

## Orchard Community Trust-appendix to scheme of delegation

Area	Decision	Delegation							
		Members	Trust Board	TB Finance Committee	TB Standards Committee	Senior Executive Lead	Headteachers' Board	Local Governing Board	Academy Headteacher
<b>Governance framework</b>									
People	Members: Appoint/Remove	✓					A		
	Trustees: Appoint/Remove	✓	✓				A		
	Role descriptions for members	✓							
	Role descriptions for trustees/chair/specific roles/committee/council members: agree		✓			A	A		
	Parent trustee/committee/council member: elected		✓					✓	
	Board committee chairs: appoint and remove		✓	✓	✓	A	A	A	
	Academy committee/council chairs: appoint and remove		✓			A			
	Clerk to board: appoint and remove		✓						
	Clerk to academy committee/council: appoint and remove		✓					✓	
Systems	Articles of association: review and agree	✓	A			A	A		

Systems and structures	Governance structure (committees) for the trust: establish and review annually		✓			A	A		
	Terms of reference for board committees and scheme of delegation for academy committees: agree annually		✓			A	A		
	Skills audit: complete and recruit to fill gaps		✓			A		✓	A
	Annual self review of trust board and committees: complete annually		✓						
	Annual self review of academy committees/councils: complete annually							✓	
	Chair's performance: carry out 360 review periodically		✓					✓	
	Trustee / academy committee/council member contribution: review annually		✓					✓	
	Succession: plan		✓			A		✓	A
	Annual schedule of business for trust board: agree		✓	✓	✓	A			
	Annual schedule of business for academy committee/council: agree					A		✓	A
<b>Reporting</b>									

Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure		✓			A		✓	A
	Annual report on performance of the trust: submit to members and publish		✓			A			
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	A		A			
	Annual report work of academy committee/council: submit to trust and publish							✓	A
<b>Being Strategic</b>									
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	A	A	

<b>Being Strategic</b>									
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve		✓		✓	A	✓	✓	A
	Central spend / top slice: agree		✓	A			A		
	Management of risk: establish register, review and monitor		✓	A	A	✓		✓	✓ For own schools register
	Engagement with stakeholders	✓	✓	✓	✓	✓	✓	✓	✓
	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	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		✓	✓
	Senior Executive Lead: appoint and dismiss		✓				✓	✓	
						<b>Involve</b>	<b>Involved</b>		

							<b>das part of a stake holder group</b>	<b>as part of a stake holder group</b>	
	Academy principal : appoint and dismiss					✓		✓	
	Budget plan to support delivery of trust key priorities: agree		✓	A		A			
	Budget plan to support delivery of school key priorities: agree					✓		✓	✓
	Trust's staffing structure: agree		✓	A	A	A	A		
	School staffing structure: agree					✓		✓	✓
<b>Holding to account</b>									
<b>Holding to account</b>	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	✓	✓	A		✓	<b>A-for Trust ✓-for own school</b>
	Reporting arrangements for progress on key priorities: agree		✓	A	A	A	✓	✓	A
	Performance management of the Senior Executive Lead: undertake		✓						
	Performance management of academy					✓		✓ 2 member	

	Headteacher : undertake							<b>s of the LGB or extranal advisor where there is a conflict of interest</b>	
	Trustee monitoring: agree arrangements		✓			A	A		
	Academy committee member monitoring: agree arrangements							✓	A
	Academy committee overall performance monitoring: agree arrangements		✓			A	A		
<b>Ensuring financial probity</b>									
<b>Ensuring financial probity</b>	Appoint Chief financial officer for delivery of trusts detailed accounting processes		✓	A		A			
	Trust's scheme of financial delegation: establish and review		✓	✓		A			

	School's scheme of financial delegation: establish and review		✓		A	A	A		
	External auditors' report: receive and respond		✓	A		A	✓	A	
	Senior Executive Leader pay award: agree		✓						
	Academy principal pay award: agree (following STPCD)				✓		✓		
	Staff appraisal procedure and pay progression: review and agree		✓			✓	A		
	Benchmarking and trust wide value for money: ensure robustness			✓		A		A	
	Benchmarking and academy value for money: ensure robustness							✓	A
	Develop trust wide procurement strategies and efficiency savings programme					✓	A		

	Review and approve trust wide procurement strategies and efficiency savings programme			✓						
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<b>Blue box</b>	<b>Function cannot be legally carried out at this level.</b>
✓	Action to be undertaken at this level
✓	Action to be undertaken at this level
A	Provide advice and support to those accountable for decision making
<>	Direction of advice and support

## The role of the Headteacher

The Headteacher is responsible for the day to day management of the academy and is managed by the Senior Executive Lead but reports to the academy committee on matters which have been delegated to it which may include an element of monitoring and scrutiny of the school's management processes.



