

Lincolnshire Wolds Community Trust – Scheme of Delegation

Area	Function	Delegation				
		Members	Trust Board of Directors	CEO / Executive Head	Academy Head of School	Academy Advocate
The governance framework						
People	Members: Appoint/Remove	✓				
	Trustees: Appoint/Remove	✓				
	Role descriptions for members	✓				
	Role descriptions for trustees/chair/ specific roles/committee members: agree		✓			
	Parent trustee/ academy council member: elected		✓			✓
	Committee (including school committee) chairs: appoint and remove		✓			
	Academy council chairs: appoint and remove		✓	A		
	Clerk to board: appoint and remove		✓			
	Clerk to school committees: appoint and remove		✓			✓
Systems and structures	Articles of association: agree and review	✓	A	A		
	Governance structure (committees) for the trust: establish and review annually		✓	A		
	Terms of reference for trust committees (including audit if required, and scheme of delegation for school committees): agree and review annually		✓			
	Terms of reference for academy council: agree and review annually		✓			
	Skills audit: complete and recruit to fill gaps		✓	<A>		✓

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	Annual self review of trust board performance: complete annually		✓			
	Chair's performance: carry out 360 review periodically		✓			✓
	Trustee contribution: review annually		✓			
	Academy Council members' contribution: review annually			A>		✓
	Succession: plan		✓	A		
	Annual schedule of business for trust board: agree		✓	A		
	Annual schedule of business for committees: agree		✓	A		
	Annual schedule of business for academy council: agree		✓	A		
Reporting	Trust governance details on trust and academies' websites: ensure		✓	A		
	Academy governance details on academy website: ensure			✓	A	
	Register of all interests, business, pecuniary, loyalty for members/trustees/committee members: establish and publish		✓	A		
	Annual report on performance of the trust: submit to		✓	A		

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		Members	Trust Board of Directors	CEO / Executive Head	Academy Head of School	Academy Advocate
	members and publish					
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓			
	Annual report on work of academy council: submit to trust and publish			A	A	✓
Being strategic						
Being strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	A		
	Determine school level policies which reflect the school's ethos and values to include e.g.; SEND; safeguarding and child protection; curriculum; behaviour: approve			A	✓	A
	Central spend / top slice: agree		✓	A		
	Management of risk: establish register, review and monitor		✓	A		
	Engagement with stakeholders	✓	✓	✓	✓	✓

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		Members	Trust Board of Directors	CEO / Executive Head	Academy Head of School	Academy Advocate
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	A		
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			A> ✓ (LWF)	✓	A
	Chief Executive Officer: Appoint and dismiss		✓			
	Academy Heads of School: Appoint and dismiss			✓		
	Budget plan to support delivery of trust key priorities: agree		✓	A		
	Budget plan to support delivery of school key priorities: agree			✓ (LWF)	A (LWF)	A
	Trust's staffing structure: agree		✓	A		
	Academies' staffing structure: agree			A> ✓ (LWF)	✓	A
Holding to account						
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	A		

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	Reporting arrangements for progress on key priorities: agree		✓	A		
	Performance management of the Chief Executive Officer: undertake		✓			
	Performance management of Academy Heads of School: undertake			✓		
	Trustee monitoring: agree arrangements		✓	A		
	Academy council member monitoring: agree arrangements			✓ (LWF)	✓	A
Ensuring financial probity						
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓	A		
	Trust's scheme of financial delegation: establish and review		✓	A		
	School's scheme of financial delegation: establish and review		✓	A		
	External auditors' report: receive and respond		✓	A		
	CEO pay award: agree		✓			

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		Members	Trust Board of Directors	CEO / Executive Head	Academy Head of School	Academy Advocate
	Academy principal pay award: agree			✓		
	Staff appraisal procedure and pay progression: monitor and agree			✓		
	Benchmarking and trust wide value for money: ensure robustness		✓	A		
	Benchmarking and academy value for money: ensure robustness			A		
	Develop trust wide procurement strategies and efficiency savings programme			✓		

Key	
Level 0: Members	
Level 1: Board of trustees	
Level 2: Chief executive officer	
Level 3: Academy principal	
Level 4: Academy council	
Blue box	Function cannot be legally carried out at this level.
✓	Action to be undertaken at this level
A	Provide advice and support to those accountable for decision making
✓	Action to be undertaken at this level
<>	Direction of advice and support