

Chorus Education Trust Schemes of Delegation 2026-27

RACI	Meaning
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

Category	Decision	Delegation										Comments
		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)	Headteacher	
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 (annually)		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 e.g. 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	I	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						I	C	I	Terms of Reference for LGBs
	LGB specific task Governors - Appointment and removal of e.g. 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

Category	Decision	Delegation										Comments
		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)	Headteacher	
	Articles of Association - Approve amendments to the following consent from the DfE	A / R	I						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	C	C	Charitable Objects of the Company in Articles of Association, Trustees approve Chorus Improvement Plan, CEO approve Academy SIPs annually
	Scrutiny - oversee implementation of strategy, measure progress to KPIs	I	A / R						R		R	Headteacher 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 reviews periodically	C	A / R						C	C		Chair of LGB consulted
	Board of Trustees committee 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 reviews 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 members
	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	I	LGB Annual standing Agendas set centrally

Category	Decision	Delegation										Comments
		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)	Headteacher	
	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	I	I	Policies Matrix administered by Exec PA
	Policies at school level - determine and approve those which reflect school's ethos & values, admissions, SEND, curriculum, behaviour									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	I	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 e.g. 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		A			C			R	C	R	

Category	Decision	Delegation										Comments
		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)	Headteacher	
	and intervention to support the delivery of educational outcomes											
	Define the Curriculum for each Academy and review effectiveness		A			C			R	C	R	
	Pupil Premium - review and challenge the value for money of the PP grant in improving educational outcomes		A			C			R	R	R	DfE website requirements - pupil premium strategy statement published annually by 31st December
	Sports Premium (primary) - review and challenge the value for money and appropriate use		A			C			R	R	R	DfE website requirements - sports premium strategy statement published annually by July
	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			R	I	I	Statutory requirements in the national curriculum
	Provision of RE		A			C			R	I	R	Statutory requirements in the national curriculum
	Collective worship arrangements		A			C			R	I	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						R	I	R	
	Term Dates		A						R	I	R	Follows Local Authority pattern, 190 school days & 5 INSET (195 days)
Finance	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	I	Financial procedures administration and control policy
	Trust Annual Budget - formulate 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	I	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	I	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	I	ICFP and VMFI tools
	Reporting - School performance v KPIs and benchmarking value for money		A		C				R	I	R	ICFP centrally set KPIs
	Finance policies - establish & maintain compliant policies and procedures in line with reporting requirements		A		C				R	I	I	Financial procedures administration and control policy - reviewed annually Academy Trust Handbook, Accounts Direction etc

Category	Decision	Delegation									Comments	
		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)		Headteacher
	Compliance Financial Policies Central - oversight of controls, regularity, probity, VFM in relation to public funds		A		C				R	I	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	I	Financial procedures administration and control policy - reviewed annually
	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 annually, 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	I	R	Refer to financial procedures & finance schemes of delegation for limits
	Borrowing		A		C				R			
	VAT		A		C				R			
HR	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 executive 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 e.g. cross Trust teachers, operational support staff		A		I				R		I	Trust wide HR Policies, HR appointment form and letter/contracts
	Central Staffing Structure - Establish and implement organisational structures centrally to support the Trust and Academies		A		C				R		I	CEO sets structure for central team
	School Headteacher - Appointment and Removal of Headteacher 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 e.g. 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	I	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 annually
	School Headteacher - Performance Management of Headteachers		A		I				R	I	I	Chorus Appraisal Policy & procedures

Category	Decision	Delegation										Comments
		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)	Headteacher	
	Director of SYTH and Director of SCITT - Performance Management		A		I				R			Chorus Appraisal Policy & procedures
	Trust wide HR policies and procedures - Establish, monitor and implement (Recruitment, pay, disciplinary, grievance, 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 implementation 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	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	I	STCPD Teachers, NJC Support Staff
	CEO - Annual Pay Award agree		A / R		C				I			CEO Pay procedure, Pay Policy (appraisal delinked from pay)
	Headteacher - Annual Pay Award agree		A		C				R	I	I	Pay Policy (delinked from appraisal)
	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	I	R	Board ratification required, CEO notified before process begins, central HR involved
Operations	Central Services - Determining and allocating central services provided to the Academies centrally		A						R	I	C	
	Central Services - Overseeing the effectiveness of services provided centrally		A						R		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	R			
	Stakeholder engagement - school level local community								C	A	R	
	Chorus Website		A						R			
	School prospectus & website		I						A	I	R	Centrally templated prospectus & website

Category	Decision	Delegation										Comments
		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)	Headteacher	
	Asset & premises strategy - determining use of premises and ensuring adequate maintenance		A		C				R	I	C	LGB & Headteacher consulted at school level
	IT strategy - determining strategy, use of systems and adequately maintained and life cycled equipment		A		C				R	I	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