



SCHOLARS ACADEMY TRUST

Scheme of Delegation

This covers all delegation across all the committees.

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SARJ
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Scheme of Delegation

DELEGATION - GENERAL

Under the Articles of Association of Scholars Trust, the Trustees may delegate to any governor, committee, the Executive Headteacher or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the Trustees may impose and may be revoked or altered. The Trustees will follow an ethical approach in all activity.

Where any power or function of the Trust has been exercised by any committee, that person or committee shall report to the Trust in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trust immediately following the taking of the action or the making of the decision.

The Trust may establish any committee to exercise powers and functions of the Board. The constitution, membership and proceedings of any committee of the Trust shall be determined by the governors. The establishment, terms of reference, constitution and membership of any committee of the governors shall be reviewed at least once in every twelve months. The membership of any committee of the Trust may include persons who are not Trustees, provided that a majority of members of any such committee shall be Trustees. The Trustees may determine that some or all of the members of a committee who are not Trustees shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.

The Trust Board is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the Trust, addressing such matters as:

- policy development and strategic planning, including target-setting to keep up momentum on school improvement;
- ensuring sound management and administration of the Trust, and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;
- establishing and maintaining a transparent system of prudent and effective internal controls.
- management of the Trust's financial, human and other resources
- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- helping the Trust be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- setting Trust standards of conduct and values;
- assessing and managing risk (including preparation of a statement on Trust risk management for its annual report and accounts).

SCHEME of DELEGATION

The Trust Board has agreed a formal schedule of matters reserved for their decision, i.e. those which should not be delegated within the Trust. Beyond this, the Board has considered establishing separate committees to deal with specific areas of academy business, and should determine the delegated responsibilities to be assigned to those committees, to ensure that matters can be dealt with in appropriate detail and with sufficient frequency.

Where the Board has decided to delegate certain matters for consideration by committees, each committee is chaired by a Trustee or governor of the school. The membership of the committee may include persons who are not governors or Trustees as applicable, provided that a majority of the members are governors or Trustees as applicable. All members of the committee, including those not Trustees, are entitled to vote at committee meetings. The Trust Board ensures that it receives adequate feedback on the work of those committees and is able to consider their decisions formally. The establishment of committees does not absolve the Trust Board of its overall responsibility to manage the finances of the schools.

EXECUTIVE HEADTEACHER

The Board can appoint the Executive Headteacher as a trustee. By signing this document the Trustees delegate such powers and functions as they consider are required by the Executive Headteacher for the internal organisation, management and control of the Trust (including the implementation of all policies approved of by the Trustees /governors) and for the direction of the teaching and curriculum.

TRUST MEETINGS

The Trust Board meet at least once a term. No business can be conducted at any meeting unless a quorum is present i.e. at least half of the board.

Trustees appoint a clerk to the Trust Board, who is someone other than a governor/Trustee or the Executive Headteacher of the Trust.

Each meeting of the Board should consider:

- a report of the financial position of Trust, including its income and expenditure and financial commitments;
- whether adequate financial monitoring of Trust budget and activities is being undertaken;
- progress on any action identified to improve financial arrangements within the Trust schools;
- significant contracts proposed to be entered into by the Trust;
- details of any significant matters affecting Trust staff;
- details of any significant matters affecting the pupils' welfare or education;
- details of any significant matters affecting the Trust assets e.g. computers, whiteboards etc;

Matters that should be considered by the Trust at least once a year are:

- Trust KPI's and how they are being met;

- review of the management structures to ensure they are operating effectively;
- review of the performance of external providers e.g. bankers, services provided under SLAs;
- review and approval of the Trust annual accounts and report of the trustees;
- review and approval of the financial budget for the following year;
- review and approval of the levels of insurance cover for the Trust assets;
- findings made by the auditors and the auditor's management letter, and any other financial reviews, and consideration of what actions should be taken arising from their recommendations;
- review of the risks to which Trust is exposed and determination of whether systems are in place to mitigate those risks.

The board has delegated responsibility for specified matters, where it has power to do so, to individual members or committees of the board. Decisions taken by individual members or committees of the board under delegated powers should be recorded in written minutes available to the board as a whole.

FINANCE AND STAFFING COMMITTEE

The Trustees hereby resolves to establish a committee of the Trustees to be known as the Finance and Staffing Committee and will cover Finance, Personnel and Premises.

The chair and members of the Finance and Staffing Committee shall be non-executive members and shall be appointed by the Trust. The chair shall be a non-executive member of the Board.

Trustees who are not members of the Finance and Staffing Committee should have the right of attendance. The clerk will circulate minutes of meetings of the Finance and Staffing Committee to all members of the Trust.

The Executive Headteacher in his or her role as Accounting Officer and the Finance Director will normally attend meetings of the Committee.

The Trustees shall determine how often the Committee shall meet with a minimum of two termly meetings in line with the financial manual. The external auditor may request a meeting if he or she considers one necessary.

The Trustees will receive a monthly financial reports.

Terms of Reference

Authority

The Finance and Staffing Committee is an advisory body with no executive powers. However, it is authorised by the Board to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

The Finance and Staffing Committee is authorised to obtain independent professional advice if it considers this necessary.

Duties

The specific duties of the Finance and Staffing Committee shall be to:

- review and set the Annual Budget in detail and to make recommendations to the Trust to secure best value;
- monitor the budget on behalf of the Trust Board and through the termly meetings and minutes and of the committee, along with monthly financial reports inform the rest of the Board;
- review schools' internal and external financial statements, reports and audits to ensure that they reflect best practice;
- approve amendments to the budget and approve virements of funding to meet the need of the school;
- approve quotations for work based on best value on behalf of the Trust;
- discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff;
- consider all relevant reports by the Finance Officer or the appointed external auditor, including reports on school accounts, achievement of value for money and the response to any management letters;
- review the effectiveness of the Trust 's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner; (e.g. risk register);
- will explore and process sources of new funding;
- review any report from the Finance Officer in relation to the operation of Trust Buildings and Grounds;
- review new and existing policies relating to the employment and conditions of staff within schools and make recommendations to the Trust;
- consider the staffing needs of the schools and make decisions on appointment as necessary (teaching and support staff) and make recommendations for approval in significant changes in staffing structures; though this may be delegated to individual governing bodies
- review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors to their schools, and to make recommendations to the Trust and Governing Bodies;
- will ensure the effective implementation and monitoring of performance management on behalf of the Trust
- review the recommendations of the Executive Headteacher as to salaries particularly any discretionary awards;

- review the operation of Trust code of practice for Members, Trustees, Governors and code of conduct for staff;

The Trust must ensure personnel management procedures have been identified, formally approved and documented to cover as a minimum:

- recruitment (including references and police checks);
- performance appraisal and review;
- equal opportunities;
- disciplinary (including absence policies);
- grievance;
- staff expenses.
- consider any other matters where requested to do so by the Trust Board; and
- report at least once a year to the Members on the discharge of the above duties through the annual report and annual general meeting.

The Trust ensures that procedures are in place to ensure that employees of the Trust are paid for work done in accordance with their contracts of employment.

In addition, the Trustees ensures Scholars has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

Accounting Officer

The Funding Agreement requires each academy to identify the Executive Headteacher as the Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the Accounting Officer is personally responsible to the Trustees for:

- ensuring regularity and propriety;
- prudent and economical administration;
- avoidance of waste and extravagance;
- efficient and effective use of available resources; and
- the day to day organisation, staffing and management of the Trust.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the Finance Officer and the Business and Operations Manager. Within the framework development plan as approved by the Trustees the Executive Headteacher has overall executive responsibility for Trust activities including financial activities.

Finance Officer

The main responsibilities of the Finance Officer are:

- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
- the management of the financial position at a strategic and operational level within the framework for financial control determined by the Trustees;
- the maintenance of effective systems of internal control;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the schools;
- the preparation of monthly accounts;
- authorising orders in conjunction with budget holders/head teachers in line with the amount specified in the Financial Manual.
- signing cheques with a counter signatory in line with the amount specified in the Financial Manual.
- ensuring forms and returns are sent to the DfE in line with the timetable in the DfE guidance. Signing such forms as necessary.

Responsible Officer

The Trust will need to consider how it monitors and checks the operation of the financial management arrangements that have been established and are operated by officers of Scholars. To assist in this they will appoint a person who will have specific responsibility for overseeing the financial arrangements on their behalf. The appointment of this Responsible Officer (RO) must be notified to the DfE.

The RO post is intended to provide an independent oversight of Scholars financial affairs. The main duties of the RO are to provide the Trust with on-going independent assurance that:

- the financial responsibilities of the Trust Board are being properly discharged;
- resources are being managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained; and
- financial considerations are fully taken into account in reaching decisions.

AUDIT COMMITTEE

The Finance Committee has the additional responsibility of being the Audit Committee and is made up of non-staff members of the trust. Staff can be in attendance to provide information and participate in discussions.

Terms of Reference

Authority

They are authorised by the Trustees in order to provide assurance over the suitability of, and compliance with, its financial systems and operational controls. The committee's work will focus on

providing assurances to the board of trustees that risks are being adequately identified and managed by:

- reviewing the risks to internal financial control at the trust
- agreeing a programme of work to address, and provide assurance on, those risks. The outcome of the work will inform the governance statement that accompanies the trusts accounts.
- appointing an internal audit service (currently purchased from the LA).
- checking the performance of work by the trust's external auditor.

EDUCATION COMMITTEE

The Trust Board hereby resolves to establish a committee of selected Trustees to be known as the Education Committee.

The chair and members of the Standards and Achievement Committee shall be non-executive members and shall be appointed by the Trustees.

Trustees members who are not members of the Education Committee should have the right of attendance. The clerk will circulate minutes of meetings of the Education Committee to all members of the Trust.

The Trust shall determine how often the Committee shall meet.

The Executive Headteacher or delegated member of the Strategic Leadership Team will normally attend meetings of the Committee.

Terms of Reference

Authority

The Education Committee is an advisory body with no executive powers. However, it is authorised by the Board to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

The Education Committee is authorised to obtain independent professional advice if it considers this necessary.

Duties

The specific duties of the Education Committee shall be to monitor and evaluate the intent, implementation and impact of the curriculum through:

- monitoring pupils' attainment and quality of learning
- ensuring the curriculum offer is relevant, appropriate for all pupils and is designed to increase their cultural capital
- challenging and holding senior leaders to account

- advising the Trust on curriculum statutory obligations
- ensuring that all pupils have equal access to educational opportunities based on the identification of individual needs;
- reviewing the policy and provision for collective worship and religious education and make recommendations to the Trust and Governing Body or school
- ensuring value for money of additional funding e.g. Sports premium, pupil premium
- ensuring Local Governing Bodies carry out their duties and report to the Trust Board via the Governing Body minutes
- reporting at least once a year to the members on the discharge of the above duties.

Additional responsibilities of the Board

The following are considered at Trust level but by the schools within headteacher reports.

- To promote healthy lifestyles;
- To ensure all safeguarding and child protection policies are in place and acted upon;
- To monitor the implementation of the behaviour policy through the number and reasons for fixed term and permanent exclusions;
- To monitor attendance against targets, including Persistent Absentees;
- To engage with parents to support their child's learning;
- To promote community cohesion within school and wider;
- To seek out ways to involve the local community in activities;
- To monitor the diversity of activities and equality of access;
- To encourage the local community to take an active interest in the school;
- To consider any other matters where requested to do so by the governing body; and
- To report at least once a year to the Trust board on the discharge of the above duties.

Delegation to Other Committees

The Trust Board recognises that it may need to delegate duties to a Committee other than the Finance and Staffing Committee or Education Committee, in due course, and shall need to amend this document accordingly.