

**SCHEME OF DELEGATION**

**FOR**

**SIR GRAHAM BALFOUR SCHOOL**



## **SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

### **PURPOSE**

This document is designed to explain which functions have been delegated and to whom for SIR GRAHAM BALFOUR SCHOOL as a member of the SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST.

It is a simple but systematic way of ensuring members, trustees, local governing bodies, the chief executive and academy headteachers are clear about who has responsibility for making which decisions in the trust.

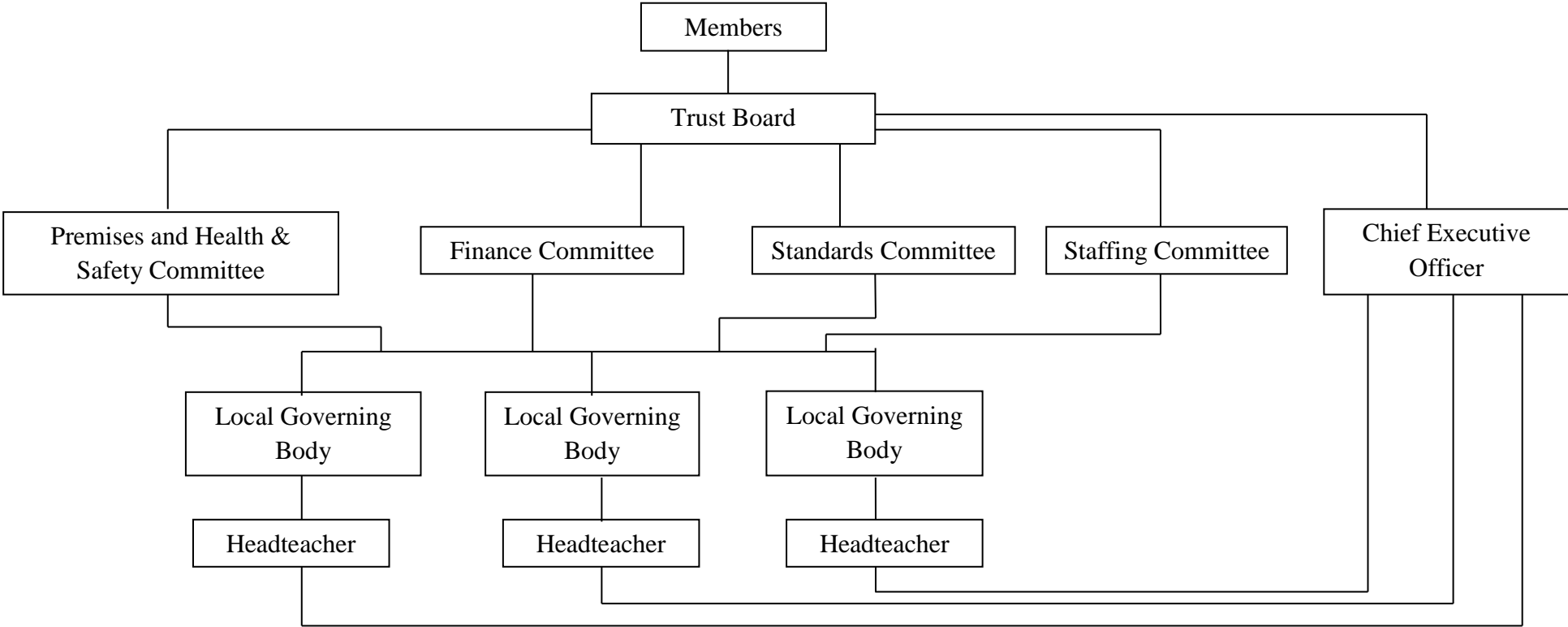
This overarching Scheme of Delegation, covering all decision making in the trust, should not be confused with the written scheme of delegation of financial powers referred to in the Academies Financial Handbook.

It must be understood that whilst this Scheme of Delegation details the current situation it is subject to change by the trust board.

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

**STRUCTURE**

The diagram below shows the structure on which this Scheme of Delegation is based.



## **SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

The board of trustees of the Multi-Academy Trust (MAT) delegate responsibility for delivery of their vision and strategy to the Chief Executive Officer (CEO). The MAT board hold the CEO to account for the performance of the trust, including the performance of the academies therein. The CEO in turn holds the academy headteachers to account by line managing them.

### **ROLES**

- Members: Members have agreed the articles of association which:
- Outlines the governance structure and how the trust will operate.
  - Describes how Members are recruited and replaced.
  - Specifies how many Trustees Members can appoint to the Board.
- Trust Board: The Trust Board comprises a maximum of 13 Trustees as follows:
- Trustees appointed by the Members – maximum 7
  - Chief Executive Officer
  - Trustees appointed by fellow trustees – maximum 5
- Trustees: Trustees sometimes called Directors are:
- The Charity Trustees (in accordance with section 177(1) of the Charities Act 2011.  
Responsible for the general control and management of the trust in accordance set out in the Articles of Association.
  - Accountable for the performance of all Academies within the Trust and must:
    - Ensure clarity of vision, ethos, and strategic direction.
    - Hold the CEO to account for the educational performance of all Academies and pupils within the Trust together with the performance of all staff, teaching and non-teaching.
    - Oversee the financial performance of the Trust and make sure its money is well spent.
  - Responsible for Performance Management of the CEO
  - Permitted to exercise all the powers of the Academy Trust.

## **SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Premises and Health & Safety, Finance, Standards and Staffing Committees:

These committees each of which comprises:

- 3 appointed by the Trust Board.
- Chief Executive Officer.
- 2 appointed by the LGBs of the member institutions.

has responsibilities as laid out in their Terms of Reference.

Whilst this document identifies four committees at present it is intended to operate with only two with one body covering Finance and Premises and Health & Safety and the other covering Standards and Staffing.

This will be reviewed when a further institution joins the Sir Graham Balfour Multi-Academy Trust.

Local Governing Body (LGB):

The LGB which comprises 9 members:

- Academy Headteacher
- 2 appointed by the Trust Board
- 1 Teacher representative
- 1 Non-Teaching Staff representative
- 2 Parents representatives
- 2 Co-Opted by the non Co-Opted members.
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has responsibilities as detailed in this Scheme of Delegation.

## **SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Chief Executive Officer: The CEO has responsibility for operation of the Trust including:

- Performance of the Academies within the Trust
- Performance Management of each Academy Headteacher (usually with involvement of the LGB Chair). While the Trust consists of a single Academy with the Academy Headteacher as Acting CEO the CEO / Academy Headteacher performance management will be jointly by the Trust Board and the LGB.
- Operation of the Academy Trust's financial responsibilities ensuring the Trust is run with financial effectiveness and stability and securing value for money.
- Leading the executive management of the Trust.

Academy Headteacher: The Academy Headteacher is responsible for the day to day management of their Academy and is managed by the CEO but reports to their LGB on matter which have been delegated to them. Whilst the Trust consists of a single Academy with the Academy Headteacher as Acting CEO the CEO / Academy Headteacher will report to either the Trust Board or LGB as appropriate.

### **SYMBOLS**

The symbols used in the tables below are defined as follows:

- √ Body with responsibility for this decision.
- A Provide advice and support to those responsible for this decision making.
- < > Direction of advice and support.

Where √ appears in more than one column on a single line the responsibilities could either be shared, joint, with the higher delegation having the ultimate responsibility, or each delegation may have responsibility for its own area.

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head Teacher
<b>Governance Framework</b>						
People	Members: Appoint/Remove	√				
	Trustees: Appoint/Remove	√	√			
	Role Descriptions for Members	√				
	Role descriptions for Trustees/Chair/specific roles/committee members: agree		√	<A		
	Parent LGB members: elected				√	
	Committee Chairs: appoint and remove		√	<A		
	LGB Chairs: appoint and remove		√	<A		
	Clerk to Board: appoint and remove		√	<A	<A	
	Clerk to LGB: appoint and remove			A>	A>	√



**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head Teacher
<b>Governance Framework</b>						
Systems and Structures	Articles of Association: agree and review	√	<A	<A		
	Governance structure (committees) for the Trust: establish And review annually		√	<A		
	Terms of reference for Trust Committees (including audit if required, and scheme for school committees): annually		√	<A		
	Terms of reference for LGB/local committees: agree and review annually		√	<A>	<A	<A
	Skills Audit: complete and recruit / develop existing personnel to fill gaps		√	<A	√	A
	Annual self review of Trust Board and Committee performance: complete annually		√			
	Annual review of LGB performance: complete annually				√	
	Chair's performance: carry out 360 review annually		√		√	
	Trustee /committee member contribution: review annually		√		√	
	Succession: plan		√	<A>	√	<A
	Annual schedule of business for Trust Board: agree		√	<A		
	Annual schedule of business for LGB: agree			A>	√	<A

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head Teacher
<b>Reporting</b>						
Reporting	Trust Governance details on Trust and Academies' websites: ensure		√	<A		
	Academy Governance details on Academy Website: ensure				√	<A
	Register of interests, business, pecuniary, loyalty for Members / Trustees / committee members: establish and publish		√	<A		
	Register of interests, business, pecuniary, loyalty for LGB members: establish and publish				√	<A
	Annual Report on performance of the Trust: submit to Members and publish		√	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		√	<A		
	Annual Report work of LGB: submit to Trust and publish				√	A

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Area	Decision	Delegation				
		Members	Trust Board	CEO	LGB	Academy Head Teacher
<b>Strategy and Direction</b>						
Strategy and Direction	Determine Trust wide policies which reflect the Trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; Public relations; staffing policies including capability, discipline, conduct and grievance: approve		√	<A		
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve			A>	√	A
	Central spend / top slice: agree		√	<A		
	Management of risk: establish register, review and monitor	A>	√	<A>	√	A
	Engagement with stakeholders	√	√	√	√	√
	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		
	School vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			A>	A	√
	Chief Executive Officer: Appoint and dismiss		√			
	Academy principal: Appoint and dismiss		A>	√	√	
	Budget plan to support delivery of Trust key priorities: agree		√	<A		
	Budget plan to support delivery of school key priorities: agree			A>	√	<A
	Budget plan to support delivery of school key priorities: approve		√			
	Trust's staffing structure: agree and appoint to		√	<A		
	School staffing structure: agree and appoint to		√	<A>	√	A

**SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST**

Area	Decision	Delegation				
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<b>Holding to Account</b>						
Holding To Account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		√	<A>	√	A
	Reporting arrangements for progress on key priorities: agree		√	<A>	√	A
	Performance Management of the Chief Executive Officer: undertake		√			
	Performance management of academy principle: undertake (review when multiple schools)		√		A	
	Trustee monitoring: agree arrangements		√	<A>		
	LGB member monitoring: agree arrangements				√	A

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		Members	Trust Board	CEO	LGB	Academy Head Teacher
<b>Ensuring Financial Probity</b>						
Ensuring Financial Probity	Chief Financial Officer for delivery of Trusts detailed accounting processes: appoint		√	<A		
	Trust's scheme of Financial Delegation: establish and review		√	<A		
	School's scheme of Financial Delegation: establish and review		√	<A		
	External Auditors' report: receive and respond		√	<A	√	
	CEO pay award: agree		√			
	Academy principal pay award: agree		√	<A	<A	
	Staff appraisal procedure and pay progression: monitor and agree		√	<A>	<A	
	Benchmarking and Trust wide value for money: ensure robustness		√	<A		
	Benchmarking and Academy value for money: ensure robustness				√	
	Develop trust wide procurement strategies and efficiency savings programme				√	