



**The Education Village Academy Trust**

# Scheme of Delegation for Governance & Executive functions

## Contents

Key to terms	3
Governance Structure	4
Strategic Direction & Development	5
Education Standards	5
Children & Young People	7
People Team	8
Stakeholder Relations	8
Finance, Premises & Facilities	9
Governance & Compliance	12

Key to terms:

**Members** – Members of the Trust

**Trustees** – Members of the Board

**FARR** - Finance Audit, Risk & Resources Committee

**CEO** - Chief Executive (Accounting Officer)

**COO** – Chief Operating Officer

**ESC** - Education Standards Committee

**ELT** - now changed to Trust Growth and Development (CEO, COO and Executive Principals)

**ELE** - Principals and Head of School

**Appoint** – officially/formally select & engage

**Approve** – ratify & endorse

**Champion** – actively support & promote

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

**Decide** – make a decision

**Evaluate** – assess & consider the impact

**Implement** – execute, put into practice & manage

**Prepare** - formulate

**Propose** – develop options & make recommendations

**Receive** – consider

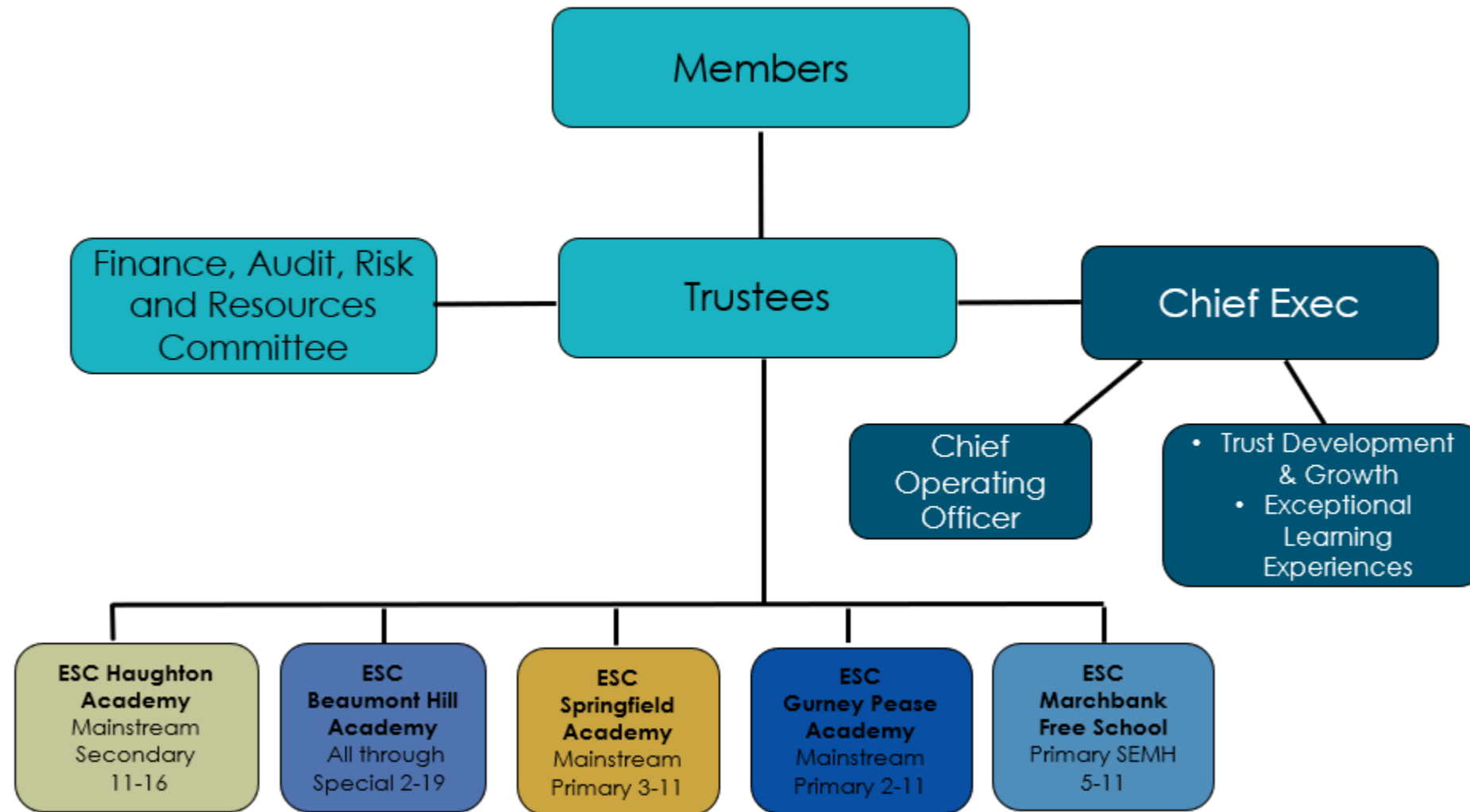
**Review** – check & revise/update

**Scrutinise / Challenge** – thoroughly examine & question the impact

**Validate** – check or prove the validity or accuracy

*Where necessary, for the avoidance of any doubt, where any policy conflicts with this Scheme of Delegation, then the Policy shall take precedence. In all issues of interpretation, the decision of the Chief Executive Officer, in conjunction with the Chair of the Board, is final.*

# Governance Structure



Strategic Direction								
	Members	Trustees	FARRC	CEO	COO	TGD	ESC	Principals
Values, Vision & Mission and Ethos		<b>Approve</b> the Values, Vision & Mission ensuring clarity of vision, ethos and strategic direction		<b>Propose</b> & deliver Trust Values, Vision, Ethos & Mission Statement			<b>Champion</b> & steer the Vision, Values, Ethos & Mission within the Academy	<b>Implement</b> & embed the Vision, Values, Ethos & Mission within the Academy
Trust Strategic Plan & Trust growth & development		<b>Determine</b> & <b>approve</b> the Strategic Plan & agree Trust strategies for growth & development		<b>Propose</b> & <b>implement</b> a Trust Strategic Plan & Develop strategies for Trust growth & inform key stakeholders			<b>Receive</b> Trust-wide strategies	Consulted & informed of Strategic Plan & Trust-wide growth strategies
Education Standards								
	Members	Trustees	FARRC	CEO	COO	TGD	ESC	Principals
Trust-wide / Academy KPIs		<b>Decide</b> indicative standards & <b>Review</b> data		<b>Propose</b> <b>Evaluate</b> achievement towards KPI's & Identify areas of concern			<b>Scrutinise</b> Academy KPI reports	<b>Implement</b> & report KPIs

	Members	Trustees	FARRC	CEO	COO	TGD	ESC	Principals
<b>Trust-wide / Academy Outcomes</b>		<b>Decide</b> if EVAT achieved maximum outcomes for pupils & relevant course of action		<b>Evaluate</b> the impact & <b>propose</b> course of action			<b>Scrutinise</b> the outcomes	Share pupil outcomes
<b>Academy Self Evaluation (SEF)</b>		<b>Scrutinise</b> development made across the Trust		<b>Approve &amp; review</b>			<b>Scrutinise &amp; validate</b>	<b>Propose, implement &amp; evaluate</b> performance in collaboration with ESC
<b>Securing Improvement Plan (SIP)</b>				<b>Approve &amp; scrutinise</b> proposals	<b>Review &amp; scrutinise</b> progress against milestones met	<b>Review &amp; scrutinise</b> progress against milestones met		
<b>Premia Funding</b> (Pupil Premium, Sports Premium, Year 7 Catch-up & COVID catch up)		<b>Decide</b> If EVAT achieved maximum outcomes for <b>pupils</b> & relevant course of action		<b>Evaluates</b> the Impact & <b>Proposes</b> course of Action			<b>Scrutinise</b> the outcomes	
<b>External Evaluation</b> (Ofsted, External Reviews & inspection, & Securing Improvement Partner)		<b>Receive</b> assurances that action plans are robust & implemented at pace		<b>Review</b> & respond to any investigation or Ofsted visit, issuing direction to Academies			<b>Review &amp; monitor</b> progress against milestones.	<b>Consult</b> with CEO in light of any investigation or Ofsted visit <b>Propose &amp; Implement</b> relevant Action Plan
<b>Quality of Education (Intent, Implementation, Impact)</b>		<b>Review &amp; Challenge</b> overall Trust standards		<b>Review &amp; Agree</b> Priorities			<b>Challenge Monitor</b> progress	<b>Prepare, Implement Review</b>
<b>Pupil Behaviour &amp; Exclusions</b>				<b>Review Challenge</b> overall patterns & reporting within KPIs			<b>Scrutinise</b> behavior & exclusions	<b>Propose Implement</b> Behaviour and Exclusions Policies and share with key stakeholders.

							data	
<b>Pupil Personal Development</b>							<b>Scrutinise</b>	<b>Propose Implement</b>
<b>Academy Leadership and Management</b>		<b>Evaluate and Decide</b>		<b>Review and Evaluate</b>			<b>Scrutinise</b>	<b>Implement</b>
<b>Pupil Attendance</b>				<b>Review</b> strategies & overall patterns to ensure they are implemented  <b>Report</b> to the Board through KPI's			<b>Challenge Monitor</b> levels of attendance & impact	<b>Propose Implement Report</b> on impact attendance strategies Meet collaboratively as an attendance panel to share consistency of approach. <b>Evaluate</b> Trust-wide patterns & trends to inform new strategies

Children & Young People								
	Members	Trustees	FARRC	CEO	COO	TGD	ESC	Principals
<b>Safeguarding &amp; Child Protection</b>		<b>Approve</b> Trust-wide Safeguarding & Child protection Policy		<b>Review</b> the Single Central Record & ensure Safeguarding procedures are implemented across the Trust		<b>Champion</b> Safeguarding <b>Challenge</b> Data / Reports	Appoint a link member with Safeguarding responsibility  Level 1 Safeguard trained	<b>Implement Champion</b> Safeguarding initiatives  Ensure academy staff and ESC members are appropriately trained
<b>Admissions</b>							<b>Review Approve</b> admissions arrangements	<b>Propose Implement</b> Admissions Arrangements Policy & publish on Academy website

People Team								
	Members	Trustees	FARRC	CEO	COO	TGD	ESC	Principals
Appointment/dismissal of CEO		Decide & Implement						
Appointment/dismissal of Executive Principals and Principals/ Heads of School		Decide		Propose Consult as appropriate				
Appointment / Dismissal of Deputy Principal				Implement				Consult & Propose
Appointment / Dismissal of Academy staff other than Executive Principal / Principal / Deputy Principal / Head of School				Consult Approve				Consult & Implement
Appraisal/pay CEO / COO		For CEO: Chair + Trustee (with Educational background) Full Board Approve	Recommend	For COO and Executive Principals: Review and recommend to Pay Sub-committee /				
Appraisal/pay Principals			Approve (Pay Sub-Committee)	Propose in collaboration with ESC 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 People Team (PT) as appropriate	Consult Propose Implement	Implement	Implement		Implement Absence Policy
Stakeholder Relations								
	Members	Trustees	FARRC	CEO	COO	TGD	ESC	Principals
Media & Communications with Key Stakeholders				Decide strategic information to be shared Approve as necessary	Implement	Review content		



<b>GDPR (inc Freedom of Information &amp; Subject Access Requests)</b>		Responsibility for the oversight of the Trust's compliance with GDPR, appointment of a DPO & overall responsibility to ensure Trust staff are fully trained		<b>Champion</b>	<b>Senior Information Risk Owner (SIRO)</b>	<b>Champion</b> GDPR		<b>Implement</b> Compliance across the Academy
--	--	---	--	-----------------	---	-------------------------	--	---

	Members	Trustees	FARRC	CEO	COO	FD	TGD	ESC	Principals
<b>Complaints</b>	<b>Evaluate</b> reports Trust complaint data.			<b>Evaluate</b> to inform strategic improvements. Involved in Stage 3 complaints				<b>Review</b> formal complaints (Chair)	<b>Implement</b> Complaints Policy and ensure staff awareness of process
<b>Finance, Audit, Risk &amp; Resources Committee (FARRC)</b>									
	Members	Trustees	FARRC	CEO	COO	FD	TGD	ESC	Principals & Heads of School
<b>Annual Report</b>	<b>Receive</b>	<b>Approve</b> (sign)	<b>Scrutinise &amp; Propose</b>	<b>Review</b>	<b>Prepare</b>				
<b>Financial Statements</b>	<b>Receive</b>	<b>Approve</b>	<b>Scrutinise &amp; propose</b> Approval to the Board	<b>Review</b>	<b>Prepare</b>				
<b>Budget Control &amp; administration (including Budget Approval &amp; Financial Plans)</b>		<b>Approve</b> & ensure management is conducted in accordance with the Academies Trust Handbook (ATH)	<b>Scrutinise &amp; propose</b> for approval	<b>Consult &amp; evaluate</b>	<b>Propose &amp; finalise</b> budgets & be accountable for monitoring & managing over / under spends				<b>Propose &amp; implement</b> individual academy budgets in consultation with DFO & CEO
<b>Ensure returns required by the ESFA are completed &amp; submitted by their due date</b>					<b>Implement Approve</b>	<b>Implement</b>			

	Members	Trustees		FARRC	CEO	COO	FD	TDG	ESC	Principals / Heads of School
<b>Delegated levels of approval for expenditure</b>		Over £150,000		Up to £150,000	Up to £75,000	Up to £20,000	Up to £10,000			Up to £10,000
<b>Financial Risk &amp; Anti-Fraud Arrangements</b>		<b>Approve &amp; implement</b>	<b>Scrutinise</b> to ensure strategies are adhered to ensure value for money, propriety & regularity	<b>Consult</b>	<b>Propose</b> robust financial risk strategies which are compliant with the Academies Trust Handbook & the Trusts Finance Policy  <b>Consult</b> with CEO & <b>Implement</b>					
<b>Central Services Offer</b>		<b>Approve</b>		<b>Approve</b>	<b>Review &amp; Implement</b>	<b>Propose</b> robust financial risk strategies which are compliant with the Academies Trust Handbook & the Trust's Finance Policy  <b>Consult</b> with CEO & <b>implement</b>				<b>Implement</b> , ensure strategies are adhered to ensure value for money, propriety & regularity

	Members	Trustees	FARRC	CEO	COO	TGD	ESC	Principals
<b>Workforce, reductions &amp; restructures</b>		<b>Approve</b> in line with the Management of Change Policy	<b>Implement Staffing</b> Sub-Committee to <b>scrutinise</b> recommendations	<b>Evaluate</b> impact across whole Trust  <b>Approve</b> (where Policy allows)	<b>Prepare</b> financial models	<b>Evaluate</b> impact on educational standards	<b>Propose &amp; Implement</b> in conjunction with HR & DFO, & in line with Policy  <b>Consult</b> with CEO & ESC	
<b>Estates &amp; Asset Management/Private Finance Initiative (PFI)</b>		<b>Approve</b> the disposal / acquisition of assets	<b>Recommend</b> the disposal / acquisition of assets (including I&)	<b>Propose</b>	<b>Scrutinise</b> premises costs & condition			<b>Consult</b> with Facilities Manager
<b>Appoint Auditors &amp; agree audit programme</b>	<b>Decide</b> on the Appointment, reappointment, dismissal & remuneration of the Auditors		<b>Review</b> the audit programme & <b>propose</b> any changes <b>Review</b> annual financial statement		<b>Propose</b> audit programme			
<b>Compliance with health &amp; Safety (H&amp;S) Regulations</b>		Primary responsibility for ensuring the proper management & welfare of employees	<b>Scrutinise</b> H & S Premises Report & recommend to Board of Trustees	<b>Champion</b>	<b>Propose, implement &amp; review</b>			<b>Implement</b>
<b>Note – The Finance, Premises &amp; Facilities section of the Scheme of Delegation should be read in conjunction with the following Trust Policies. Finance, Management of Change, Health &amp; Safety &amp; the Terms of Reference for each Trust Committee.</b>								

Governance & Compliance								
	Members	Trustees	FARRC	CEO	COO	TGD	ESC	Principals
<b>Appointment/ Dismissal ESC members</b>		<b>Appoint Chair &amp; Approve / Dismiss ESC members</b>		<b>Recommend</b>			<b>Consult</b> (members) <b>Appoint</b> Vice Chair	<b>Consult</b>
<b>Trust Policies</b>	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. Non-Statutory Policies are approved at an appropriate level in line with gov.uk guidance.							
<b>Term Dates &amp; changes to school day</b>				<b>Consult</b>			<b>Approve</b>	<b>Propose &amp; Consult</b>
<b>Scheme of Delegation/Terms of Reference</b>	<b>Implement</b>	<b>Approve</b> a Scheme of Delegation & the Terms of Reference (annually)	<b>Implement</b>	<b>Review</b> (annually)	<b>Implement</b>	<b>Implement</b>	<b>Implement</b>	<b>Implement</b>
<b>Risk Management</b>	Overall responsibility for risk management, including oversight of the risk register across the full operations of the trust inc contingency & business continuity planning, not only financial risks		<b>Consult &amp; develop</b> a Risk Management process & Approve the Policy	<b>Ensure</b> appropriate risk management systems are in place & any risks identified & controlled	<b>Implement</b> Risk Policy		<b>Escalate</b> any identified risks to the FARRC	<b>Determine &amp; manage</b> risks

	Members	Trustees	FARRC	CEO	COO	TGD	ESC	Principals
<b>Establish/ dissolve subsidiary companies</b>	Establish/ dissolve subsidiary companies to trade for the purpose of raising funds for the Company	<b>Consult</b>		<b>Propose</b>	<b>Recommend</b>			
<b>Charities Act &amp; requirements of Charitable status</b>		<b>Comply with obligations under the Charities Act</b>	<b>Review</b>	<b>Implement</b>	<b>Implement</b>			
<b>Ofsted Visits/Investigations</b>		<b>Review &amp; challenge</b> impact of Visits/ Investigations & Action Plans		<b>Recommend</b> strategic direction to Trustees & ESC post Visit/investigations		<b>Monitor</b> progress made with Action Plans		<b>Implement</b>
<b>Determine or Changing the name / Branding of an Academy or the Trust</b>		<b>Approve</b>	<b>Review</b> Funding implications	<b>Consult &amp; propose</b>	<b>Implement</b>		<b>Receive</b>	<b>Consult &amp; Propose</b>
<b>Trust Charitable Objects</b>	<b>Determine</b>	<b>Implement</b>		<b>Implement</b>				<b>Implement</b>
<b>Adherence to Funding Agreement</b>		<b>Review</b>	<b>Review</b>	<b>Implement</b>	<b>Implement</b>			<b>Implement</b>
<b>Compliance with Trust's Articles of Association &amp; controlling any changes to its Constitution (its Memorandum &amp; Articles of Association)</b>	<b>Approve</b> the Articles of Association	<b>Review &amp; amend</b> Articles of Association						
<b>Annual Report &amp; Accounts</b>	Ensure accounts are prepared annually according to companies act 2006	<b>Approve</b>	<b>Review &amp; recommend</b> to the Board of Trustees for Approval	Prepare Annual Trustees Report	<b>Prepare</b> accounts Liaise with Auditors			
<b>Chair's / Vice Chair's Emergency powers</b>		<b>Delegated Authority</b>		<b>Collaborate</b>				

