KEY:

Chorus Education Trust Schemes of Delegation 2023-24

R	**Responsible** - The group or person(s) who actually carry out the task or process, responsible for getting the job done. Multiple groups or people may be responsible.
A	**Accountable** - The person or group which is ultimately responsible for ensuring that the task or process is completed appropriately. Only one person / group can be accountable for a task or process.
C	**Consulted** - People or Groups that are not directly involved in carrying out the task or process, but who are consulted. May be a stakeholder or subject matter expert.
I	**Informed** - Not involved in carrying out a process or task, and not a decision maker, but have a need to stay informed

Delegation

Category	Decision	Members	Trust Board	Audit & Risk Committee	Finance & Resources Committee	Quality of Education Committee	S&I Committee	SYTH Committee	CEO / Accounting Officer	Local Governing Body (LGB)	Head of School / Principal	Comments
Governance, Structures and Strategy	Members - Appointment and Removal	A / R	C						I			Articles of Association 15A, 16, 18
	Members - Terms of Reference and role descriptors	A / R	C									Refer to Academies Handbook and NGA
	Trustees - Appointment and Removal	A / R	C									Articles of Association 50-56
	Trustees Chair and Vice Chair - Appointment and Removal	I	A / R						C			Articles of Association 82-85, 90
	Trust Governance structure - To establish and review structure of Board committees (anually)		A / R						C			Refer to Academies Handbook and NGA
	Trustees - Terms of Reference and role descriptors for Trustees/Chairs/ Committees		A / R						C			*Terms of reference for all Trust Committees*
	Board Committee Chairs - Appointment and Removal		A / R									*Scheme of Governance and Terms of Reference*
	Board Committee Vice Chairs - Appointment and Removal		A	R	R	R	R	R	C			*Scheme of Governance and Terms of Reference*
	Board Audit Committee - appointment of		A / R									*Scheme of Governance and Terms of Reference*
	Board specific task Trustees - Appointment and removal of eg safeguarding, H&S		A / R						I	I	I	*Scheme of Governance and Terms of Reference*
	LGB Structure - To establish and review structure of Local Governing Bodies (LGB) and committees		A / R						C		C	*Chorus LGB Membership Structure*
	LGB Members - Appointment and Removal of LGB members (plus election processes where required)		A / R						C		C	*Terms of Reference for LGBs*
	LGB Chair / Vice Chair - Appointment and Removal		A / R						C		C	*Terms of Reference for LGBs*
	LGB specific task Governors - Appointment and removal of eg safeguarding, H&S, SEND, PP								A	R		*Terms of Reference for LGBs*
	Clerk to Trustees and Co Secretary - Appointment and Removal		A / R									Articles of Association 81
	Clerk to LGB - Appointment and Removal		A						R	C		*Terms of Reference for LGBs*
	Articles of Association - Propose amendments to the DfE for consent	C	A / R						C			Companies Act 2006
	Articles of Association - Approve amendments to the following consent from the DfE	A / R							I			Companies Act 2006
	Call meetings - To call an Annual General Meeting and other General Meetings as required	A / R							I			Articles of Association 19-20, *Annual calendar of meetings produced summer term for following year*
	Set vision and strategic objectives - of the Trust and Academies, agree KPIs	I	A / R						R		R	Charitable Objects of the Company in Articles of Association, Trustees approce Chorus Improvement Plan, CEO approve Academy SIPs anually
	Scrutiny - oversee implementation of strategy, measure progress to KPIs	I	A / R						R		R	HoS / Principal responsible at Academy level, CEO at Trust level
	Due diligence - Oversight and scrutiny of schools joining the Trust		A / R						R			
	Compliance Finance - with all requirements of Funding Agreement and Academy Trust Handbook		A						R	I	R	Master Funding Agreement, Academy Trust Handbook Headteacher responsible for compliance at school level
	Compliance Regulatory - with all relevant laws and regulations (e.g. charities law, company law, employment law, GDPR, Health and Safety laws)		A						R	I	R	Refer to legal as necessary, DPO etc
	Compliance Governance - completion of the register of interests, process to deal with conflicts of interest and related party transactions		A						R	I		Accounting officer responsible for register for Members and Trustees
	Schemes of Delegation - Changes to the SOD		A / R						C			
	Skills audit - complete and recruit to fill gaps on Board of Trustees		A / R						C			NGA skills audit available
	Skills audit - complete and recruit to fill gaps on LGB		A / R						C	C	C	NGA skills audit available
	Performance Review Board of Trustees - self-review completed annually, externally year 3		A / R									Academies Handbook and NGA
	Performance Review Chair of Board of Trustees - carry out 360 review periodically	C	A / R						C	C		Chair of LGB consulted
	Board of Trustees committees member contribution - review annually		A / R									*Chairs annual report to Members, Chair to address non-attendance and non-contribution*
	Trustees Succession - plan for Trustee replacement		A / R						C			*Standing item on full board agenda for Chair to review*
	Board of Trustees Annual schedule of business - agree		A / R						C			*Board Annual standing Agendas set*
	Performance Review LGB - Annual self review of LGB complete annually		A							R	C	
	Performance Review Chair of LGB - carry out 360 review periodically		A						C	R	C	Link Trustee consulted
	LGB member contribution - review annually		A						C	R	C	Chair to address non-attendance and non-contribution of LGB memebrs
	LGB Governor Succession - plan for LGB member replacement		A						C	R	C	*Standing item on full LGB agenda for Chair to review*
	LGB Annual schedule of business - agree		A						R	I		*LGB Annual standing Agendas set centrally*
	Reporting Governance - Publication on Trust website of all required governance arrangements		A						R			DfE website requirements, Academy Trust Handbook - CEO responsible for Trust
	Reporting Governance LGB - Publication on Academy websites of all required LGB governance information		A								R	Head responsible for school LGB required information
	Reporting Annual Trustees Report - Prepare and publish Annual Report on the performance of the Trust on website and submit to ESFA	I	A						R			Audited accounts Trustee Report - see Academies Accounts Direction
	Policies Trust Wide - Establish and implement central policies for Formal Complaints, Freedom of Information requests, SEND, Safeguarding and Child Protection, Curriculum, Behaviour, Admissions, Charging & Remissions, Expenses, Health & Safety, Premises Management, Data Protection and Staffing policies including Capability, Discipline, Conduct and Grievance		A	C	C	C	C	C	R	C	C	*Policies Matrix administered by Exec PA*
	Policies school level - determine and approve those which reflect schools ethos & values, admissions, SEND, curriculum, behaviour		A							A	R	*Policies matrix administered by school/ exec PA*
	Compliance Trust Risk Register - Establish, review and monitor Trust Risk Register, to manage and mitigate strategic risk		A	R					C	C	C	*CET Risk Register*
	Compliance Business Continuity Risk - manage and mitigate through site Business Continuity and Critical Incident Plans		A		C				R	A	R	CEO Responsible centrally, LGB Accountable at school level and Head responsible at school level
	Auditors - Appointment of Trust external auditors	A	R	C					C	I	I	3 year appointment
	Internal Auditors - Appointment of Trust Internal Scrutiny Auditors		A	R					C	I	I	Appointment every 3 years, Resources Cttee set programme every summer for following Academic Year
	Compliance Trust level auditing and reporting arrangements - agree internal scrutiny programme, QA & reporting eg safeguarding, H&S, employment, finance, IT		A	C	C	C	C		R	I	I	
	Compliance Trustee & Governor Training Programme		A						R	C	C	Central subscription, welcome & induction process issued - training Governor appointed for each school - Chair Responsibility
Education and Curriculum	Establish and Implement School Improvement Plans for each Academy in line with Trust strategy and vision		A			C			R	C	R	The CEO develops School Improvement Plans with Heads in response to Chorus Improvement Plan and QA information
	Agree and review KPIs related to educational performance of Academies		A			C			R	C	R	CEO and Head develop as part of the School Improvement Plans
	Quality of Teaching- ensuring appropriate levels of support, challenge and intervention to support the delivery of educational outcomes		A			C			R	C	R	
	Define the Curriculum for each Academy and review effectiveness		A			C			R		R	
	Pupil Premium- review and challenge the value for money of the PP grant in improving educational outcomes		A			C			R	C	R	DfE website requirements- pupil premium strategy statement published annually by 31st December
	Single Central Record		A		C				R	I	R	DfE requirement- log all pre-employment checks, including DBS. Updated whenever new staff are recruited
	Agree PAN annually		A						R	C	C	
	Provision of Relationship and Sex Education		A			C			C	C	R	Statutory requirements in the national curriculum

Item										Notes
Provision of RE		A		C		C	C	R		Statutory requirements in the national curriculum
Collective worship arrangements		A		C		C	C	R		
Attendance		A			C	R	C	R		
Safeguarding		A			C	R	C	R		Director of Safeguarding updates Safeguarding Policy annually in response to the most recent Keeping Children Safe in Education advice
Suspensions		A			C	R	C	R		
School Hours- ensuring the minimum number of sessions per academic year		A				C	C	R		
Term Dates		A				C	C	R		Follows Local Authority patterns

Finance

Item					Notes
Funding model - agree funding model that secures financial health in short/long term (management fee %, GAG pooling, central spend etc)	A	C	R	I / I	
Central Scheme of financial delegation - establish & review	A	C	R		*Financial procedures administration and control policy*
Schools Scheme of financial delegation - establish & review	A	C	R	I	*Financial procedures administration and control policy*
Trust Annual Budget - formuate and set central and Trust wide consolidated budget forecast	A	C	R		Access finance & budgeting system , assumptions set centrally
School Annual Budget - preparation for Board approval	A	C	R	C R	Access finance & budgeting system , assumptions set centrally
Monitor - Trust financial performance against agreed budget - monthly MA's, cashflow forecast, balance sheet	A	C	R		*Monthly MA's produced and reviewed by CEO and Resources Chair- Access accounting system*
Monitor - School financial performance against agreed budget - monthly MA's, cashflow forecast, balance sheet	A	C	R	C R	*Monthly MA's produced and reviewed by Headteacher - Access accounting system*
Reporting - financial KPIs and benchmarking value for money - setting and reviewing	A	C	R	I	ICFP and VMFI tools
Reporting - School performance v KPIs and benchmarking value for money	A	C	R	C R	ICFP centrally set KPIs
Finance policies - establish & maintain compliant policies and procedures in line with reporting requirements	A	C	R	I	*Financial procedures administration and control policy* - reviewed anually Academy Trust Handbook, Accounts Direction etc
Compliance Financial Policies Central - oversight of controls, regularity, probity, VFM in relation to public funds	A	C	R	I	Audit Cttee Trust Board, *Chorus Financial procedures administration and control policy*
Prepare and implement trust-wide procurement strategies and efficiency programmes	A	C	R	I	*Financial procedures administration and control policy* - reviewed anually
Receive and respond to external auditor's annual report - statutory financial reporting	A R C		R	I	Members receive at AGM
Investments - agreeing policy, setting internal controls and annual plan	A	C	R		*Financial procedures administration and control policy* - reviewed anually, investments reported at Board Resources Cttee
Land & Premises Assets - Acquiring, disposing, or changing use	A	C	R	C C	
Fixed Asset Register - maintaining FAR	A	C	R		
Grant applications	A	C	R	C R	Refer to Financial procedures & finance schemes of delegation for limits
Borrowing	A	C	R		
VAT	A	C	R		

HR

Item					Notes
CEO - Appointment and Removal of CEO and Accounting Officer	I	A / R		I I	Articles of Association 107, *Trust wide HR Policies, HR appointment form and letter/contracts*
Central Team CFO - Appointment and Removal for delivery of Academy Handbook and financial probity requirements	I	A / R	C	R I I	*Trust wide HR Policies, HR appointment form and letter/contracts*
Central Team Senior Leaders - Appointment and Removal of COO and central execcutive leadership team	I	A / R	C	R I I	Growth plan and central team structure approved by Board, *Trust wide HR Policies, HR appointment form and letter/contracts*
Central Team Other Staff - Appointment and removal of other non-SLT staff eg cross Trust teachers, operational support staff		A	I	R	*Trust wide HR Policies, HR appointment form and letter/contracts*
Central Staffing Structure - Establish and implement organisational structures centrally to suport the Trust and Academies		A	C	R I	CEO sets structure for central team
School Headteacher - Appointment and Removal of Head of School / Principal for each Academy	I	A / R		R C	Articles of Association 107, *Trust wide HR Policies, HR appointment form and letter/contracts*
School SLT - Appointment and Removal of Senior Leadership at Academy Level		A		R C R	*Trust wide HR Policies, HR appointment form and letter/contracts*
School Other Staff - Appointment and removal of non-SLT school based/ line managed staff eg teachers, ed support, school admin support		A		R R	*Trust wide HR Policies, HR appointment form and letter/contracts*
School Staffing Structures - Establish and implement school organisational structures		A		A C R	Head responsible at school level for school roles which are not centrally line managed, under HR policies and guidance
CEO - Performance Management		A / R	C	I	*CEO performance management procedure & committee of 3 trustees with advisor agreed anually*
School Headteacher - Performance Management of Heads of Schools / Principals		A	I	R I	*Chorus Appraisal Policy & procedures*
Strategic Director of SYTH - Performance Management		A	I	R	*Chorus Appraisal Policy & procedures*
Trust wide HR policies and procedures - Establish, monitor and implement (Recruitment, pay, disciplinay, greivance, absence) in accordance with appropriate regulations		A	C	R I R	Set centrally and Board/CEO accountable and responsible. Head responsible for implementing at school level and LGB accountable to monitor at school level
Appraisal and performance management policy and procedures - setting and pay progression, in line with Trust Pay Policy and all statutory regulations		A	C	R I I	*Appraisal policy and procedures* CEO responsible for setting and in respect of central SLT and Heads.
Appraisal and performance management - school implementaion of process and pay progression for staff (except Headteacher)		A	C	C I R	Head responsible for implementing at school staff level and LGB informed
Terms and Conditions of Employment - Central Staff Handbook		A	C	R I	*Trust Employment Contracts, Trust Staff Handbook* - each site may have own operational site specific staff handbook
Annual Review of Salaries and Pay Increases - in line with Pay Policy and statutory regulations		A	C	R I	STCPD Teachers, NJC Support Staff
CEO - Annual Pay Award agree	A / R	C		I	*CEO Appraisal and Pay procedure, Pay Policy*
Headteacher - Annual Pay Award agree	A	C		R I	*Appraisal Procedure and Pay Policy*
Disciplinary and Grievance Policies - review	A	C		R I I	
Central - Organisational restructuring	A	C	C	R	Board ratification required,CEO notified before process begins, central HR involved
School - Organisational restructuring	A	C		R C R	Board ratification required,CEO notified before process begins, central HR involved

Operations

Item									Notes
Central Services - Determining and allocating central services provided to the Academies centrally	A				R	C	C		
Central Services - Overseeing the effectiveness of services provided centrally	A				R	C	C		
Insurance cover - Ensuring that the Trust and Academies have all necessary Insurance in place	A	C			R		I		
Media & PR - Overseeing public relations activities to present the activities of the Trust and Academies to the Media and wider community	A				R	I	C		
Stakeholder engagement - Chorus centrally	I A	C	C C C C C						
Stakeholder engagement - school level local community					C	A	R		
Chorus Website	A				R				
School prospectus & website	I				A	C	R		Centrally templated prosectus & website
Asset & premises strategy - determining use of premises and ensuring adequate maintainance	A	C			R	C	C		LGB & Headteacher consulted at school level
IT strategy - determining strategy, use of systems and adequately maintained and lifecycled eqipment	A	C			R	C	C		LGB & Headteacher consulted at school level
Compliance FOI requests and complaints - central	A				R		I		*Chorus FOI and SARS procedures, Complaints Procedure*
Compliance FOI requests and complaints - school	A				C	I	R		*Chorus FOI and SARS procedures, Complaints Procedure*
Legal Claims - with potential impact on reputation	A	C			R	I	I		In respect of non staffing claims, legal claims re staffing dealt with in line with Risk Register