



Stewards Academy Scheme of Delegation

The phrases used in the context of this document have the following meanings:

- Consult:** The individual or group who should be consulted by the Trustees as part of the process of completing the task.
- Deliver:** The individual or group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery as appropriate.
- Monitor:** The group that has responsibility for monitoring whether a particular task is being carried out to a satisfactory standard.
- Recommend:** The individual or group that should make recommendations as to how a particular task should be completed. The CEO, Executive Head, CFO and Finance, Audit & Risk Committee will make recommendations to the Trust Board.
- Ratify:** Final ratification of policies or recommendations made by the CEO, Executive Head, CFO or Finance, Audit & Risk Committee to the Trust Board (in cases where powers have been delegated by the Trust Board).

Strategy & Leadership	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO/Principal
Issue direction to the Trustees to take a specific action	Deliver by special resolution	Consult			Consult
Appointment/removal of members	Deliver by special resolution				
Appointment/removal of trustees		Deliver			
Appointment/removal of governance professional		Ratify			Deliver
Determining the Vision of the Trust		Deliver Ratify Monitor			Consult
Governance structure for the Trust: establish and review annually		Ratify			
Trust priorities		Ratify Monitor			Recommend Deliver
Setting and reviewing KPIs for the Trust		Ratify Monitor			Recommend Deliver

Strategy & Leadership	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO/Principal
School Plan		Ratify Monitor			Recommend Deliver
Chair's Action		Chair to deliver Excludes approval of Trust's budget			Recommend
Decisions relating to Trust's expansion or changes to number of schools in Trust		Consult Ratify			Recommend Deliver
Policies – review and approval of policies		Ratify	Ratify finance and cyber security policies – consult with Trust Board if appropriate		Recommend Deliver
Scheme of Delegation, Review and approval		Ratify			
Terms of reference (ToR) for committees.		Ratify			

Strategy & Leadership	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO/Principal
Trustees' Induction procedure		Chair to deliver			
Trustees' Code of Conduct		Ratify			
Training programme for trustees		Recommend			
Dates of committee meetings		Ratify			Deliver
Review / amend Articles of Association	Ratify and deliver subject to consent from third parties e.g. ESFA	Consult			
Deployment of key staff within the Trust					Deliver
Changes to the senior leadership structure		Ratify			Recommend

Strategy & Leadership	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO/Principal
Change the name of the Trust	Ratify	Consult			Recommend Deliver
Dissolve the academy trust	Ratify	Consult	Consult		Recommend Deliver
Self-review of Trust Board: Complete annually	Consult	Deliver			
Triennial external review of board effectiveness: submit to members		Deliver			
Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		Deliver			
Publish governance arrangements on website					Deliver
Ensure websites is compliant and effective		Monitor			Deliver

Education & curriculum	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO/Principal
Improvements to the quality of teaching: Challenge and support to support delivery of education		Monitor			Deliver
Educational standards and students' achievements		Monitor			Deliver
Safeguarding procedures		Ratification of policy Monitor			Deliver
Pupil Premium Spending		Monitor			Deliver
SEND procedures		Monitor			Deliver
Set and publish targets for student achievement		Ratify			Recommend Deliver

Education & curriculum	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO/Principal
Developing, implementing and reviewing the curriculum		Consult on strategic matters Ratify			Deliver
Approval of school residential trips		Ratify			
Approval and review of Admissions Policy		Ratify			Deliver
Students' attendance, punctuality, and behaviour		Monitor			Deliver
Academy hours: Opening and closing times, length of school day.		Ratify			Recommend Deliver

Education & curriculum	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO/Principal
Term dates		Ratify			Recommend Deliver
Student suspension and exclusion		Ratify Suspension & Exclusion policy			Deliver
Student suspension and exclusion appeals		Delegate appeals to a subcommittee of trustees.			
School lunch – compliance and nutritional standards and FSM criteria		Monitor			Deliver
Engagement with key stakeholders, including parents		Monitor			Deliver
Pupil wellbeing		Monitor			Deliver

Finance and premises	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO / Principal	CFO
Formulating and setting the Trust wide budget		Ratify	Recommend			Deliver
Expenditure of Trust's budget		Ratify	Monitor and report to Trustees			Deliver
Review a realistic three-year financial plan, in line with the Trust's Vision, known risks and opportunities			Ratify Monitor			Recommend Deliver
Review and approval of financial policies			Ratify – seek advice from Trust Board as appropriate.			Deliver
Benchmarking and trust wide value for money: ensure robustness.			Monitor			Deliver

Finance and premises	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO /Principal	CFO
Monitoring expenditure in relation to school plan		Deliver				
Monitoring of auditing and financial controls			Deliver			
Financial reporting (management accounts) and KPIs			Monitor			Deliver
Financial scheme of delegation		Ratify	Recommend			Deliver
Approval of financial accounts, and submission of statutory reports to ESFA and other third parties	Right to receive the annual accounts	Ratify	Monitor			Deliver

Finance and premises	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO / Principal	CFO
Management of risk: establish register, review and monitor		Ratify	Monitor		Consult	Deliver
Investment policy, in line with Academies Financial Handbook and internal policies and controls		Ratify	Recommend			Deliver
Setting Trust wide procurement policies, including HR and payroll, solicitors, in accordance with the Academy Trust Handbook and Funding Agreement			Monitor		Consult	Deliver
Selection of external auditors	Ratify		Consult			Deliver
Selection of internal auditors and agree internal audit programme.			Ratify			Deliver

Finance and premises	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO /Principal	CFO
Act on recommendations made by auditors			Monitor			Deliver
Asset and premises management strategy - determining the use of academies' premises and ensuring these are adequately maintained.		Ratify	Monitor		Deliver	Recommend
Acquiring and disposing of Trust's land and assets		Ratify	Consult		Consult	Recommend Deliver
Change of use of Trust's fixed assets		Ratify	Consult		Consult	Recommend Deliver
Arranging insurance for the Trust			Consult			Deliver
Develop a framework for executive pay		Ratify		Recommend Monitor		
Establish and review of Trust-wide Health & Safety policy.		Ratify Monitor			Deliver	

HR and operations	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO /Principal
Appointment of CEO/Principal		Trust Board Panel to deliver			
Vice-principal/deputy headteacher appointments		Consult			Deliver
Appointment of academy staff					Deliver
Establish and review of Trust HR policies including Disciplinary and Capability procedures		Ratify			Deliver
Setting Appraisal Policy and Pay Policy		Ratify		Recommend	Deliver
CEO/ Principal's appraisal and pay review		CEO's PMR Panel to deliver		Monitor Ratify	
Executive Pay				Ratify	Deliver
Staff Pay				Ratify	Deliver

HR and operations	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO /Principal
Pay Appeals		Subcommittee of trustees who have had no involvement with Appraisal or Pay Committees. Deliver.			
Setting terms and conditions of employment		Ratify			Deliver
Determine Discipline & Capability policy		Ratify			
Implement discipline and capability procedures		Deliver (for CEO/Principal)			Deliver (for school staff)
Dismissal or suspension of CEO/Principal		If formal meeting required, three trustees to form subcommittee. Ratify / Deliver			
Dismissal or suspension of senior staff		Ratify			Recommend Deliver

HR and operations	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO /Principal
Dismissal or suspension of other staff.					Deliver
Redundancy and staff re-structuring		Ratify	Consult re financial implications		Recommend Deliver
Approval of exit payments, early retirement, pension discretion.		Ratify			Deliver
Appeal hearing following dismissal of CEO/Principal		Three trustees (other than the CEO) who have not been involved at an earlier stage to ratify and deliver.			
Appeal hearing following dismissal of academy staff		Subcommittee of three trustees (other than the CEO) to ratify and deliver.			

HR and operations	Members	Trust Board	Finance, Audit & Risk	Pay Committee	CEO /Principal
Media and PR, overseeing public relations and projecting to the wider community		Consult			Deliver
Academy prospectus		Consult			Deliver
Dealing with complaints		Complaints Panel consisting of trustees, in accordance with policy			
Staff wellbeing		Monitor			Deliver

