

## INSPIRE Connected Communities Trust – Scheme of Delegation

| Reading the grid |  |
|------------------|--|
|                  | governance function and decision making is at this level |
|                  | to be consulted prior to decision being made             |
|                  |  |

| Area  | Function  | Members | Trust Directors | LGB                     | CEO | Head Teacher | CFO | HR / facilities Director |
|---|---|---------|-----------------|-------------------------|-----|--------------|-----|--------------------------|
| <b>Governance framework: people</b>                 | Members: appoint/remove   |         |                 |                         |     |              |     |                          |
|   | Trustees: appoint/remove  |         |                 |                         |     |              |     |                          |
|   | Parent trustees/parent academy committee (LGB) members: appoint when elected  |         |                 |                         |     |              |     |                          |
|   | Board committee chairs: appoint and remove  |         |                 |                         |     |              |     |                          |
|   | Named safeguarding trustee: appoint and remove  |         |                 |                         |     |              |     |                          |
|   | Academy committee (LGB) chairs: appoint and remove  |         |                 |                         |     |              |     |                          |
|   | Academy committee (LGB) members: appoint and remove   |         |                 |                         |     |              |     |                          |
|   | Clerk to board: appoint and remove  |         |                 |                         |     |              |     |                          |
|   | Clerk to academy committees (LGBs): appoint and remove  |         |                 |                         |     |              |     |                          |
|   |   | Members | Trust Directors | LGB / Academy Advocates | CEO | Head Teacher | CFO | HR / facilities Director |
| <b>Governance framework: systems and structures</b> | Memorandum / Articles of association: review and agree  |         |                 |                         |     |              |     |                          |
|   | Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine |         |                 |                         |     |              |     |                          |
|   | Governance structure for the trust: establish and review annually   |         |                 |                         |     |              |     |                          |

|  |   |         |                 |                         |     |              |     |                          |
|--|---|---------|-----------------|-------------------------|-----|--------------|-----|--------------------------|
|  | Committee terms of reference and scheme of delegation: agree annually   |         |                 |                         |     |              |     |                          |
|  | Annual schedule of governance business: agree   |         |                 |                         |     |              |     |                          |
|  | Approve a scheme of Delegation  |         |                 |                         |     |              |     |                          |
|  | Appointment of an External Auditor  |         |                 |                         |     |              |     |                          |
|  | Internal Audit Plan   |         |                 |                         |     |              |     |                          |
|  | Appointment of Insurers   |         |                 |                         |     |              |     |                          |
|  | Appointment of Bank   |         |                 |                         |     |              |     |                          |
|  | Receive annual accounts   |         |                 |                         |     |              |     |                          |
|  | Approve annual accounts   |         |                 |                         |     |              |     |                          |
|  | Self-review of trust board and committees: complete annually  |         |                 |                         |     |              |     |                          |
|  | Self-review of academy committees (LGBs): complete annually   |         |                 |                         |     |              |     |                          |
|  | Chair's performance: carry out 360° review periodically   |         |                 |                         |     |              |     |                          |
|  | Trustee/academy committee (LGB) member contribution: review annually  |         |                 |                         |     |              |     |                          |
|  | <b>Data Breach:</b> Point of contact and lead for all data breach notifications and investigations, communication and reporting   |         |                 |                         |     |              |     | DPO                      |
|  |   | Members | Trust Directors | LGB / Academy Advocates | CEO | Head Teacher | CFO | HR / facilities Director |
| <b>Governance framework: reporting</b> | Publish governance arrangements on trust and schools' websites: ensure  |         |                 |                         |     |              |     |                          |
|  | Annual report on the performance of the trust: submit to members and publish  |         |                 |                         |     |              |     |                          |
|  | Annual self-review/triannual external review of board effectiveness: submit to members  |         |                 |                         |     |              |     |                          |
|  | Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House |         |                 |                         |     |              |     |                          |
|  | ESFA required reports and returns submit  |         |                 |                         |     |              |     |                          |

|               |  |         |                 |                         |     |              |        |                          |
|---------------|--|---------|-----------------|-------------------------|-----|--------------|--------|--------------------------|
|               | Annual report work of academy committee (LGB): submit to trust and publish |         |                 |                         |     |              |        |                          |
|               |  | Members | Trust Directors | LGB / Academy Advocates | CEO | Head Teacher | CFO    | HR / facilities Director |
| <b>People</b> | Chief executive officer:/ AO appoint and dismiss                           |         |                 |                         |     |              |        |                          |
|               | Chair of the Board   |         |                 |                         |     |              |        |                          |
|               | Appoint and dismiss core trust staff                                       |         |                 |                         |     |              |        |                          |
|               | HTs: appoint and dismiss   |         |                 |                         |     |              |        |                          |
|               | Appoint School SLT   |         |                 |                         |     |              |        |                          |
|               | Appoint School teaching staff  |         |                 |                         |     |              | budget |                          |
|               | Appoint school support staff   |         |                 |                         |     |              | budget |                          |
|               | Appoint business support staff   |         |                 |                         |     |              |        |                          |
|               | <b>Team Leaders:</b>   |         |                 |                         |     |              |        |                          |
|               | CEO  |         |                 | Chair                   |     |              |        |                          |
|               | Core trust team  |         |                 |                         |     |              |        |                          |
|               | Business support team and SFM  |         |                 |                         |     |              |        |                          |
|               | Head teachers  |         |                 |                         |     |              |        |                          |
|               | School senior team / teaching staff / support staff                        |         |                 |                         |     |              |        |                          |
|               | <b>Approval of Pay progression:</b>  |         |                 |                         |     |              |        |                          |
|               | CEO  |         |                 | Committee               |     |              |        |                          |
|               | Core trust team  |         |                 | Committee               |     |              |        |                          |
|               | Business support team and SFM  |         |                 | Committee               |     |              |        |                          |
|               | Head teachers  |         |                 | Committee               |     |              |        |                          |
|               | School senior team / teaching staff / support staff                        |         |                 | Committee               |     |              |        |                          |
|               | Settlement agreements  |         |                 |                         |     |              |        |                          |
|               | Budget plan to support delivery of trust key priorities: agree             |         |                 |                         |     |              |        |                          |
|               | Budget plan to support delivery of schools' key priorities: agree          |         |                 |                         |     |              |        |                          |
|               | Trust's staffing structure: approve  |         |                 |                         |     |              |        |                          |
|               | Schools' staffing structure: agree and approve                             |         |                 |                         |     |              |        |                          |
|               | Approve trust recruitment strategy   |         |                 |                         |     |              |        |                          |

|                            |  | Members | Trust Directors | LGB / Academy Advocates | CEO | Head Teacher | CFO | HR / facilities Director |
|----------------------------|--|---------|-----------------|-------------------------|-----|--------------|-----|--------------------------|
| <b>Education</b>           | Approve school curriculums   |         |                 |                         |     |              |     |                          |
|                            | Approve school self-evaluation   |         |                 |                         |     |              |     |                          |
|                            | Approve school educational targets   |         |                 |                         |     |              |     |                          |
|                            | Approve school strategies for expenditure against Pupil Premium  |         |                 |                         |     |              |     |                          |
|                            | Approve census information prior to DfE submission   |         |                 |                         |     |              |     |                          |
|                            | Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured |         |                 |                         |     |              |     |                          |
|                            | To draft and implement a curriculum policy   |         |                 |                         |     |              |     |                          |
|                            | To set school sessions, dates, terms and holidays  |         |                 |                         |     |              |     |                          |
|                            | To monitor the implementation of the curriculum policy   |         |                 |                         |     |              |     |                          |
|                            | To set the schools training schedule   |         |                 |                         |     |              |     |                          |
|                            | To ensure the curriculum supports British Values   |         |                 |                         |     |              |     |                          |
|                            | To monitor standards of teaching   |         |                 |                         |     |              |     |                          |
|                            | To develop, monitor and keep an up to date policy on RSE   |         |                 |                         |     |              |     |                          |
|                            | To approve the school development plan   |         |                 |                         |     |              |     |                          |
|                            | To monitor the development plan and progress against actions within  |         |                 |                         |     |              |     |                          |
|                            | To ensure recommendations from OFSTED inspections / peer reviews are incorporated into the school development plan   |         |                 |                         |     |              |     |                          |
| <b>Exclusions</b>          | Decision to issue a fixed term exclusion   |         |                 |                         |     |              |     |                          |
|                            | Decision to permanently exclude, pending a disciplinary committee meeting  |         |                 |                         |     |              |     |                          |
| <b>Education Reporting</b> | Complete annual Pupil Premium and Sports Premium reports   |         |                 |                         |     |              |     |                          |

|   |  |         |                 |                         |     |              |     |                          |
|---|--|---------|-----------------|-------------------------|-----|--------------|-----|--------------------------|
|   | Approve annual Pupil Premium and Sports Premium reports  |         |                 |                         |     |              |     |                          |
|   | To review and make any amendments to the schools SEND policy   |         |                 |                         |     |              |     |                          |
|   | To ensure the school has an appointed SENCO  |         |                 |                         |     |              |     |                          |
|   | To discharge all other duties in respect of students with SEND   |         |                 |                         |     |              |     |                          |
|   | Reporting to LA on progress measures, including EYFS   |         |                 |                         |     |              |     |                          |
| <b>Safeguarding</b>                     | <b>Overall statutory duty in respect of safeguarding</b>   |         |                 |                         |     |              |     |                          |
|   | Appoint a designated safeguarding / e safety, Governor   |         |                 |                         |     |              |     |                          |
|   | Carry out an annual review of safeguarding, child protection policy and procedures   |         |                 |                         |     |              |     |                          |
|   | Ensure the 6 year plan is in place, including staff training, updates for DSL  |         |                 |                         |     |              |     |                          |
|   | Authority to take action required to ensure that all policies relating to safeguarding, alongside procedures are being adhered across the schools                          |         |                 |                         |     |              |     |                          |
|   | To ensure all staff are trained in and aware of safeguarding, radicalisation, prohibit political indoctrination and ensure the balance of all political and British values |         |                 |                         |     |              |     |                          |
|   |  | Members | Trust Directors | LGB / Academy Advocates | CEO | Head Teacher | CFO | HR / facilities Director |
| <b>Holding to account – Operational</b> | Approve the trust risk register  |         |                 |                         |     |              |     |                          |
|   | Authority to take action to ensure organizational risks are being mitigated  |         |                 |                         |     |              |     |                          |
|   | Approve the school risk register   |         |                 |                         |     |              |     |                          |
|   | Authority to take action to ensure school level risks are being mitigated  |         |                 |                         |     |              |     |                          |
|   | <b>Estates / facilities:</b>   |         |                 |                         |     |              |     |                          |
|   | Approve capital works and building projects based on conditions  |         |                 |                         |     |              |     |                          |

|                    |   |  |       |  |  |            |            |            |
|--------------------|---|--|-------|--|--|------------|------------|------------|
|                    | Authority to take action to ensure all Health and Safety policies and procedures are adhered to across the schools                                  |  |       |  |  |            |            |            |
|                    | Authority to seek legal advice from CCT solicitors / HR advisors  |  | Chair |  |  | Notify CEO | Notify CEO | Notify CEO |
|                    | Ensuring compliance (e.g. H&S): agree auditing and reporting arrangements   |  |       |  |  |            |            |            |
|                    | To develop an asset management plan   |  |       |  |  |            |            |            |
|                    | To draw up an Accessibility plan for the school   |  |       |  |  |            |            |            |
|                    | To procure a maintenance strategy and funded maintenance plan   |  |       |  |  |            |            |            |
|                    | To recommend a hiring policy and oversee its implementation   |  |       |  |  |            |            |            |
|                    | Approve all press responses at trust level  |  | Chair |  |  |            |            |            |
|                    | Approve all press responses at school level   |  |       |  |  | Notify CEO |            |            |
|                    | QA school website to ensure fully compliant   |  |       |  |  |            |            |            |
| Educational Visits | Approve educational visits of 1 day (not involving water – at risk visits)  |  |       |  |  |            |            |            |
|                    | Approve educational visits of more than 1 day, or which may also involve a hazardous pursuit or journey by air or sea, or involves a water activity |  |       |  |  |            |            |            |
| Policies           | To review, monitor and amend TRUST policies   |  |       |  |  |            |            |            |
|                    | To review, monitor and amend SCHOOL policies  |  |       |  |  |            |            |            |
| Admissions         | To set and implement an admissions policy   |  |       |  |  | Implement  |            |            |
|                    | SEND – To establish a policy for students both with and without an EHC plan, working in consultation with the LA                                    |  |       |  |  |            |            |            |
|                    | To review consultations to the SEND school for admission  |  |       |  |  |            |            |            |
|                    | To appeal against LA direction to admit students  |  |       |  |  |            |            |            |
| Behaviour          | To decide, monitor a behaviour policy   |  |       |  |  |            |            |            |

|                            |   |         |                 |                         |     |                            |     |                          |
|----------------------------|---|---------|-----------------|-------------------------|-----|----------------------------|-----|--------------------------|
| Attendance                 | To monitor and review all student attendance  |         |                 |                         |     | Report to CEO / committees |     |                          |
|                            | To set attendance targets   |         |                 |                         |     |                            |     |                          |
| Student Welfare – Catering | To decide the content, presentation, cost of school food, meal allowances for FSM                   |         |                 |                         |     |                            |     |                          |
|                            | To ensure school lunch nutritional standards are met  |         |                 |                         |     |                            |     |                          |
| Parents / Community        | Local offer – on website and accessible   |         |                 |                         |     |                            |     |                          |
|                            | To plan strategies to ensure the LGB consults parents, seeks views and demonstrates accountability  |         |                 |                         |     |                            |     |                          |
|                            | To adopt and review home school agreements  |         |                 |                         |     |                            |     |                          |
|                            | Engagement with stakeholders  |         |                 |                         |     |                            |     |                          |
|                            | To decide on extended school activities   |         |                 |                         |     |                            |     |                          |
|                            |   | Members | Trust Directors | LGB / Academy Advocates | CEO | Head Teacher               | CFO | HR / facilities Director |
| <b>Financial oversight</b> | Budget expenditure up to £10,000  |         |                 |                         |     |                            |     |                          |
|                            | Budget expenditure up to £5000  |         |                 |                         |     |                            |     |                          |
|                            | Budget expenditure up to £2500  |         |                 |                         |     |                            |     |                          |
|                            | Budget expenditure up to £2500  |         |                 |                         |     |                            |     |                          |
|                            | To agree central spends and top slice costs   |         |                 |                         |     |                            |     |                          |
|                            | To prepare the first formal budget plan for each school   |         |                 |                         |     |                            |     |                          |
|                            | To approve the first formal budget plan for each school   |         | F & A           |                         |     |                            |     |                          |
|                            | To monitor daily cash flow  |         |                 |                         |     |                            |     |                          |
|                            | To monitor all monthly expenditure  |         |                 |                         |     |                            |     |                          |
|                            | To monitor specific budget areas as identified and agreed   |         |                 |                         |     |                            |     |                          |
|                            | To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment |         | F & A           |                         |     |                            |     |                          |
|                            | To enter into contracts above set limit of £10,000  |         |                 |                         |     |                            |     |                          |
|                            | To enter into contracts below set limit of £10,000  |         |                 |                         |     |                            |     |                          |
|                            | To approve / make payments according to approved system   |         |                 |                         |     |                            |     |                          |
|                            | To establish and review ordering and payment system   |         |                 |                         |     |                            |     |                          |
|                            | To set a charging and remissions policy   |         | F & A           |                         |     |                            |     |                          |

|  |  |         |                 |                         |     |              |     |                          |
|--|--|---------|-----------------|-------------------------|-----|--------------|-----|--------------------------|
|  | To approve virement (transfer) between budget headings within agreed limits  |         |                 |                         |     |              |     |                          |
|  | To ensure the schools meet EFA criteria                                      |         | F & A           |                         |     |              |     |                          |
|  | To ensure any school fund is audited   |         |                 |                         |     |              |     |                          |
|  | To complete and monitor any BFR / EFA reporting                              |         |                 |                         |     |              |     |                          |
|  | Develop trust wide procurement strategies and efficiency savings programme   |         |                 |                         |     |              |     |                          |
|  | School level increases in educational or staffing costs                      |         |                 |                         |     |              |     |                          |
|  | Any staff reorganization that involves staff consultation / redundancy costs |         |                 |                         |     |              |     |                          |
|  | Trust's scheme of financial delegation: establish, monitor and review        |         |                 |                         |     |              |     |                          |
|  | <b>Expenses:</b>   |         |                 |                         |     |              |     |                          |
|  | Approval of Director expenses  |         | Chair           |                         |     |              |     |                          |
|  | Approval of Chairs expenses  |         | Vice Chair      |                         |     |              |     |                          |
|  | Approval of CEO expenses   |         | Chair           |                         |     |              |     |                          |
|  | Approval of HT expenses  |         |                 |                         |     |              |     |                          |
|  | Approval of School staff expenses  |         |                 |                         |     |              |     |                          |
|  | Approval of core trust team expenses   |         |                 |                         |     |              |     |                          |
|  | Benchmarking and trust wide value for money: ensure robustness               |         |                 |                         |     |              |     |                          |
|  | Monitoring budgets   |         |                 |                         |     |              |     |                          |
|  | Budget reporting as per handbook   |         |                 |                         |     |              |     |                          |
|  |  | Members | Trust Directors | LGB / Academy Advocates | CEO | Head Teacher | CFO | HR / facilities Director |

The Scheme of Delegation may be subject to change by the Lincolnshire Wolds Community Trust as and when necessary. This may be in response to each individual academy, government initiatives or to improve standards within any of the academies involved.