

**Chilford Hundred Education Trust
Board Meeting, 17 July 2018
Item 17.5.13c
Scheme of Delegation**

The Board:

- 1. Agreed a review of CHET's Scheme of Delegation to be led by the Executive Principal with input from the Principals' Forum and other stakeholders in the autumn term with a view to bringing to Board for approval during 2018/19.**
- 2. Approved the main CHET Scheme of Delegation in the interim (Appendix A).**
- 3. Agreed an interim Scheme of Delegation with reduced powers for schools opening / joining the MAT before the revised Scheme of Delegation is agreed. (Appendix B)**

Appendix A

Chilford Hundred Education Trust Scheme of Delegation for well-performing schools (1)

		Members	Directors / Trustees	Executive Principal	LGB Governors	Head teacher
1	Establish and maintain the vision and principles of the MAT	X	x	x		
2	Appoint/ Remove Trust Directors	X				
3	To be the guardian of the objects of the Trust	X				
4	To ensure effective child protection and safeguarding arrangements are in place	X	x	x	X	x
5	To determine the governance structure		x			
6	Ratify appointments of Co-opted Trustees onto the Trust Board		x			
7	To remove governors from LGBs		x		X	
8	Determine level of delegation to LGBs		x			
9	To have executive powers in case of emergency		x	x		
10	Receive risk register		x			
11	Produce risk register			x		
12	Receive Audit Reports and Financial Statement		x			
13	Act as accounting officer for Trust			x		
14	To monitor the Funding agreement		x			
15	To Agree delegated budgets, monitor all Trust Finances		x	x		
16	To Monitor the Articles of Association	X	x			
17	To ensure effective leadership and governance		x	x		

18	To monitor standards of teaching and learning across Trust		x	x		
19	To receive reports and minutes from the Trust Groups inc .Ofsted reports		x	x		
20	To approve the Strategic aims of the Trust Resources and Standards Groups		x	x		
21	To ratify the appointment of Executive Principal of the MAT and Head teachers of the Schools in the MAT		x			
22	To determine and approve the ISR of the MAT		x			

23	To monitor Standards of education and outcomes for all Students in Trust		x	x		
24	To monitor Standards of education and outcomes for all Students at individual Academy level;				X	x
25	Implement Trust's vision and principles and establish the academy's ethos within it;			x	X	x
26	Approve School's Improvement Plan;				X	x
27	To receive Headteacher's or Principal's reports;				X	x
28	To receive reports from Standards and Resources Groups (sub groups of LGB);				X	x
29	To establish an Admissions and Marketing plan (with Trust Resources Group);				X	x
30	To monitor Pupil recruitment;				X	x
31	To monitor systems for personal development, behaviour and welfare		x	x	X	X
32	To encourage and support parent relations;				X	x
33	To support and encourage community activities in best interests of school;				X	x
34	To establish forums and local groups in best interests of the school;				X	x
35	To monitor and give assurance of equality and opportunities;				X	x

36	Recruitment and election of Parent and Staff Governors;				X	x
37	Recruitment of Community and Local Community Governors;				X	X
38	Nominations to the Trust Board committees;				X	X
39	To establish sub-committees when required;				X	x
40	To monitor the training record of governors;				X	x
41	To ensure an effective policy review system is in place for a) Trust wide policies b) School specific policies		<u>x</u>	<u>x</u>	<u>X</u>	<u>x</u>
42	To appoint the Executive Principal		x			
43	To appoint the Academy Headteachers		x	x		
44	To appoint all staff excluding the Head teacher				X	
45	To produce and approve the short list for the post of Head teacher				X	
46	To recommend the delegated budget and resources to Trust				X	
47	To determine curriculum for the Academy			X	x	x
48	To line manage the Academy Headteacher			X	x	
49	To ensure high standards of teaching and learning in the Academy				x	x
50	Implementing the agreed policies and procedures laid down by the LGB including compliance with the Funding Agreement, Financial handbook and all statutory and regulatory requirements;					x
51	Advising the LGB on strategic direction, forward planning and quality assurance;					x
52	The leadership and management of the Academy;					x
53	Managing the delegated budget and resources agreed by the LGB;					x

54	Advising the LGB on the appointment of the Deputy Head teacher and such other senior posts as the LGB may determine;					x
55	The appointment of all other staff and (except to the extent directed otherwise by the Directors and/or the LGB), the salary grading, allocation of duties, appraisal and discipline of all staff;					x
56	The maintenance of good order and discipline by the pupils including their suspension and/or exclusion within the framework laid down by the LGB; and					x
57	All such additional functions as may be assigned under the job description or contract of employment.					x

Chilford Hundred Education Trust

Scheme of Delegation with reduced powers for Schools which do not have a track record of strong performance

July 2018

Chilford Hundred Education Trust Board delegated a range of powers to various levels of governance and management.

The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual Academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House. The current Scheme of Delegation is included below. It should be noted that more than one body contributes to a number of the areas outlined below. Ultimately, the Members and Trust Board are collectively accountable for all decisions as detailed in the Articles of Association. The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task. The scheme of Delegation the terms of reference of the Committees are reviewed by the Trust Board. The Board's powers and responsibilities are set in the Articles of Association.

There are two different schemes of delegation:

1. Standard scheme of delegation for schools which perform at least in line with national expectations for the previous two years, have received or in case of new schools are likely to receive a grade 2 Ofsted, and do not have a budget deficit.
2. Scheme of delegation with reduced powers – this is for schools which do not meet any one or more of the criteria listed above. This scheme of delegation is complemented by additional support from the Trust. In those schools, Local Governing Bodies and Academy Headteachers/Principals have fewer powers.

The aim is for all Trust schools to receive powers within the standard scheme of delegation as soon as possible after they are established/join the MAT/have their powers reduced as a result of not meeting criteria set out in point 1 above.

Any scheme of delegation has to be developed having regard to the strength and skills of the Local Governing Body and the Headteacher/Principal and is subject to change, in consultation with LGBs/Headteachers where possible. LGBs/Principals will be informed of any changes.

Below is an indication of powers within the Scheme of Delegation 2. The letters in parentheses show the level of power and how this is different from well-performing CHET schools.

A means approval

R means recommend.

It should be noted that it is proposed that the Trust Schemes of Delegation will undergo a thorough review in 2018/19, which is likely to result in changes to the table below.

		Members	Directors / Trustees	Executive Principal	LGB Governors	Head teacher
1	Establish and maintain the vision and principles of the MAT	X	x	x		
2	Appoint/ Remove Trust Directors	X				
3	To be the guardian of the objects of the Trust	X				
4	To ensure effective child protection and safeguarding arrangements are in place	X	X (A)	x	X (R)	x
5	To determine the governance structure		x			
6	Ratify appointments of Co-opted Trustees onto the Trust Board		x			
7	To remove governors from LGBs		X (A)		X (R)	
8	Determine level of delegation to LGBs		x			
9	To have executive powers in case of emergency		x	x		
10	Receive risk register		x			
11	Produce risk register			x		
12	Receive Audit Reports and Financial Statement		x			
13	Act as accounting officer for Trust			x		
14	To monitor the Funding agreement		x			
15	To Agree delegated budgets, monitor all Trust Finances		x	x		
16	To Monitor the Articles of Association	X	x			
17	To ensure effective leadership and governance		x	x		
18	To monitor standards of teaching and learning across Trust		x	x		
19	To receive reports and minutes from the Trust Groups inc .Ofsted reports		x	x		
20	To approve the Strategic aims of the Trust Resources and Standards Groups		x	x		
21	To ratify the appointment of Executive Principal of the MAT and Head teachers of the Schools in the MAT		x			
22	To determine and approve the ISR of the MAT		x			

23	To monitor Standards of education and outcomes for all Students in Trust		x	x		
24	To monitor Standards of education and outcomes for all Students at individual Academy level;				X	x
25	Implement Trust's vision and principles and establish the academy's ethos within it;			x	X	x
26	Approve School's Improvement Plan;		(A)		X (R)	x
27	To receive Headteacher's or Principal's reports;				X	x

28	To receive reports from Standards and Resources Groups (sub groups of LGB);				X	x
29	To establish an Admissions and Marketing plan (with Trust Resources Group);				X	x
30	To monitor Pupil recruitment;				X	x
31	To monitor systems for personal development, behaviour and welfare		x	x	X	X
32	To encourage and support parent relations;				X	x
33	To support and encourage community activities in best interests of school;				X	x
34	To establish forums and local groups in best interests of the school;				X	x
35	To monitor and give assurance of equality and opportunities;				X	x
36	Recruitment and election of Parent and Staff Governors;				X	x
37	Recruitment of Community and Local Community Governors;				X	X
38	Nominations to the Trust Board committees;				X	X
39	To establish sub-committees when required;		(A)		X (R)	x
40	To monitor the training record of governors;				X	x
41	To ensure an effective policy review system is in place for: a) Trust wide policies b) School specific policies		x (A)	X	X (R)	x
42	To appoint the Executive Principal		x			
43	To appoint the Academy Headteachers		x	x		
44	To appoint all staff excluding the Head teacher				X	

45	To produce and approve the short list for the post of Head teacher				X	
46	To recommend the delegated budget and resources to Trust		(RA)		X(R)	
47	To determine curriculum for the Academy			X	x	x
48	To line manage the Academy Headteacher		X	X		
49	To ensure high standards of teaching and learning in the Academy				x	x
50	Implementing the agreed policies and procedures laid down by the LGB including compliance with the Funding Agreement, Financial handbook and all statutory and regulatory requirements;					x
51	Advising the LGB on strategic direction, forward planning and quality assurance;					x
52	The leadership and management of the Academy;					x
53	Managing the delegated budget and resources agreed by the Board					x
54	Advising the Board on the appointment of the Deputy Head teacher and such other senior posts as the Board may determine;					x
55	The appointment of all other staff and (except to the extent directed otherwise by the Directors and/or the LGB), the salary grading, allocation of duties, appraisal and discipline of all staff;					x
56	The maintenance of good order and discipline by the pupils including their suspension and/or exclusion within the framework laid down by the LGB; and					x
57	All such additional functions as may be assigned under the job description or contract of employment.					x