



Scheme of delegation

Tall Oaks Academy Trust

Date approved:	27 th March 2025
Approved by:	Board of Trustees
Date of next review:	27 th March 2026

Document history:

Date of review	Author	Note of revisions
29 th January 2025	Sue Wilson	Changed format to NGA model and complete re-write with Trustees

Delegation matrix

		Members	Trust board	F, A & O committee	C, S & O committee	CEO	Academy committees	Headteachers
	1. Board business							
1.1	Appoint/remove members	*A/R						
1.2	Appoint/remove trustees	*A/R	*A/R					
1.3	Elect chair of trustees	I	*A/R					
1.4	Appoint and remove board committee chairs	I	*A/R					

		Members	Trust board	F, A & O committee	C, S & O committee	CEO	Academy committees	Headteachers
1.5	Determine powers of chair in urgent situations	I	A/R					
1.6	Establish and review trust governance structure		*A/R			C		
1.7	Agree named safeguarding trustee		*A/R					
1.8	Agree named trustee for special educational needs and disabilities (SEND)		*A/R					
1.9	Appoint/remove academy committee chairs		*A/R				C	
1.10	Appoint/remove academy committee members (local governors and other committees)		*A/R	C	C		C	
1.11	Appoint trust governance professional	I	*A			R		
1.12	Agree academy committee clerking arrangements		*A/R	C	C		C	
1.13	Articles of association: review		*A/R					
1.14	Articles of association: ratify changes	*A/R						
1.15	Agree committee terms of reference		*A/R	C	C	C	C	C
1.16	Complete annual review of scheme of delegation		*A	C	C	R	C	C
1.17	Commission external review of trust board effectiveness every three years	C	A/R			C		
1.18	Complete annual trust board self-review		A/R				I	
1.19	Complete review of local governance		A/R			R	C	C
1.20	Publish governance arrangements on trust and academy websites		*A			R		R
1.21	Ensure trust website is compliant and effective		*A			R		
1.22	Ensure academy websites are compliant and effective		*A			A/R		R
1.23	Submit annual report on the performance of the trust to members and publish		A			R		
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	2. Vision and strategy							
2.1	Determine trust's vision, strategy and key priorities	I	A/R			R	C	C
2.2	Ensure engagement with stakeholders regarding vision, values and strategic priorities		A			R	R	R
2.3	Apply trust vision and strategy to individual academies		A			R	C	R
2.4	Agree trust growth plans	I	A/R			R	C	C
2.5	Determine trust-wide policies		*A	C	C	R		
2.6	Determine academy level policies		*A	C	C	R	C	R
2.7	Establish risk register and conduct regular review		*A/R	C	C	R		C
2.8	Determine a programme of internal audit in line with the risk register and monitor its delivery		*A	C	C	R		
	3. Finance and operations							
3.1	Appoint and remove external financial auditors	*A/R	C	C				
3.2	Appoint and performance manage chief financial officer		*A			R		
3.3	Produce trust's scheme of financial delegation		*A	C		R		
3.4	Receive external auditor's report	*A/R						
3.5	Action recommendations made arising from audits		*A	C		R		R
3.6	Produce annual report and accounts		*A			R		
3.7	Submit ESFA required reports and returns		*A			R		
3.8	Agree budget plan to support delivery of trust strategic priorities		A	C	C	R		C
		Members	Trust board	F, A & O committee	C, S & O committee	CEO	Academy committees	Headteachers

3.9	Agree budget plan to support delivery of academy strategic priorities		*A	C	C	A/R	C	R
3.10	Monitor trust budget		*A/R	R		R		
3.11	Carry out benchmarking and trust-wide value for money evaluation		C			A/R	C	C
3.12	Agree reporting and monitoring arrangements for trust and academy budgets		*A/R	R		R	C	C
3.13	Monitor academy estates to ensure safe and well maintained		*A	R		R	R	R
3.14	Agree data protection policy (and privacy notice)		*A	R		R		C
3.15	Agree health and safety policy		*A	R		R	C	C
3.16	Agree premises management documents, including <i>Estate vision, Estate strategy and Asset management plan</i>		*A	R		R	C	C
	4. Workforce							
4.1	Appoint and dismiss CEO/Accounting Officer	I	*A/R					
4.2	Performance manage CEO		*A/R					
4.3	Agree CEO remuneration		*A/R					
4.4	Conduct executive team performance management		I			A/R		
4.5	Conduct headteacher performance management		I			A/R	C	
4.6	Agree headteacher remuneration		A/R	C		A/R	C	
4.7	Review and agree academy staff appraisal procedure and pay progression		A/R	C		R		C
		Members	Trust board	F, A & O committee	C, S & O committee	CEO	Academy committees	Headteachers
4.8	Determine executive team staffing structure		I	A		R		C
4.9	Determine academy staffing structure		I	C		A	C	R

4.10	Headteacher appointments and dismissal	I	C	C		A/R	C	
4.11	Trust wide pay policy, terms and conditions of employment		*A			R		
4.12	Determine disciplinary, grievance and capability policies		*A			R		
4.13	Undertake panel hearings for disciplinary and capability matters relating to the CEO	I	A/R					
4.14	Undertake panel hearings for disciplinary, grievance and capability matters relating to the central team		C			A/R		
4.15	Undertake panel hearings for disciplinary, grievance and capability matters relating to academy staff					A/R	C	R
4.16	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A/R	C		C		C
4.17	Agree whistleblowing policy		*A/R			R		
	5. Pupils and learning							
5.1	Agree safeguarding and child protection policy		*A		C	R	C	C
5.2	Agree attendance policy		*A			R	C	C
5.3	Agree school uniform policy		*A			R	C	C
5.4	Agree policy for pupils with SEND		*A		C	R	C	C
		Members	Trust board	F, A & O committee	C, S & O committee	CEO	Academy committees	Headteachers
5.5	Agree policy for supporting pupils with medical conditions		*A		C	R	C	C
5.6	Agree charging and remissions policy		*A	C		R		C
5.7	Agree behaviour policy		*A		C	R	C	C

5.8	Agree careers provider access policy statement	Not applicable						
5.9	Agree relationships education (primary) and relationships and sex education (secondary) policy		*A		C	R	C	C
5.10	Agree equality information and objectives (public sector equality duty) statement and monitor delivery		*A/R			R	C	C
5.11	Approve trust-wide curriculum			C	A	R	C	R
5.12	Ensure high standards of teaching and learning				A	R	C	R
5.13	Set targets for trust outcomes		A		R	R		R
5.14	Plan and deliver individual academy improvement interventions and strategies				A	A	C	R
5.15	Determine & monitor use of pupil premium and sports premium		A	R	R	R	C	R
5.16	Ensure provision of religious education				A	R	C	R
5.17	Ensure delivery of collective worship				A	R		R
5.18	Set the dates of school terms and holidays		A			R	C	C
5.19	Set the times of school sessions				A	C	C	R
5.20	Review headteacher decision to suspend/exclude pupils		*A/R				R	
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5.21	Monitor rates of suspension and exclusion across the trust		*A/R		A	R	C	C
5.22	Agree admissions policy		*A			R	C	C
5.23	Implement admissions appeal process		*A			R	R	C
5.24	Determine complaints procedure		*A/R			R	C	

5.25	Implement complaints procedure		*A			R	R	R
5.26	Review complaints at panel stage		*A/R				R	
	6. Community							
6.1	Develop stakeholder partnerships across the trust		A			R	C	C
6.2	Develop stakeholder partnerships at academy level					C	A	R

Key

A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for delivery and does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
I Informed	Through annual update report to Members
*Highlighted	Statutory expectation or necessary to comply with articles of association or funding agreement.