

The Thinking Schools Academy Trust Scheme of Delegation

- Responsible** means **Responsible**. The individual/group that has responsibility for undertaking or completing the task delegated to them and reporting on its delivery at suitable intervals.

- Accountable** means **Accountable**. The individual/group that has the ultimate or final responsibility for ensuring completion of the task. This will include determining how the Trust and/or Academies (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.

- Supports** means **Support**. The individual/group who should provide support during the implementation of the task.

- Consulted** means **Consult**. The individual/group that should be consulted as part of the process of the completing the task because they can provide valuable advice and/or input.

- Informed** means **Inform**. The individual/group that should be kept up-to-date about the progress of the task and/or the decisions in the task.

| | | Role | | | | | | |
|-------------------------|--|-----------|-----------|-----|-----|--------------------|--------|-------------------------|
| | | Directors | Executive | RGB | HoE | Exec Head / Head 1 | Head 2 | Head of School / Head 3 |
| Strategy and Leadership | | | | | | | | |
| Strategy | Set strategic objectives of the Trust | R | A | S | S | C | C | I |
| | Develop the character, mission & ethos of the Trust | R | A | S | S | C | C | I |
| Scrutiny | Scrutiny: Performance - review & challenge progress of the Trust against its strategic objectives and KPIs | A | R | C | S | S | S | S |

| | | Role | | | | | | |
|------------|---|-----------|-----------|-----|-----|--------------------|--------|-------------------------|
| | | Directors | Executive | RGB | HoE | Exec Head / Head 1 | Head 2 | Head of School / Head 3 |
| Scrutiny | Scrutiny: Ethos - operation of the Trust & Academies against the agreed character, mission & ethos | A | R | C | S | S | S | S |
| Compliance | Compliance: Funding Agreement - comply with all obligations including the Academies Financial Handbook | A | R | S | R | R | R | S |
| | Compliance: Regulatory - with all regulations affecting the Trust (including all charity law, company law, GDPR, employment law and health and safety) | A | R | S | R | R | R | S |
| | Compliance: Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds | A | R | C | S | S | S | I |
| | Compliance - completing the register of business interests and put in place a procedure to deal with any conflicts of interest and connected party transactions | A | R | R | S | S | S | I |

| | | Role | | | | | | |
|--------------------------|---|-----------|-----------|-----|-----|--------------------|--------|-------------------------|
| | | Directors | Executive | RGB | HoE | Exec Head / Head 1 | Head 2 | Head of School / Head 3 |
| Appointments | Appointment and removal of Trustees-ensuring processes in place for appointment and removal of trustees (including ensuring that the Trustees have the skills to run the Trust) | A/R | S | I | I | I | I | I |
| | Appointments of Governors - ensuring processes in place for appointment of governors (including ensuring that the Governors have the skills to run the Academies) | A | R | C | S | S | S | I |
| Policies | Review and approval of Trust Wide Policies (including admissions, DBS, charging and remissions policies, health & safety and safeguarding) | A | R | C | R | S | S | S |
| Committee Delegations | Prepare terms of reference for RGB's and Committees | A | R | C | S | I | I | I |
| Education and Leadership | | | | | | | | |
| Safeguarding | Ensuring each academy has appointed a designated safeguarding lead, ensuring compliance with statutory guidance and maintenance of single central record | A | I | A | R | S | S | S |

| | | Role | | | | | | |
|------------------------------------|---|-----------|-----------|-----|-----|--------------------|--------|-------------------------|
| | | Directors | Executive | RGB | HoE | Exec Head / Head 1 | Head 2 | Head of School / Head 3 |
| Academy Calender and Opening Hours | Setting term dates | A | R | S | R | C | C | C |
| | Academy Hours -setting the opening and closing times for the Academies | A | R | S | R | C | C | C |
| Admissions | Set admissions policy | A | A | R | R | C | C | I |
| | Admissions Decisions | C | I | R | R | S | S | S |
| Financial | | | | | | | | |
| Funding Model and Budget | Agreeing a funding model across the Trust and develop an individual funding model for the Academies) so as to the secure the Trust's financial health in the short term and the long term | A | R | C | S | I | I | I |
| | Formulating and setting the Trust wide budget | A | R | R | S | I | I | I |

| | | Role | | | | | | |
|----------------------|--|-----------|-----------|-----|-----|--------------------|--------|-------------------------|
| | | Directors | Executive | RGB | HoE | Exec Head / Head 1 | Head 2 | Head of School / Head 3 |
| | Formulating and determining the proportion of the overall budget to be delegated to each Academy (including uses of contingency funds/ balances) | A | R | C | C | C | C | I |
| | Expenditure and ensuring delivery of Annual Budgets | R | A | R | A | R | R | S |
| Financial Delegation | Establishing of policies and procedures to ensure compliance with the Trust's financial and reporting requirements | A | R | C | C | S | S | I |
| Investments | Agreeing the investment policy in line with the Academies Financial Handbook and the Scheme of Financial Delegation | A | R | I | I | I | I | I |
| HR and Operations | | | | | | | | |
| Appointments | Appointment of CEO | A/R | | | | | | |
| | Appointment of Principals/ Heads at each Academy | A | R | C | | | | |
| | Appointment of cross-Trust staff (in line with recruitment policy) | A | R | C | | | | |
| | Appointment of Academy SLT (excluding Headteacher) | | S | A | | | | R |
| | Appointment of Data Protection Officer | A/R | S | | | | | |
| | Dismissing CEO (in accordance with the Trust disciplinary and capability policies) | A/R | | I | | | | |

| | | Role | | | | | | |
|---------------------------------|---|-----------|-----------|-----|-----|--------------------|--------|-------------------------|
| | | Directors | Executive | RGB | HoE | Exec Head / Head 1 | Head 2 | Head of School / Head 3 |
| Dismissals | Dismissing cross Trust Staff (in accordance with the Trust disciplinary and capability policies) | I | A/R | C | | | | |
| | Dismissing Headteachers (in accordance with the Trust disciplinary and capability policies) | A | R | S | | | | |
| | Dismissing all other staff (in accordance with the Trust disciplinary and capability policies) excluding SLT & Headteachers | | S | A | | | | R |
| Policies and Terms & Conditions | Establishing Trust wide Manual of Personnel Practice in accordance with all appropriate regulations | A | R | C | | | | |
| | Setting Terms and Conditions of Employment and Staff Handbook | A | R | I | | | | I |
| | Setting Appraisal Performance Management Policy together with pay reviews (in line with the Trust's pay policy and all statutory regulations) | A | R | C | | | | S |
| | Reviewing policies within the Manual of Personnel Practice | A/R | R | S | | | | I |
| | Setting trust wide procurement policies (for suppliers including auditors, HR and payroll providers and solicitors) in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy | A | R | R | | | | I |

| | | Role | | | | | | |
|---------------------|---|-----------|-----------|-----|-----|--------------------|--------|-------------------------|
| | | Directors | Executive | RGB | HoE | Exec Head / Head 1 | Head 2 | Head of School / Head 3 |
| Procurement | Setting academy specific procurement policies - in accordance with the Funding Agreement, Academies Financial Handbook and the Trust's procurement policy | | C | A | | | | R |
| | Enter into contracts - up to limit or delegation set out in Scheme of Financial Delegation | | C | A | | | | R |
| Central Services | Determining and allocating central services provided to the Academies by the Trust | A | R | C | | | | I |
| | Overseeing the effectiveness of services provided centrally by the Trust | A | R | C | | | | C |
| | Arranging insurance for the Trust | A | R | | | | | |
| Premises and Assets | Acquiring and disposing of Trust land | A | R | C | | | | |
| | Changing use of Assets | A | R | C | | | | |
| | Asset and Premises Maintenance Strategy - determining use of Academies' premises and ensuring premises are adequately maintained | S | A | C | | | | I |
| | Media and PR - overseeing public relations activities to project the activities of the Trust and the Academies to the wider community | A | R | S | | | | S |

| | | Role | | | | | | |
|--------------|---|-----------|-----------|-----|-----|--------------------|--------|-------------------------|
| | | Directors | Executive | RGB | HoE | Exec Head / Head 1 | Head 2 | Head of School / Head 3 |
| Media and PR | Information management - including adopting and following policies for information security and compliance with FoI and DPA legislation and maintaining accurate records (staff, student) | A | R | S | | | | S |