

TALL OAKS ACADEMY TRUST SCHEME OF DELEGATION (REVISED MARCH 2022)

	Governance and Policies	Finance and Contracts	Curriculum and Standards and Outcomes	SEND	Safeguarding	Behaviour and Attendance	Admissions	HR/Workforce	Health and Safety Premises and Environment
Members	<p>To review and amend the Articles of Association</p> <p>To change the name of the Academy Trust</p> <p>To receive and respond to an annual report from the Trustees and the Executive Head teacher / CEO on the Trust's performance.</p> <p>To approve selected Trust-wide policies To ratify the appointment of the Chair of Trustees</p> <p>To establish an interim governance committee (Board of Trustees) if disbanded, e.g. IEB</p>	<p>To appoint external auditors</p> <p>To attend the annual AGM and receive the annual end of year accounts.</p> <p>To set up and approve Trustee expenses in accordance with the Trust Declarations and Conflicts of Interest Policy.</p>	<p>To receive and respond to an annual report from the Trustees and the CEO on Curriculum</p> <p>To receive and respond to an annual report from the Trustees and the CEO on Standards and Outcomes</p>						
Trustees	<p>To approve, review and amend: - The Terms of Reference for the Trust Board. - The Constitution and Terms of Reference of the Local Governing Bodies. - The Terms of Reference for the Finance, Audit and Operations committee.</p> <p>To determine the vision, values, strategy and ethos of the Academy Trust.</p> <p>To appoint a Clerk to the Trustees and the Committees</p> <p>To appoint Chairs to the LGBs and the Committees.</p> <p>To review and update the Scheme of Delegation annually</p> <p>To ratify appropriate policies:</p> <ul style="list-style-type: none"> o Admissions o Charging and Remissions o Data Protection o Complaints Capability o ECT o Disciplinary o Code of Conduct o Grievance o Curriculum Policy o Managing Allegations and Low-level Concerns o Pay o Accessibility o Safeguarding and Child Protection o Managing Allegations Against Staff and Low-level Concerns policy o Children with Medical Needs o EYFS o LAC and previously LAC o SEND o Relationship Education o Behaviour o Peer on Peer Abuse/Anti-bullying Policy o Exclusion o Health and Safety o First Aid o Premises Management o Equality Information objectives o Equality and Diversity Policy <p>To maintain a Register of Business interests</p> <p>To support the Executive team with the development of pertinent policies</p> <p>To ensure that policies are updated within their required timeframes</p> <p>To ratify and adopt a Trust-wide Complaints Policy and receive reports from the Executive Team regarding the level of complaints across the Academy Trust.</p>	<p>To appoint internal auditors.</p> <p>To sign off annual accounts and reports.</p> <p>To approve the financial scheme of delegation</p> <p>To approve the annual budget for the Academy Trust and the schools.</p> <p>To approve any significant changes to the approved budget</p> <p>To monitor income, expenditure, cash flow and balance sheets of the Academy Trust</p> <p>To retain an overview of the Trust Declaration and Conflicts of Business Interest register</p> <p>To appoint an Accounting Officer.</p>	<p>To ratify a Trust-wide curriculum policy that ensures provision of a balanced and broad based curriculum and to include a written policy on sex and relationship education (SRE)</p> <p>To receive and consider any data reports from the Executive Team regarding standards and outcomes</p> <p>To hold Executive Leaders to account for the educational performance of the Trust and for the performance management of staff.</p> <p>To provide oversight of the targets set for pupils' progress and attainment across the Trust and monitor against those targets.</p>	<p>To ratify and adopt a Trust-wide SEND and Disability and Discrimination Act Policy</p> <p>To ensure an annual SEND Report is produced by each school (Local Offer)</p> <p>To consider the CEO's report on SEND and hold to account for the provision and performance of the children.</p>	<p>To ratify a Trust-wide Safeguarding and Child Protection policy (updated annually at least)</p> <p>To ratify a Trust-wide policy regarding Educational Visits</p> <p>To ratify a 'Managing Allegations against Staff and Low Level Concern' policy</p> <p>To ratify a 'Peer on Peer Abuse' policy (incl. Anti-bullying)</p> <p>To be assured from the LGBs and Chairs that safeguarding policies and procedures are being adhered to.</p> <p>To ensure there is a compliant SCR in place for each school and the Trust central team.</p> <p>To be updated on Safeguarding breaches, allegations against staff and low level concerns, checking that policies and procedures have been followed and any lessons learnt are actioned if appropriate.</p> <p>To appoint one of its trustees to take responsibility for Safeguarding across the Trust.</p> <p>To undertake Safeguarding in Schools refresher training and as part of their induction.</p>	<p>To ratify and adopt a Trust-wide: Behaviour policy Exclusions policy Peer on peer Abuse (Anti-bullying) policy Attendance policy</p> <p>To review the use of exclusions across the Academy Trust (permanent exclusion and fixed term suspension)</p> <p>To monitor KPIs in relation to behaviour, attendance and exclusion figures across the trust.</p>	<p>To adopt and implement a Trust-wide Admissions policy</p> <p>To take into account pupil numbers when looking at financial forecasts and decision making.</p> <p>To undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Code.</p>	<p>To monitor the level of complaints across the Trust (from parents/community)</p> <p>To handle any formal complaints in accordance with the Trust wide Complaints policy</p> <p>To ratify and adopt Trust-wide employment policies and procedures To appoint, suspend and dismiss the CEO – when required</p> <p>To conduct the performance management of the CEO twice a year. To appoint, suspend and dismiss the Clerk. – When necessary</p> <p>To participate in the process to appoint the Head of School as requested by the Executive Team</p>	<p>To appoint an Audit Committee To review risk management utilising a risk register.</p> <p>To have access to the Asset Management plan and to monitor.</p> <p>To have assurances that Health and Safety audits have taken place and actions are completed in a timely manner.</p>

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	<p>To be responsible for the removal of any local governor.</p> <p>To appoint the Chair of the Trust Board(Trustees) subject to ratification by Members</p> <p>To ensure the governance area of the website is compliant in what is published.</p> <p>To approve, review and amend a Code of Conduct for Trustees and Governors.</p> <p>For the Chair of Trustees, CEO and the Clerk to meet 2 weeks prior to a meeting to set the agenda for Trustees.</p> <p>To ensure that an annual skills audit is completed.</p>									
Finance, Audit and Operations	<p>To ensure any Finance related policies comply with 'The Trust Handbook' 2021 (annually updated)</p> <p>To ensure any HR, Health and Safety and Premises policies are up to date and compliant.</p> <p>To ensure the preparation of an annual Report and Accounts</p> <p>To approve, review and amend a FOI policy (Freedom of Information) and to ensure compliance with the FOI Act 2000.</p> <p>To approve, review and amend a Data Protection policy and procedures to include the requirement to notify individuals as to how information is to be used and the matter of safe storage.</p>	<p>To oversee the financial performance of the Trust and to ensure that its income is spent appropriately.</p> <p>To monitor capital projects.</p> <p>To monitor staff expenses for the Executive team</p> <p>To ratify and adopt a Charging and Remissions policy and to keep this under review.</p> <p>To approve and oversee senior leadership pay progression, bonus payments and pay reviews.</p> <p>To have oversight of pay progression and the associated pay bill forecasts for the Trust.</p> <p>To approve pay scale reviews and inflationary uplifts across the Academy Trust, ensuring adherence to legal and statutory requirements</p> <p>To perform the annual review of the Pay Policy.</p> <p>To adopt a trust-wide procurement policy</p> <p>To set the delegated levels of authority for contracts</p> <p>To approve, review and amend finance and reserves policies including financial delegations.</p> <p>To monitor income, expenditure, cash flow and balance sheets of the Academy Trust as a whole and the schools.</p> <p>To monitor reserve levels and expenditure from reserves.</p> <p>To ensure proper financial controls are in place and complied with.</p> <p>To approve, review and amend a Governor's Expenses Policy.</p> <p>To provide assurance to the Trustees on financial systems and operational controls.</p>	<p>To ensure that funding is linked to school improvement plans.</p> <p>To ensure that funding provides the best outcomes for children, reviewing value for money against intended impact.</p>	<p>To ensure that all SEND related funding is accounted for and that all is spent on provision.</p> <p>To be assured of the impact of SEND funding on outcomes for children with EHCPs and SEND.</p>				<p>To include pupil admission numbers in financial forecasts</p>	<p>To implement and monitor the Trust Complaints policy – when required</p> <p>To agree management structures across Trust within agreed budgets</p> <p>To participate in the process of appointing a Head of School/AHOS – when required</p> <p>To approve, review and amend a Code of Conduct for Trust staff</p> <p>To approve, review and amend a Trust wide Pay policy.</p> <p>To approve, review and amend job descriptions and remuneration.</p> <p>To approve or reject the HOS recommendations for pay progression. (all staff on Teachers' pay and conditions)</p> <p>To approve or reject the CEO recommendations for pay progression (all staff on Teachers' pay and conditions)</p> <p>To be involved in the Performance management of the CEO and approve or reject the recommendations for pay progression from the panel.</p> <p>To be involved (where necessary) in any disciplinary or grievance panel. (as required)</p> <p>To ensure appropriate policies are in place relating to staff recruitment.</p> <p>To approve review and amend Trust wide policies on H and S, data protection, FOI, fraud prevention, whistle blowing and safeguarding.</p> <p>To oversee any whistleblowing cases or grievances regarding to staff behaviour and ensure both policies and procedures have been followed correctly</p> <p>Disciplinary policy Managing allegations against staff and low level concerns policy Staff Code of Conduct</p> <p>To analyse Staff Absence reports provided by the Executive Team in line with the staff absence procedures.</p>	<p>To approve insurance arrangements</p> <p>To review and maintain a buildings strategy and asset management planning arrangements</p> <p>To approve capital investments in line with the Trust Estates Strategy</p> <p>To monitor the completion of Health and Safety Audits and the action plan progress.</p> <p>To ensure appropriate buildings, employer, public liability and other insurance is in place.</p> <p>To approve, review and amend a Trust wide business continuity plan.</p>
LGBs To support and challenge the HOS. To maintain communication with the Link Trustee To monitor IMPACT of initiatives, developments on outcomes for children.	<p>To determine the vision or ethos of the school (to the extent that ensures consistency with that of the Academy Trust) in collaboration with the Head of School and to ensure this vision is embedded.</p> <p>To champion and support the vision and values of the school and to ensure the wellbeing of the pupils.</p> <p>To ensure that the Trust has a vision for its future and that there is a robust strategy in place for achieving its vision</p>	<p>To monitor the spend of local school budgets linked to Curriculum, SDP and outcomes for children.</p> <p>To know the spend and impact of the Pupil Premium funding of the school. To know the spend and impact of the Sport's premium fund.</p> <p>To know the spend and impact of any Recovery/Covid catch up/Tutoring funding received by the school.</p>	<p>To approve the curriculum proposed by the Head of School (to the extent that it is consistent with the Trust-wide policy and the curriculum overview)</p> <p>To ensure effective processes are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and sharing of good practice across the school</p> <p>To monitor the KPI figures on the HOS Data Report relating to Standards and Outcomes</p>	<p>To appoint a designated governor responsible for SEND and Inclusion at each school.</p> <p>To monitor the implementation of the school's SEND policy and the Local Offer and to review annual SEND Reports.</p> <p>To ensure compliance with the Disability and Discrimination Act requirements</p>	<p>To appoint a designated Governor for Safeguarding.</p> <p>To monitor the implementation of the Safeguarding and Child Protection policy for the school (and any policies related to that)</p> <p>To monitor the completion of the single central record (SCR) and ensure that it is maintained to be fully compliant. This will happen three times a year after the HOS has checked this.</p>	<p>To convene a committee to review any permanent exclusion of a pupil.</p> <p>To ensure effective processes are in place to monitor the behaviour, attendance and safety of pupils in the school.</p> <p>To ensure compliance of behaviour related policies: (in relation to latest DFE guidance)</p>	<p>To ensure effective school-based arrangements are in place for pupil recruitment, including the school prospectus, open events, advertising and marketing.</p> <p>To make arrangements for determining admissions and hearing admission appeals – when required</p> <p>To ensure that the school website is compliant in terms of admission arrangements</p>	<p>To monitor the well-being and workload of the HOS</p> <p>To ensure the HOS is taking into account and supporting the health and well-being of all staff in the school.</p>	<p>To monitor H&S risks in the school. To raise any H and S concerns when in school and ensure that they are rectified within a set timescale.</p> <p>To raise concerns and report to HOS regarding environmental issues.</p>	

Commented [CK1]: school?

Commented [sw2R1]: Yes you're right! After Trustees tonight I'll take all your amendments and make all the changes to the documents. Thanks Claire - this is really useful that you're going through this with a fine toothpick - we need it!

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	<p>To appoint (and remove) from its number: vice-chair and local governors</p> <p>To monitor a means whereby the school can receive and react to pupil, parent and staff feedback</p> <p>To establish and maintain a relationship with members of the local community and parents</p> <p>Chair of LGBs, HOS and Clerk to meet two weeks before a meeting to agree the agenda.</p> <p>To report to the Link Trustee Jo Phillips and attend meetings.</p> <p>To support the HOS in adapting policies for the school.</p> <p>To monitor the implementation and provide oversight of trust and school policies.</p> <p>To ensure that the School websites are compliant with what is being published in line with statutory guidance.</p>	<p>To support the Trust Board in its monitoring and evaluation of the delivery of any central services and functions provided or procured by the Academy Trust for the school and to raise any concerns to the Link Trustee.</p>	<p>To monitor the SEF judgements of the school</p> <p>To monitor the SDP and milestones</p> <p>To receive summary reports of subject deep dives and any external peer reviews.</p>		<p>To raise Safeguarding issues when in school if seen.</p> <p>To be kept informed of Safeguarding Allegations against Staff and to ensure policies and processes have been followed.</p> <p>To gain assurances from the HOS that Safeguarding training is up to date and that regular updates and refreshers are given to staff.</p>	<p>Behaviour Exclusions</p> <p>Peer on Peer Abuse (incl. anti-bullying)</p> <p>To raise any concerns to HOS about the behaviour of pupils whilst visiting the school.</p> <p>To sit on permanent exclusion appeal panels</p> <p>To review and monitor attendance and pupil absences (as part of the KPIs) and provide challenge to the HOS regarding % not in line with national data or improving.</p>	<p>To support the HOS in their marketing and advertisement strategy for the school.</p>		
CEO	<p>To attend meetings of the Trustees as required and to provide a CEO's narrative and data report with KPIs.</p> <p>To support the appointment process for the Clerk</p> <p>To author appropriate trust-wide policies</p> <p>To lead the oversight of all trust-wide policies in schools across the academy</p> <p>To lead the review of the effectiveness of all policies and to adapt and rewrite where necessary</p> <p>To oversee the implementation of policies in all schools across the Academy Trust</p>	<p>To monitor the spend of local school budgets linked to Curriculum, SDP and outcomes for children.</p> <p>To monitor the spend of central team budgets linked to impact and outcomes for children</p> <p>To have an oversight of the MAT finances for the current year and the 5-year forecast</p> <p>To know the spend and impact of the Pupil Premium funding of the school.</p> <p>To know the spend and impact of the Sport's premium fund.</p> <p>To know the spend and impact of any Recovery/Covid catch up/Tutoring funding received by the school.</p> <p>To support the Trust Board in its monitoring and evaluation of the delivery of any central services and functions provided or procured by the Academy Trust for the school and to raise any concerns.</p> <p>To act as a signatory of the bank account</p>	<p>To provide over sight of the implementation of the Trust-wide curriculum policy</p> <p>To provide a report to the Trustees regarding Standards and Outcomes</p> <p>To provide an oversight of the target setting for pupil achievement and progress by the Heads of School and monitor against targets</p> <p>To monitor the KPI figures reported from the Heads of School relating to standards</p> <p>To broker external peer reviews to quality, assure the internal judgments made by senior leaders in school.</p>	<p>To provide oversight of the implementation of the Trust-wide SEND policy</p> <p>To ensure compliance with the Disability and Discrimination Act requirements within the academies</p> <p>To hold to account the Head of Inclusion for the quality of education and outcomes of children with EHCPs and SEND.</p>	<p>To ensure that each school has appointed a designated safeguarding lead (DSL) and a DDSL</p> <p>To make arrangements for safeguarding audits to be conducted by independent personnel</p> <p>To monitor that all staff have completed their training pathways and this is compliant with the requirements of KCSIE.</p> <p>To report to the Trustees on the procedures in place for safeguarding and on matters as they arise.</p> <p>To maintain the Single Central Record with support from the Executive team and the HOS.</p>	<p>To lead the development of a Trust-wide Behaviour policy for ratification by the Trustees</p> <p>To lead the development of a Trust-wide Attendance policy for ratification by Trustees</p> <p>To review the overall pattern of exclusions and report to the Trustees</p> <p>To monitor the KPI figures reported from the Head of School relating to behaviour and attendance of pupils – support and challenge to ensure improvement is secured.</p> <p>To lead any decision to permanently exclude a child</p> <p>To monitor the levels of attendance in individual schools and report to Trustees</p>	<p>To author a Trust-wide Admissions policy for adoption by the Trustees</p> <p>To liaise with the LA Admissions regarding compliance of the policies and the website.</p> <p>To provide an oversight and support of the implementation of the admissions arrangements across the Trust</p>	<p>To review the level and nature of complaints across the Academy Trust.</p> <p>To monitor the number, nature and outcomes of any disciplinary/grievances and be involved in the process in line with Trust policies.</p> <p>To work with Heads of School to determine the senior leadership, teaching and non-teaching structures for each school and the Academy Trust</p> <p>The CEO will conduct the performance management review of the Executive Leaders.</p> <p>To actively support the well-being and workload of the HOS and the Executive Leaders in the central team.</p> <p>To suspend or dismiss the Head of School /Executive Leaders (in consultation with the trustees)</p> <p>To appoint the HOS/Executive Leaders.</p>	<p>To ensure the preparation and maintenance of the risk register for the Academy Trust</p> <p>To receive regular/termly Health and Safety reports for each site.</p>
Executive Leaders	<p>To secure professional advice on behalf of the Trustees as may be requested</p> <p>To lead the development on suitable Trust-wide policies and procedures, to advise trustees on said documents</p> <p>To lead on the recruitment, induction and training of suitably qualified and skilled governors at every level.</p> <p>To co-ordinate the meeting and training schedule for all levels of governance.</p>	<p>To prepare the annual budget for the Trust and the schools with support from the HOS.</p> <p>To approve contracts as per limits of financial delegation</p> <p>To approve contracts which constitute related party transactions</p> <p>To monitor the income, expenditure, cash flow, and balance sheet of the Trust</p> <p>To prepare monitoring reports for the Trustees and the Finance, Audit and Operations committee.</p> <p>To ensure proper financial controls are in place.</p> <p>To ensure the Trust Declaration and Conflicts of Interest register remains up-to-date.</p> <p>To open bank accounts.</p> <p>To review HR pay related policies and procedures (e.g. Recruitment and Retention, Relocation, Pay Policy and Performance Reviews), advising the Heads of School and LGBs on their implementation.</p>	<p>To monitor and quality assure school judgements through the SEF, SDP and Deep Dives.</p> <p>To provide support to all levels of staff to effect school improvement on the quality of education.</p>	<p>To advise and facilitate the provision for all pupils with EHCPs and SEND.</p> <p>To write all EHCP applications on behalf of the Trust schools, in collaboration with relevant school staff.</p> <p>To drive improvements to the provision for all SEND pupils, making sure needs are met.</p> <p>To ensure liaison with the local authority in respect of pupils who have (or might have) SEND</p> <p>To hold the Inclusion team to account for SEND provision.</p>	<p>To maintain the SCR in line with guidance from KCSIE – vetting checks and any omissions are reported to the HOS/CEO</p> <p>To ensure all recruitment processes are in line with KCSIE guidance.</p>	<p>Head of Inclusion to support and hold to account the Attendance and Healthcare Officer for improvements in attendance.</p> <p>To implement strategies and procedures to improve attendance, decrease PA and reduce permanent exclusions and fixed term suspensions</p>		<p>To check the effective implementation at Trust and school level of all business and HR related policies</p> <p>To support the Head of School in the development and review of an appropriate staffing structure for the school and for the appointment of school staff to ensure that the school is fully staffed in accordance with that structure and fits within budget</p> <p>To work with Heads of School to determine the senior leadership, teaching and non-teaching structures for each school and the Academy Trust</p> <p>To monitor and review workforce changes across the Trust and within academies</p> <p>To appoint central team/business staff.</p> <p>Review sickness absence, looking for any trends and mitigating risks wherever possible, ensuring absence related to illness and injury is minimised wherever possible</p>	<p>To procure buildings and related insurance and make proposals to the Trustees</p> <p>To prepare and maintain a buildings strategy and asset management planning arrangements.</p> <p>To lead the development of a Trust-wide Health and Safety Policy for the Trustee's approval</p> <p>To ensure site inspections are carried out and monitor any health and safety issues and the security of the premises and equipment</p> <p>To report Health and Safety audits to the Finance, Audit and Operations committee and the CEO.</p>

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		To enter into contracts up to the limits of delegation and within an agreed budget To make payments within agreed financial limits Monitor third party performance against contract specifications To act as a signatory of the bank account							
HOS	To implement the vision and ethos of a particular school (to the extent that it is consistent with that of the Trust) as determined by the LGB. To attend meetings of the LGB and to provide a Head of School Data and Narrative report. To implement policies within their schools and where appropriate, to assist in the development and adaptation of them to best suit needs. To hold to account all staff in their schools in following all Trust policies. To make staff aware of new/updated policies and explain the changes and implications. To regularly inform and invite governors in to school for monitoring, catch up meetings and monitoring and evaluation feedback.	To assist in preparation of the annual budget for the school in consultation with the Trust Business Manager To monitor the income, expenditure and cash flow of the school To prepare monitoring reports for the LGBs To ensure proper financial controls are being adhered to by all staff To prepare Statements relating to Pupil Premium spend, Sports premium spend and any Recovery, COVID catch up, tutoring fund. To measure impact of spend against intentions and report to LGBs. To make payments within agreed financial limits To enter into contracts up to the limits of delegation and within an agreed school -level budget To act as a signatory of the bank account Monitor third party performance against contract specifications	To ensure the curriculum is delivered at the school including compliance with any funding agreement requirements To set targets for pupil achievement and progress and monitor against targets To report KPI figures for the Executive Team and the LGB relating to standards and outcomes To lead the writing and implementation of the School Development Plan To lead the writing and termly update of the SEF To respond positively to internal and external quality assurance to maximise school improvement.	To make provision for pupils who have SEND (with or without an Educational Healthcare Plan) To ensure compliance with the Disability and Discrimination Act requirements within the school To ensure any SEND reports are provided through the Head of Inclusion or from teaching staff. To hold teachers and teaching assistants to account in meeting the needs of children who have SEND	To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance To liaise with the DDSL regularly regarding case load and next steps.	To report the KPI figures to the Executive Team and the LGB relating to behaviour and attendance of pupils To suspend pupils for a fixed term. To consult with the CEO regarding a permanent exclusion. To report on attendance and pupil absences (as part of the KPIs) to LGB and the Executive team. To ensure the correct number of school sessions are sat and the dates of the school terms and holidays are correct To attend ABS meetings and have oversight of the case load and procedures related to attendance and behaviour. To implement the behaviour policy across school and ensure all staff are abiding by its guidance.	To provide direction to the LGB as to requirements under the Schools Admission and Appeals Code To make arrangements for determining admissions and hearing admission appeals To ensure participation in the fair access protocol To develop the School Prospectus, consistent with the Trust To promote the schools through marketing and advertising through a variety of means, e.g. school prospectus, local adverts and on social media platforms.	To implement the Trust's policies linked to HR including Complaints, Disciplinary, Whistleblowing, Grievance and be involved at the appropriate stage. To advise on workforce requirements, undertaking careful workforce planning including workforce risk management within each school and budget To appoint leadership, teaching and support staff for the school. To suspend or dismiss teaching or support staff in consultation with the Executive Team To conduct the performance management of staff in the school is carried out in accordance with Trust policies To review and renew the Code of Conduct annually and disseminate with all staff, checking their understanding of this.	To monitor the monthly accident reports and analyse for patterns – ensure any appropriate remedial work or training needed is actioned. To report any Health and Safety issues to Executive Leaders and the Trust Premises Manager. To review security of premises and equipment alongside the Premises Manager.

This Scheme of Delegation sets out the responsibilities and extent of authority delegated to committees, working groups or individuals acting within the framework of the policies formulated by the Trustees and Governing Body. It clarifies which parties' responsibilities belong to whom and gives a clear indication of tasks to be completed on an annual basis. The Scheme of Delegation provides clarity about roles and responsibilities and promotes effectiveness. It also demonstrates to stakeholders how the Governing Body organises its work.

Where possible, Local Governing Bodies should consist of:

- Three Community Governors
- Two parent governors
- One staff governor (agreed that this will be an Assistant Head of School from another school within the trust)
- The Head of School (who sits on an ex officio basis)

Length of Service

The Length of service for a Member, Trustee or Community governor shall be four years, starting from the first meeting attended and ending after the term that falls four years after that date. E.g if a governor's first meeting is in November 2020, their term as governor will end at the end of the Autumn Term of 2024.
 Parent Governors terms will last for two years or as long as the governor's child is in primary school.

Length of Service of the Chair of Trustees and the Chair of Governors will be for two years. At the end of this period, Trustees are responsible for electing or appointing a new chair.

ROLE OF THE GOVERNING BODY.

In this instance, the governing body is referencing the members, trustees and local governors. Governors have three key roles –

- To ensure clarity of vision, ethos and strategic direction.
- To hold the Heads of School and the CEO to account for the educational performance of the school and its pupils.
- To oversee the financial performance of the school and to make sure its money is well spent.

Whilst the scheme allows for many responsibilities to be delegated to individual governors or to the school and Trust leadership, it's expected that governing bodies will want to fulfil most of their responsibilities at either full governing body or committee level to ensure corporate decision making. Please also note that the responsibilities listed under each heading are those for which the governing body retains overall responsibility. They do not include functions that fall within the head teacher's school management responsibility e.g. responsibility for each pupil's education.

The Scheme of Delegation is reviewed annually by the trustees