



The Education Village Academy Trust

Scheme of Delegation for Governance & Executive functions

Key to terms:

*******To add COO role – discuss delegated responsibilities with CEO and Trustees******

Members – Members of the Trust

Trustees – Members of the Board

FARR - Finance Audit, Risk & Resources Committee

CEO - Chief Executive (Accounting Officer)

DFO – Director of Finance & Operations, Chief Finance Officer

ESC - Education Standards Committee

Principals/ELT – Principals & Executive Leadership Team

Appoint – to officially/formally select & engage

Approve – to ratify & endorse

Champion – to actively support & promote

Consult – to refer to stakeholders as part of the process of completing the task

Decide – to make a decision

Evaluate – to assess & consider the impact

Implement – to execute, put into practice & manage

Prepare - to formulate

Propose – to develop options & make recommendations

Review – to check & revise/update

Scrutinise – to thoroughly examine & challenge the impact

Receive – to consider

Strategic Direction & Development		Trustees	CEO	ESC	Executive Head / Principals
	Values, Vision & Mission and Ethos	Determine the Values, Vision & Mission ensuring clarity of vision, ethos and strategic direction	Propose & deliver Trust Values, Vision, Ethos & Mission Statement	Champion & steer the Vision, Values, Ethos & Mission within the Academy	Implement & embed the Vision, Values, Ethos & Mission within the Academy
	Trust Strategic Plan & Trust growth & development	Determine & approve the Strategic Plan & agree Trust strategies for growth & development	Propose & implement a Trust Strategic Plan & Develop strategies for Trust growth & inform key stakeholders	Informed of Trust-wide strategies	Consulted & informed of Strategic Plan & Trust-wide growth strategies

Education Standards		Trustees	FARR	CEO	ESC	Executive Head / Principals
	Trust-wide / Academy KPIs	Decide which indicative standards are set		Propose & evaluate achievement towards KPI's & Identify areas of concern	Scrutinise Academy KPI reports	implement & report KPIs
	Trust-wide / Academy Outcomes	Decide have we achieved maximum outcomes for pupils and relevant course of action		Evaluates the Impact and Proposes course of Action	Scrutinise the outcomes	
	Academy Self Evaluation (SEF)	Scrutinise development made across the Trust		Approve & review	Scrutinise & validate	Propose, implement & evaluate performance in collaboration with ESC
	Securing Improvement Plan (SIP)			Approve & scrutinise proposals	Review & scrutinise progress against milestones met	Propose & implement
	Pupil Premium, Sports Premium, Year 7 Catch-up and COVID catch up		Scrutinise Trust reports to ensure propriety & inform economies of scale	Review	Appoint a Link member Approve the Strategy Review & Challenge the impact of Pupil Premium / Sport Premium, Year 7 Catch-up Strategy	Propose & Implement effective deployment of Pupil Premium, Sports Premium, Year 7 Catch-up and COVID catch up funding & monitor its impact. Report on allocation of funding, detailing

				and COVID catch up funding	spends & impact at individual pupil level.
External Evaluation – Ofsted inspection, external evaluation, & other (e.g Securing Improvement Partner (SIP) review)	Receive assurances that action plans are robust & implemented at pace		Review & respond to any investigation or Ofsted visit, issuing direction to Academies	Review & monitor progress against milestones	Consult with CEO in light of any investigation or Ofsted visit Propose & Implement relevant Action Plan
Quality of Education (Intent, Implementation, Impact)	Review & challenge overall Trust standards		Review & challenge	Review and challenge to ensure effective processes are implemented	Implement robust performance management & CPD
Pupil Behaviour & Attitudes	Evaluate Trust-wide patterns & trends to inform new strategies		Review overall patterns & reporting within KPIs	Scrutinise behavior & exclusions data	Propose & implement Behaviour Policy (inc the Power to Exclude where appropriate) and share with key stakeholders.
Pupil Personal Development				Scrutinise	Propose and Implement
Academy Leadership and Management	Evaluate and Decide		Review and Evaluate	Scrutinise	Implement
Pupil Attendance	Evaluate Trust-wide patterns & trends to inform new strategies		Review strategies & overall pattern ensure they are implemented Report to the Board through KPI's	Challenge levels of attendance impact	Propose, Implement & report on impact attendance strategies Meet collaboratively as an attendance

						panel to share consistency of approach.
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Children & Young People		Trustees	CEO	ESC	Executive Head / Principals
Safeguarding & Child Protection		<p>Approve Trust-wide Safeguarding & Child protection Policy</p> <p>Identify a Trustee with responsibility for Safeguarding</p>	<p>Review the Single Central Record & ensure Safeguarding procedures are implemented across the Trust</p>	<p>Champion the Safeguarding Policy</p> <p>Appoint a link member with Safeguarding responsibility</p>	<p>Implement & champion Safeguarding initiatives</p> <p>Ensure staff and ESC members are appropriately trained</p>
Admissions		<p>Approve on published Admissions Policy & consent to changes to criteria</p>	<p>Consult & advise Principals</p>	<p>Review admissions arrangements</p>	<p>Propose & implement Admissions Policy</p>

Human Resources		Trustees	FARR	CEO	ESC	Executive Head / Principals
	Appointment/dismissal of CEO	Decide Implement				
	Appointment/dismissal of Principals	Decide		Propose and consult as appropriate		
	Appointment/dismissal of Deputy Principal			Approve		Consult as appropriate & propose
	Appointment/Dismissal of Academy staff other than Principal or Deputy			Consult & Approve		Consult as appropriate & propose
	Appraisal/pay CEO	Chair + Trustee (with Educational background) - Approve	Recommend			
	Appraisal/pay Principals		Approve (Pay Committee)	Propose in collaboration with Chair	Propose (Chair) in collaboration with CEO	
	Appraisal/pay Teaching Staff		Approve (Pay Sub-Committee)	Consult		Propose Consult
	Staff Absence		Review Decide in collaboration with HR as appropriate	Consult Propose		Implement Absence Policy & Procedure

	Trustees	FARR	CEO	ESC	Executive Head / Principals	
Stakeholder Relations	Communications with key Stakeholders (Parents / Carers / Community)		Decide strategic information to be shared Approve as necessary	Decide key information to be shared	Decide which key information should be shared, consult if appropriate with CEO & Implement	
	Media Communication: - Website - Academy Apps - Social Media - Public Relations			Review content	Consult as necessary with CEO and Implement	
	GDPR	Responsibility for the oversight of the Trust's compliance with GDPR, appointment of a DPO and overall responsibility to ensure Trust staff are fully trained.			Champion GDPR	Implement GDPR compliance across the Academy
	Freedom of Information			Ensure compliance to Freedom of Information (FOI) legislation		
	Complaints	Evaluate reports from the ELT regarding the level of complaints across the Trust Review Stage 4 Complaints		Evaluate to inform strategic improvements	Review formal complaints (Chair)	Implement and Consult as necessary Hear Stage 2 Complaints
	Trust & Academy Branding (e.g Uniform and letterheads)	Approve	Review Funding Implications	Evaluate impact		Propose and consult with CEO

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Finance*, Premises & Facilities		Members	Trustees	FARR	CEO	DFO	ESC	Executive Head / Principals
	Annual Report	Receive	Approve (sign)	Scrutinise & propose approval to the Board	Prepare			
	Financial Statements	Receive	Approve	Scrutinise & propose approval to the Board	Prepare			
	Budget Control & administration (including Budget Approval and Financial Plans)		Approve & ensure management is conducted in accordance with the Academies Financial Handbook	Scrutinise & propose for approval	Consult & Evaluate	Propose & finalise budgets & be accountable for monitoring & managing over / under spends		Propose & implement individual academy budgets in consultation with DFO & CEO
	Ensure returns required by the ESFA are completed and submitted by their due date				Approve	Implement		
	Delegated levels of approval for expenditure	Nil	Over £25,000 (and subject to procedures set out in the Finance Policy and Procedure)		Up to £25,000 (and in line with Finance Policy and Procedure)		Nil	Up to £5,000 (and in line with Finance Policy and Procedure)
	Financial Risk & Anti-Fraud Arrangements		Approve & implement	Scrutinise to ensure strategies are adhered to ensure value for money, propriety & regularity		Propose robust financial risk strategies which are compliant with the Academies Financial Handbook and		

					the Trusts Finance Policy		
					Consult with CEO & Implement		
Central Services Offer		Approve	Approve	Review & Implement	Propose robust financial risk strategies which are compliant with the Academies Financial Handbook and the Trusts Finance Policy		Implement , ensure strategies are adhered to ensure value for money, propriety & regularity
					Consult with CEO & Implement		
Workforce, reductions & restructures		Approve (in line with Management of Change Policy)	Implement Staffing Sub-Committee to scrutinise recommendations	Evaluate impact across whole Trust Approve (where Policy allows)	Prepare financial models	Evaluate impact on educational standards	Propose & Implement in conjunction with HR and DFO, and in line with Policy Consult with CEO and ESC
Estates & Asset Management/Private Finance Initiative (PFI)		Approve the disposal / acquisition of assets	Recommend the disposal / acquisition of assets (including land)	Propose	Scrutinise premises costs & condition		Consult with DFO

	Appoint Auditors & agree audit programme	Decide on the Appointment, reappointment, dismissal and remuneration of the Auditors		Review the audit programme and propose any changes Review annual financial statement		Propose audit programme		
	Compliance with health & Safety (H & S) Regulations		Primary responsibility for ensuring the proper management and welfare of employees	Scrutinise H & S Premises Report & recommend to Board of Trustees	Champion	Propose, implement & review		Implement

***Note** – The Finance, Premises & Facilities section of the Scheme should be read in conjunction with the following Trust's Policies, Finance, Management of Change, Health & Safety & the Terms of Reference for each Trust Committee.

Governance & Compliance		Members	Trustees	FARR	CEO	DFO	ESC	Executive Head / Principals
	Overall accountability for management of the Trust				To Act as Accounting Officer with final decision making power for operational aspects of Trust			
	Appointment of Members	Appoint new/remove						
	Appointment/ Dismissal of Trustees including Chair of the Board	Appoint new/remove						
	Appointment/ Dismissal Education Standards Committee members		Appoint Chair and Approve / Dismiss ESC members		Recommends		Consult (members) Appoint Vice Chair	Consult
Education Standards Committee Performance		Receive & review ESC Report & hold ESC to account for Educational Standards		Review		Review effectiveness (Chair) & produce ESC Report to the Board	Consult	

	Hold the Principal to account for School Performance						Challenge & Monitor Standards	
	Ensure compliance with Academies Handbook and other DfE / ESFA requirements		Implement		Implement	Implement		Implement
	Trust Policies	The Trust and its Academies have developed and adhere to a number of policies. The Trust holds information about the ownership of policies, approval frequency and approval level which can be provided on request. In general, all statutory policies are approved by the Board of Trustees						
	Term Dates & changes to School Day		Approve		Consult & recommend		Scrutinise impact & challenge	Propose
	Scheme of Delegation / Terms of Reference		Determine a Scheme of Delegation and the Terms of Reference and approve amendments		Review (annually) Propose		Review via ESC Report to the Board	
	Risk Management		Overall responsibility for risk management, including oversight of the risk register across the full operations of the trust	Direct the trust's programme of internal scrutiny; ensuring that risks are being addressed appropriately; report to the Board on the	Ensure appropriate risk management systems are in place and any risks identified and controlled		Escalate any identified risks to the Board	Determine and manage risks

			(including contingency and business continuity planning), not only financial risks	adequacy of the trust's internal control framework				
	Establish/dissolve subsidiary companies	Establish/dissolve subsidiary companies to carry on any trade of business for the purpose of raising funds for the company	Consult		Propose	Recommend		
	Charities Act & requirements of Charitable status		Comply with obligations under the Charities Act	Review	Implement	Implement		
	Ofsted Visits/Investigations		Review & challenge impact of Visits/ Investigations & Action Plans		Recommend strategic direction to Trustees & ESC post Visit/investigations		Monitor implementation of Action Plans	Implement
	Determine or Changing the name of an Academy or the Trust		Approving		Consult collaboratively & propose		Consult	Consult

Governance & Compliance		Members	Trustees	FARR	CEO	DFO	ESC	Executive Head /Principals
	Trust Charitable Objects	Determine	Implement		Implement			Implement
	Adherence to Funding Agreement		Review	Review	Implement	Implement		Implement
	Compliance with Trust's Articles of Association & controlling any changes to its Constitution (its Memorandum and Articles of Association).	Approve the Articles of Association	Review & amend Articles of Association					
	Annual Report & Accounts	Ensure accounts are prepared annually according to companies act 2006	Approve	Review and recommend to the Board of Trustees for Approval	Prepare Annual Trustees Report	Prepare accounts. Liaise with Auditors		
	Chair's / Vice Chair's Emergency powers		Delegated Authority		In Collaboration			