



## Alpha Trust Schedule of Delegation

**Key:**

- **CEO:** Chief Executive Officer
- **EP:** Executive Principal\*
- **EHT:** Executive Headteacher\*
- **HT:** Headteacher\*
- **P:** Principal\*
- **LGB:** Local Governing Body
- **A:** Provide advice and support to those accountable for decision making
- **Column blank:** Action can be undertaken at this level
- **Column shaded:** Function cannot legally be carried out at this level

\* Terminology depends on individual schools

No.	Governance Task	Decision level					
		Members	Trust Board	Trust Board Committees	CEO	LGB	EHT/ P/ AP
<b>Budgets &amp; Accounts</b>							
1	To submit to members and publish an annual report on performance of the trust.		✓		A		
2	Submit annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money.		✓	A	A		
3	Submit to the trust an annual report on work of the LGB.					✓	A
4	Agree central spend/top slice.		✓	A	A		
5	Management of risk: establish, review and monitor.		✓	A	A	✓	A
6	To agree budget plan to support delivery of trust key priorities.		✓	A	A		
7	To agree budget plan to support delivery of school key priorities.				✓	A	A
8	Appoint Chief Financial Officer (CFO).		✓	A	A		
9	To establish and review the trust's scheme of financial delegation.		✓	✓	A		
10	To establish and review the school's scheme of financial delegation.			✓	A		
11	To receive and respond to external auditors' report.		✓	A	A	✓	A
12	To ensure robustness of benchmarking and trust wide value for money.			✓	A	A	
13	To ensure robustness of benchmarking and school value for money.					✓	A
14	To develop trust wide procurement strategies and efficiency savings programme.				✓	A	
15	To review and approve trust wide procurement strategies and efficiency programme.			✓			
16	To appoint external auditors.	✓					
17	To establish appropriate internal controls for the trust and individual schools.		✓	A	A	✓	A



No.	Governance Task	Decision level					
		Members	Trust Board	Trust Board Committees	CEO	LGB	EHT/ P/ AP
	<b>Staffing</b>						
18	To appoint and dismiss the Chief Executive Officer (CEO).		✓				
19	To appoint and dismiss the Executive Headteacher/ Principal		✓		✓	A	A
20	To agree trust's staffing structure.		✓	A	A		
21	To agree school's staffing structure.				✓	A	A
22	To suspend the Chief Executive Officer (CEO).		✓				
23	To suspend the Executive Headteacher/ Principal.				✓	A	
	<b>Performance Management</b>						
24	To undertake performance management of the Chief Executive Officer (CEO).		✓				
25	To undertake performance management of school Executive Headteacher/ Principal.				✓	A	
26	To agree CEO pay award.		✓				
27	To agree school Executive Headteacher/ Principal pay award.				✓	A	
28	To review and agree staff appraisal procedure and pay progression.		✓		A	A	
	<b>Discipline/Exclusions</b>						
29	To determine a behaviour and discipline policy.		✓		A	A	✓
30	To draft content of school behaviour policy and publicise it to staff, pupils and parents.				✓	A	✓
31	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Exclusions involving a public examination can be delegated to chair/vice chair in case of urgency).					✓	
32	To direct reinstatement of excluded pupils.					✓	
	<b>Admissions</b>						
33	To determine and approve the admission criteria.		✓		A	✓	A
	<b>Curriculum</b>						
34	To ensure a broad and balanced curriculum is in place.		✓		A	A	A
35	To embed agreed curriculum and enrichment offer within the day to day operation of school.						✓
	<b>Target setting</b>						
36	To set and publish targets for pupils achievements.						✓
37	To determine trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured.		✓		A	A	
	<b>Collective worship</b>						
38	Arrangements for collective worship						✓
	<b>Premises &amp; Insurance</b>						
39	Buildings insurance, personal liability and trustees and governors' indemnity insurance.		✓				
40	To develop trust building strategy.		✓	A	A	A	A
41	To procure and maintain buildings, including properly funded maintenance programme.			✓	A	A	A
	<b>Health &amp; Safety</b>						
42	Institute Health & Safety Policy.		✓				
43	To ensure Health & Safety regulations are followed.		✓	✓	A	A	A



No.	Governance Task	Decision level					
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<b>People &amp; Structure</b>							
44	To appoint and remove members.	✓					
45	To appoint and remove trustees.	✓					
46	To elect parent governor.		✓			✓	
47	To appoint and remove the LGB chairs.		✓			✓	
48	To appoint and remove the clerk.		✓			✓	
49	To review and agree the Articles of Association.	✓	A		A		
50	To establish and review annually the governance structure.		✓		A		
51	To review and agree annually the terms of reference for LGBs.		✓		A	A	
52	To review and agree annually the scheme of delegation.		✓		A		
53	To complete and recruit to fill gaps following skills audit.		✓		A	✓	A
54	To complete annually self-review of trust board and committees.		✓		A		
55	To complete annually self-review of the LGB.					✓	
56	To plan succession.		✓		A	✓	A
57	To approve and set up trustees' expenses.	A	✓				
58	To approve and set up governors' expenses.		✓			✓	
59	To set up a register of trustees and governors business interests.		✓			✓	
60	To delegate 'chair's action' to the chair of trustees.		✓				
61	To ensure that governance details are published on the website.		✓			A	
62	To consider requests from other schools to join the MAT.	A	✓		A		
<b>Inclusion &amp; Equality</b>							
63	To establish and publish annually an equality information and objectives statement and review equality objectives every four years.		✓			✓	
64	To designate a 'responsible person' for Safeguarding.		✓			✓	
65	To designate a 'responsible person' for SEND.		✓			✓	
66	To designate a 'responsible person' for Looked After Children.		✓			✓	
<b>Policy</b>							
67	To determine and approve trust wide policies which reflect the trust's ethos and values including: charging and remissions, complaints, premises management, data protection and FOI, staffing policies including capability, discipline, conduct and grievance. To approve admissions.		✓	✓	A		
68	To determine and approve school level policies which reflect school's ethos and values to include e.g. admissions, SEND, safeguarding and child protection, curriculum, behaviour.		✓	✓	A	✓	A

Approved by Trust Board on 15 July 2020