EGGAR'S SCHOOL

SCHEME OF DELEGATION (Governance)

Introduction

The Eggar's Academy Trust is a Charitable Trust that manages Eggar's School in Alton, Hampshire. The management and staff of the school are employees of the Trust. The Trust's affairs are overseen by a Board of Trustees which is legally accountable for all decisions made, including those delegated to its committees. The committees oversee the school's activities affecting the curriculum, students, and the school environment (CSE Committee), finance and personnel (F&P Committee) and pay (Pay Committee). These committees report to the Trust Board.

The Trust's responsibilities and activities are documented in the school's Articles of Association.

Scheme of Delegation

The Scheme of Delegation is a policy document which sets out the relationships between, and the responsibilities of, the Trust Board, its Executive (Senior Leadership Team), and its committees. The Scheme of Delegation is set out in the policy as a table which defines these responsibilities and, for financial activities, it places financial limits on the authorities delegated.

Further details of these responsibilities are set out in the Terms of Reference for the Full Trust Board and the committees.
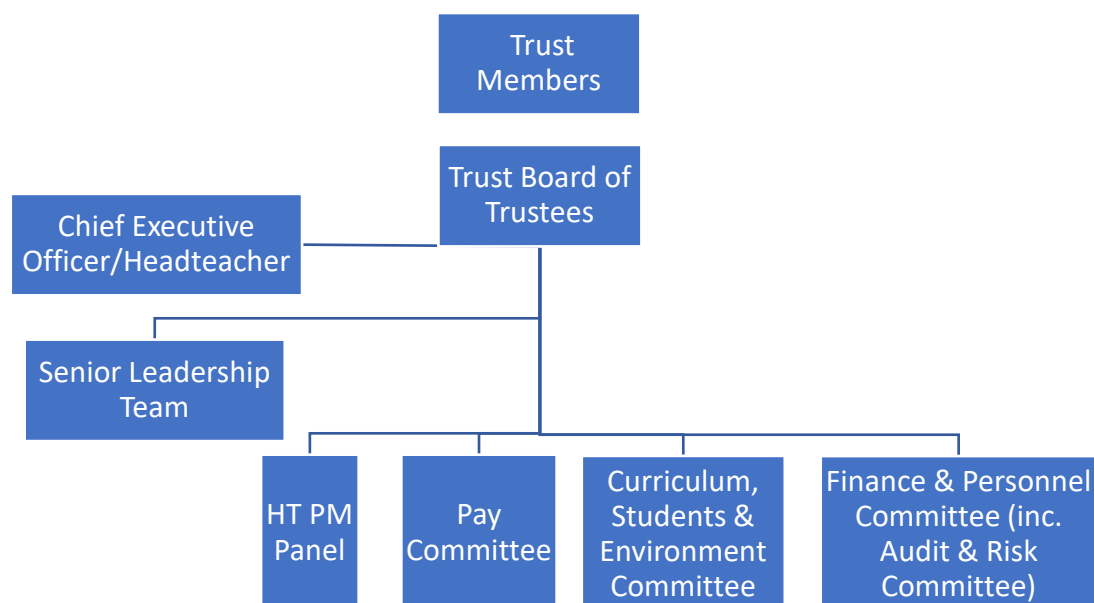
This document covers the following aspects:

1. Roles and Responsibilities
2. Strategy
3. Governance
4. Staff Management, Policy and Pay
5. Financial Governance and Management
6. School Policies and Procedures.

There is a separate Financial Scheme of Delegation covering financial policy, practice, and procedures.

The Scheme of Delegation enables the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, the Education and Skills Funding Agency (ESFA), the Charities Commission, HMRC and Companies House, whilst also ensuring that these are managed in a secure and appropriate manner.

Organisation Chart

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                              │    Trust     │
                              │   Members    │
                              └──────┬───────┘
                                     │
                              ┌──────────────┐
  ┌────────────────────┐      │ Trust Board of│
  │  Chief Executive   │──────│   Trustees   │
  │ Officer/Headteacher│      └──────┬───────┘
  └────────────────────┘             │
          │                          │
  ┌────────────────────┐             │
  │ Senior Leadership  │             │
  │       Team         │             │
  └────────────────────┘             │
      ┌──────────┬──────────┬────────────┬──────────────┐
┌──────────┐┌──────────┐┌────────────┐┌──────────────────┐
│  HT PM   ││   Pay    ││ Curriculum,││Finance & Personnel│
│  Panel   ││Committee ││ Students & ││ Committee (inc.  │
│          ││          ││Environment ││  Audit & Risk    │
│          ││          ││ Committee  ││   Committee)     │
└──────────┘└──────────┘└────────────┘└──────────────────┘
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1. Roles and Responsibilities

1.1 The Role of the Members

The Members of the Trust are guardians of the governance of the Trust and as such have a different status to Trustees. They agree the Trust's Articles of Association and any amendments to these.

Members appoint Trustees to ensure that the Trust's charitable object is carried out and may remove Trustees if they fail to fulfil this responsibility.

Members appoint the Trust's auditors and receive the Trust's audited annual accounts. According to Eggar's School Articles of Association, there must be at least 3 Members.

Members will not receive any remuneration or financial distribution from the Trust for performing their role.

1.2 The Role of the Trustees

Eggar's School Academy Trust is a charitable company. Accordingly, Trustees are both charity Trustees (within the terms of section 177 (1) of the Charities Act 2011) and company directors. Because Trustees are bound by both charity and company law, the terms "Trustees" and "Directors" are often used interchangeably.

The Trustees are responsible for the general control and management of the administration of the Trust, and in accordance with the provisions set out in the Articles of Association and its Funding Agreement, the Trust is legally responsible and accountable for all statutory functions, and for the performance of the school within the Trust. The Trustees must

approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. The Trust is the employer of every member of staff.

The Board of Trustees has the right to review and adapt its governance structure at any time which includes removing delegated powers.

Trustees will not receive any remuneration or financial distribution from the Trust for performing their role.

1.3 The role of the Finance and Audit/Risk Committee

In line with the Academy Trust Handbook, the Board of Trustees has established a Finance & Personnel Committee to which the Board delegates financial scrutiny and oversight. The Trust currently incorporates the functions of the Audit and Risk Committee into the Finance and Personnel Committee. Decisions of the Audit/Risk Committee when undertaking the Audit/Risk responsibilities will be deemed decisions of the Board of Trustees.

1.4 The role of the Chief Executive Officer

The Chief Executive Officer (CEO) has the delegated authority for the operation of the Trust including the performance of the school and its staff.

The CEO is the Accounting Officer so has overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability, avoiding waste, and securing value for money. The CEO has specific personal responsibility to Parliament and to the ESFA Accounting Officer. The CEO leads the executive management and leadership team of the Trust.

2. Strategy

Task	Members	Trust Board	CEO/HT
Approve Admission of new schools to the Trust	√	Recommend	
Approve new academies joining the Trust	√	Recommend	
Approve and monitor Trust Strategic Plan		√	
School Improvement Plan		√	
Pupil Attainment and Standards data		√	Monitor

3. Governance

Task	Members	Trust Board	CEO/HT
Approve and amend Trust Articles of Association	√		
Appointment of Trustees to the Board	√	√ /Recommend	
Approve Trust Board Terms of Reference		√	
Approve/Change Trust Scheme of Delegation		√	Consult
Establish/Maintain Trust Committees and Terms of Reference		√	
Appoint (and remove) Chair of Trust Board		√	
Appoint (and remove) Chair(s)/Vice Chair(s) of Trust Committees		√	
Appoint (and remove) Trust Committee Members		√	
Appoint (and remove) Clerk to Trust Board		√	
Organise calendar of Trust Board meetings		√ (Clerk)	
Maintenance of Business Interests		√ (Clerk)	

	√	Consult	
Change the Company Name	√	Consult	
Trust Risk Register		√	
Trust-wide policies (Safeguarding; Health & Safety)		√	
Trust Business Continuity Plan		√	
School Health & Safety Procedures		Monitor checks	√
Complaints Policy and Procedures		√	
Code of Conduct		√	
Skills Audit		√ (undertake)	
Periodic evaluation of school effectiveness		√	

4. **Staff Management**

Task	Members	Trust Board	CEO/HT
Pay Policy		√	
Safeguarding Policy		√	Implement
Changes to Employee Terms & Conditions or Collective Agreements		√	
CEO/HT Performance Management & Performance Pay Award		√ (HTPM Chair)	
Teachers Performance Management and Pay Award			√
Support Staff Performance Management and Pay Award			√
Performance Management Policies		√	
Inflationary Pay Awards		√	
HR Policies: Re-structuring & Redundancy; Capability; Disability; Grievance; Appraisal; Whistleblowing		√	
Appointment of CEO/HT		√	
Appointment of Trust Business Manager/Chief Financial Officer		√	
Appointment of Company Secretary		√	
Suspension of CEO; return of CEO after suspension; dismissal		√	
School Senior Leadership Team appointments			√
Teaching and support staff appointments			√
Suspension of teaching and support staff; return after suspension; dismissal			√
Dismissal of staff		√	
Restructure or redundancy of staff		√	
School Staff complement, structure and grades			√
Deployment of staff			√
Approval of compassionate leave beyond contractual allocation		√ *(Chair of Trustees)*	

5. **Financial Governance and Management**

Task	Members	Trust Board	CEO/HT
Trust & School Financial Regulations, procedures, and Policies		√	
Appoint Trust External Auditors	√		
Organise independent audit/financial review		√	
Trust Budget plans and forecast returns		√	

Monitor monthly Trust accounts		√	
Trust Annual Accounts		√	
Annual Trustees Report to Members		√	
Trust Academies Accounts Return to ESFA		√	
Response to Auditor's Management Letter		√	
Inflationary Pay increases		√	
Approve Trust YTD and interim reports		√	
Approve Trust contracts		√	
Investment of Trust funds		√	
Maintain up to date school information on GIAS			CFO
Approve Trustee Expenses Policy		√	
Fixed Asset Registers			CFO

6. <u>School Based Policies and Procedures</u>

Task	Members	Trust Board	CEO/HT
School INSET Days			√
Change of School Age Range		√	
Expansion and reduction of school PAN		√	
Child Safeguarding Procedures		√	
Attendance Policy & procedures			√ (procedures)
Pupil Premium Impact Statement			√
Behaviour & Exclusions Policy			√
Curriculum Policies			√
Fixed Term exclusions and returns			√
Permanent exclusions			√
Appeals against permanent exclusions		√ (GDC)	
Admissions Policy and allocation of places		√	
Admissions Appeals		√	
Website, Uniform, Logo, and Branding			√
Extended Services and Lettings on site			√
School Resources and Equipment			√
Teaching & Learning Policies			√
Sex Education Policy			√
Collective Worship Policy			√
SEND and Inclusion Procedures		Inform	√