitor								
	<b>Task</b>	<b>Notes</b>	<b>Board</b>	<b>Trust Committee</b>	<b>CEO</b>	<b>CFO</b>	<b>Leadership Group</b>	<b>LGB</b>
5.7	Trust charges to schools	<i>F&amp;A committee</i>	A	C		P		
5.8	Trust Budget reports	<i>F&amp;A committee</i>		A		P		
5.9	Trust Interim Year End Accounts	<i>F&amp;A committee</i>		A		P		
5.10	Trust Annual Accounts		A	P				
5.11	Trustees Report	<i>F&amp;A committee</i>	A	C	P			
5.12	Trust Accounts Return to EFA	<i>Chair to sign</i>	A		P			
5.13	Response to Auditors Management Letter	<i>F&amp;A committee</i>	A	C		P		
5.14	School budgets	<i>Received by LGBs</i>	A		C	P	C	
5.15	School Budget reports & Year end accounts	<i>Received by LGBs</i>						
<b>6.</b>	<b>Financial Authorisation</b>							
6.1	All expenditure or contracts	<i>As per Finance Regulations</i>	-	-	-	-	-	-
6.2	Compensation payments up to £50,000		A		P	C		
<b>7.</b>	<b>School Procedures</b>							
7.1	School times, terms and holidays	<i>See 2.7</i>	A		P		C	M
7.2	Change of School Age Range		A		P	C	C	M
7.3	Expansion of School PAN		A		P	C	C	M
7.4	Extension of School provision		A		P	C	C	M
7.5	Extended services on site						P	A
7.6	Short-term exclusion	<i>L&amp;A Committee</i>		M			A	M
7.7	Return after short-term exclusion	<i>L&amp;A Committee</i>		M			A	M
7.8	Permanent Exclusions	<i>L&amp;A Committee</i>		M			A	M
7.9	Appeals against Permanent Exclusions	<i>Independent Panel</i>	A		P			
7.10	Complaints Appeal	<i>Independent Panel</i>	A		P			
7.11	Admissions allocation of places	<i>As per policy</i>						A
7.12	Admissions appeals	<i>Independent Panel</i>	A		P			
7.13	School prospectus						P	A
7.14	School website and GIAS						P	A
7.15	School logo and branding						P	A
7.16	School Uniform	<i>HR committee</i>		A	P			