

# The Quinta Primary school

## Scheme of Delegation

- Everyday Excellence
- Authentic Care
- Independence
- Opportunity

THE QUINTA ACADEMY TRUST: SCHEME OF RESERVATION AND DELEGATED AUTHORITY				
Subject	Reserved to the Board	Delegated to Chair and/or Vice Chair	Delegated to Committees	Delegated to Headteacher
<b>Governance</b>	<p>Review &amp; approval of governance arrangements including:</p> <ul style="list-style-type: none"> <li>• The schedule of TRUST Board meetings, &amp; format of agendas;</li> <li>• Approval of minutes;</li> <li>• TRUST Committee structures and terms of reference including those of the Local Governing Body (LGB);</li> <li>• Levels of delegated authority including limits of financial authority see financial ;</li> <li>• Member/Trustee / Governor Code of Conduct &amp; Conflict of Interest &amp; Confidentiality Policy.</li> </ul>	<p>Approval of TRUST Board agendas &amp; draft minutes for circulation to the FGB and Committees</p> <p>Final decision on interpretation of any aspects of the operation of the FGB or its Committees.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Contribution to review &amp; development of the Committees.</p> <p>Planning/organisation of LGB meetings, preparation of agendas, papers &amp; minutes in liaison with the Chairs of the Committees &amp; clerk to Governors</p> <p>Ensuring the effective servicing and support of Committees.</p> <p>Developing a management scheme of reservation and delegation and ensuring its effective implementation through the Financial Manual.</p>

	<p>Appointment of:</p> <ul style="list-style-type: none"> <li>• Trustees;</li> <li>• the Chair of Trustees;</li> <li>• Committee Chairs &amp; Members</li> </ul> <p>TRUST Board reserves the right to determine the composition of the LGB but will normally ordinarily exercise the right to appoint 2 trustees as Chairs and Vice Chairs of the LGBs</p>	<p>Recommendation to the TRUST Board re: Committee Chairs &amp; Members (incl. Chair &amp; Vice Chair of the LGB).</p>	<p><b>Governance Committee:</b> Review of TRUST Board skills requirements and recruitment of new Trustees, with recommendations to the TRUST Board.</p> <p><b>Local Governing Bodies:</b> Appointment of Governors beyond the Chair and vice chair &amp; chairs and members of LGB Sub Committees.</p> <p>Making appropriate arrangements for the election of parents and staff to the LGB.</p>	<p>Advising:</p> <ul style="list-style-type: none"> <li>• The LGB Chairs in making recommendations re its membership</li> <li>• The LGB Chairs in making recommendations re LGB Committee Chairs and membership</li> </ul> <p>Reviewing and making recommendations re supporting:</p> <ul style="list-style-type: none"> <li>• Governance Committee in making recommendations re TRUST Board membership its Committee Chairs &amp; members (incl. Chair &amp; Vice Chair to the LGBs).</li> </ul>
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<p><b>Strategy &amp; Planning</b></p>	<p>Approval of the Trust's:</p> <ul style="list-style-type: none"> <li>• Vision, mission &amp; values;</li> <li>• Strategic direction;</li> <li>• Strategic and annual operating plans &amp; budgets.</li> </ul> <p>Approval of the Schools' Development Plans, Post Inspection Action Plans &amp;/or School Improvement Plans.</p>	<p><b>Local Governing Board</b> Detailed scrutiny &amp; challenge of the business aspects of the Trust's strategic &amp; annual plans &amp; budgets with advice to the TRUST Board.</p> <p><b>Local Governing Bodies:</b> Detailed scrutiny of the School Development Plans, Post Inspection Action Plans &amp;/or School Improvement Plans &amp;</p>	<p>Supporting the TRUST Board in developing/setting the Trust's overall strategy including:</p> <ul style="list-style-type: none"> <li>• Early consultation with the TRUST Board;</li> <li>• Drafting propositions for Committee/TRUST Board review;</li> <li>• Development of strategic &amp; operating plans &amp; budgets for review by Committees/approval by the TRUST Board.</li> </ul>
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			advice to the TRUST Board.	Ensuring the School Development Plans aligns with the Trust's strategy Supporting the Trust's growth strategy through presenting recommendation and competing appropriate bid processes etc.
<b>Education Policy</b> (Relating to Education, Communication, and other initiatives)	<p>Approval of the Trust's:</p> <ul style="list-style-type: none"> <li>• Education policy;</li> <li>• Communications &amp; systems for ensuring effective stakeholder engagement;</li> <li>• Quality Assurance framework.</li> </ul> <p>Monitoring of policy implementation &amp; decision making on action required.</p>		<p><b>Local Governing Bodies:</b> Delegated authority in relation to:</p> <ul style="list-style-type: none"> <li>• the conduct of the Schools;</li> <li>• promoting high standards of educational achievement in line with the overall strategic direction of the Trust;</li> <li>• ensuring that the curriculum for the Schools is appropriate, balanced, broadly based and operates within the context of the school's statement of values and ethos as agreed by the Trust;</li> <li>• the admission arrangements to the Schools</li> </ul> <p>Approval of school policies relating to:</p>	<p>Advising on and supporting the development and implementation of the Trust's:</p> <ul style="list-style-type: none"> <li>• Education policy;</li> <li>• Communication processes, including systems for ensuring effective stakeholder engagement;</li> </ul> <p>Ensuring the effective management of the schools and other initiatives in line with policy/quality standards (including ensuring provision of information, advice and support on national education policy to the Local Governing Bodies). Advising on and supporting the development and implementation of a Quality Assurance framework for TRUST Board approval.</p>

			<ul style="list-style-type: none"> <li>● Curriculum;</li> <li>● Sex Education;</li> <li>● Religious education &amp; collective worship;</li> <li>● Public examinations;</li> <li>● Admissions;</li> <li>● Safeguarding &amp; promotion of pupils' health &amp; welfare;</li> <li>● Behaviour &amp; Discipline;</li> <li>● Health &amp; Safety;</li> <li>● Pupil records &amp; reports;</li> <li>● School term dates/holidays;</li> <li>● Other requirements as set out in the Trust's Articles or by regulation/legislation.</li> </ul>	
<b>Performance Management</b>	<p>Approval of the Trust's performance management &amp; reporting framework including key performance indicators.</p> <p>Monitoring of performance in implementing the strategy and managing the Trust, &amp; decision-making on action required.</p> <p>Approval of the Trust's Complaints Policy &amp; decision making on</p>		<p><b>Local Governing Board</b> Detailed scrutiny of the Trust's:</p> <ul style="list-style-type: none"> <li>● performance management &amp; reporting framework ;</li> <li>● business performance against plans &amp; budgets;</li> <li>● advice to the TRUST Board.</li> </ul> <p>Monitoring of complaints &amp; advice to the TRUST</p>	<p>Development and operation of the schools' performance management &amp; reporting frameworks for approval by the LGBs.</p> <p>Implementing the Trust's complaints policy at school level.</p> <p>Supporting and facilitating the FRC's responsibilities for overseeing:</p> <ul style="list-style-type: none"> <li>● performance management &amp; reporting framework ;</li> <li>● business performance against plans &amp; budgets;</li> </ul> <p>Development of the Trust's complaints policy for approval.</p>

	appeals in line with the policy.		<p>Board in line with the Complaints Policy.</p> <p><b>Local Governing Bodies:</b> Detailed scrutiny of performance against the School Development Plans, Post Inspection Action Plans &amp;/or School Improvement Plans, &amp; decision making re action required.</p> <p>Oversight of complaints about the schools in line with the Complaints Policy.</p>	<p>Management &amp; reporting of complaints in line with the policy.</p> <p>Delivery of the strategy and operational management of the Trust &amp; reporting on progress.</p>
<b>Finance and Investments</b>	<p>Approval of Financial Regulations/Standing Orders.</p> <p>Approval of:</p> <ul style="list-style-type: none"> <li>● Opening/closing of bank accounts &amp; cheque signatories;</li> <li>● Within budget revenue expenditures &gt; £50K.</li> <li>● All unbudgeted revenue expenditures &gt;£25K;</li> <li>● Covenants on prospective restricted donations<sup>1</sup></li> </ul>	<p>Authorisation of payment/signature of cheques in line with Financial Regulations/Standing Orders</p>	<p><b>Local Governing Board</b> Detailed scrutiny &amp; advice to the TRUST Board re:</p> <ul style="list-style-type: none"> <li>● Financial Regulations/Standing Orders;</li> <li>● All financial decisions reserved to the TRUST Board.</li> </ul>	<p>Management, oversight and reporting of day to day expenditure within school budgets. Development of the Trust's Financial Regulations/ Standing Orders for review/approval.</p> <p>Management of the Trust's finances in accordance with Financial Regulations/Standing Orders.</p> <p>All loan agreements (including overdraft facilities, mortgages or other collateral or security);</p>

<sup>1</sup> To be reviewed in revised Financial Standing Orders

	Approval of the Trust's Reserves Policy.		<b>Local Governing Board</b> Review of the Trust's Reserves Policy and advice to the TRUST Board.	Development of the Trust's Reserves Policy.
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	Approval of Investment Strategy & Policy.		<p><b>Local Governing Board</b></p> <p>Detailed scrutiny and advice to the TRUST Board re of Investment Strategy &amp; Policy.</p> <p>Approval of investment providers &amp; products.</p> <p>Detailed scrutiny of investment performance &amp; advice to the TRUST Board.</p>	<p>.</p> <p>Recommendation on selection of providers and monitoring and reporting on performance.</p>
	Monitoring & review of financial performance of the Trust and decision making on action required.		<p><b>Local Governing Board</b></p> <p>.</p> <p>Detailed scrutiny of financial performance &amp; advice to the TRUST Board.</p>	<p>Preparation of management accounts &amp; financial reporting.</p> <p>Development of the Trust's financial reporting framework for approval.</p>
<b>Internal Control and Risk Management</b>	<p>Approval of the Trust's systems of internal control including policies on:</p> <ul style="list-style-type: none"> <li>● Health &amp; Safety;</li> <li>● Data Protection;</li> <li>● Fraud prevention &amp; Detection;</li> <li>● Whistle Blowing</li> <li>● Safeguarding</li> </ul> <p>Approval of the Trust's risk management strategy and twice yearly review of:</p> <ul style="list-style-type: none"> <li>● Major risks;</li> </ul>		<p><b>Local Governing Board</b></p> <p>Detailed scrutiny &amp; advice to the TRUST Board re the Trust's systems of internal control and risk management (incl. quarterly review of the full risk register).</p> <p>Approval of insurance providers &amp; level of cover, &amp; oversight &amp; advice to the TRUST Board on legal/insurance issues.</p>	<p>Escalating to the TRUST Board any issues or concerns which might reasonably be expected to expose the Trust to significant reputational, business, financial, legal or other risk.</p> <p>Development of systems of internal control &amp; risk management, relating to pupil provision, safeguarding, curriculum, teaching and learning and Health and Safety, ensuring their effective operation, &amp; reporting to LGB/the TRUST Board as appropriate.</p> <p>Liaising with the Trust's insurers &amp; legal advisers on any relevant issues &amp; reporting to FRC/the TRUST Board.</p> <p>Escalating to the TRUST Board any issues or concerns which might reasonably be expected to</p>

	<ul style="list-style-type: none"> <li>● Health &amp; Safety reports;</li> <li>● Safeguarding &amp; decision on action required.</li> </ul> <p>Appointment of Trust's Responsible Officer and Accounting Officer;</p> <p>Decision making on any other matter or prospective transaction which might reasonably be expected to expose the Trust to significant reputational, business, financial, legal or other risk.</p>		<p>Monitoring &amp; investigation of any matters of concern within its TOR including seeking relevant professional advice with reporting/advice to the TRUST Board.</p> <p>Escalating to the TRUST Board any issues or concerns which might reasonably be expected to expose the Trust to significant reputational, business, financial, legal or other risk.</p> <p><b>Local Governing Bodies:</b> Review of school Health &amp; Safety reports &amp; decision on action required.</p> <p>Escalating to the TRUST Board any issues or concerns which might reasonably be expected to expose the Trust to significant reputational, business, financial, legal or other risk.</p>	<p>expose the Trust to significant reputational, business, financial, legal or other risk.</p> <p>Development of systems of internal control &amp; risk management ensuring their effective operation, &amp; reporting to FRC/the TRUST Board.</p> <p>Selection of insurers/level of cover for FRC approval.</p>
<b>Audit</b>	Appointment of external auditors & approval of changes to auditors' terms of engagement.		<p><b>Local Governing Board</b></p> <ul style="list-style-type: none"> <li>● Recommendation to the TRUST Board re appointment of external auditor &amp;</li> </ul>	<p>Supporting and cooperating with the work of external auditors as determined by the FRC/TRUST Board</p> <p>Preparation of Annual Report &amp; Accounts.</p>



	<p>Review of external auditors management letter &amp; decisions re action on issues arising<sup>2</sup>.</p> <p>Approval of the Annual Report &amp; Accounts.</p>		<p>setting the scale of fees annually;</p> <ul style="list-style-type: none"> <li>• Approval of the scope of work;</li> <li>• Consideration of management letter &amp; advice to the TRUST Board re actions arising &amp; adoption of the Annual Report &amp; Accounts.</li> </ul>	<p>Responding to &amp; acting on issues raised in the management letter.</p> <p>Management of the process for appointment of external auditors.</p> <p>Planning &amp; liaison with external auditors.</p>
<b>Information Systems</b>	<p>Approval of Information Systems Strategy &amp; Policy.</p>		<p><b>Local Governing Board</b> Detailed scrutiny of the Trust's Information Systems Strategy, Policy, &amp; performance, &amp; advice to the TRUST Board.</p> <p><b>Local Governing Bodies:</b> Detailed scrutiny of educational management information in support of pupil and school performance and providing advice and information to the TRUST Board.</p>	<p>Supporting the implementation and operation of the schools' Information Systems.</p> <p>Development of an Information Systems Strategy &amp; Policy for approval, and ensuring its effective implementation and reporting to the LGB/FRC as appropriate.</p>
<b>Asset Management</b>	<p>Approval of the sale, purchase or disposal of any capital asset &gt; £50K value in line with provisions of the Funding Agreement.</p>		<p><b>Local Governing Board</b> Detailed scrutiny of the Trust's asset management strategy and performance and</p>	<p>Sale, purchase or disposal of capital assets &lt;£50K &amp; recommendations re purchase of land/property or sale of fixed assets &gt;£50K, in line with the provisions of the Funding Agreement.</p> <p>Development of a strategy for the management of fixed assets and its implementation.</p>

			advice to the TRUST Board.	
<b>Human Resources</b>	<p>Appointment of the CEO and other Trust Senior Managers</p> <p>Approval of the structure of the Trust's Executive Leadership Team (beyond the school) and each schools' SLT and staffing complement.</p> <p>Nomination of Trustees to support the CEO in the recruitment of Executive Team members/Schools SLT and approval of these appointments.</p>	Leading in the process of recruiting the CEO & making recommendations to the TRUST Board re an appointment.		<p>Leads on the recruitment of the school's SLT in consultation with nominated Trustees.</p> <p>Reporting to Chair of LGB on regular basis</p> <p>Leads on the recruitment of the Trust's Executive Team (beyond the school) in consultation with nominated Trustees &amp; makes recommendations re appointments for TRUST Board approval.</p> <p>Development of the Executive Leadership Team structure.</p> <p>Reporting to a nominated Trustee on a regular basis</p>
	Approval of HR Strategy and Policies including Reward & Remuneration Strategy & annual pay award.		<p><b>Local Governing Board</b></p> <p>Review &amp; recommendation to the TRUST Board re HR Strategy and Policies including Reward &amp; Remuneration Strategy &amp; terms &amp; conditions of employment.</p> <p>Review/recommendation to the TRUST Board re staff annual pay award.</p>	<p>Development of HR Strategy &amp; Policies for TRUST Board review &amp; approval.</p> <p>Appointment and management of all staff below SLT level in the school in line with agreed HR policy.</p> <p>Management of all staff in Executive Team beyond the school in line with agreed HR policy</p>

	<p>Approving a policy for the Executive team's appraisal</p> <p>Approving performance pay awards (or otherwise) of CEO following recommendations from the Pay Committee.</p>	<p>Recommending a policy &amp; procedure for the CEO's appraisal.</p> <p>Either directly or through nominating a relevant Trustee, setting and reviewing the CEO's objectives, carrying out a performance appraisal on behalf of the TRUST Board and reporting on this to the TRUST Board.</p>	<p><b>Local Governing Board</b></p> <p>Reviewing levels of remuneration with independent expert advice.</p> <p>Overseeing the appraisals of the CEO and making recommendations regarding any performance pay awards to the TRUST Board.</p> <p>Approval of any performance pay awards for the School's SLT and Executive Leadership Team (beyond the school) on the basis of recommendations</p>	<p>Setting the objectives of the school's SLT and staff, managing their performance &amp; making recommendations regarding their level of remuneration.</p> <p>Setting the objectives of the Executive Team (beyond the school) managing their performance &amp; making recommendations regarding their level of remuneration</p>
	<p>Final appeals for all staff under Disciplinary and Grievance Policy.</p>			<p>Managing staff performance as per HR policy.</p>
<p><b>Advisers:</b></p>	<p>Appointment of the Trust's main legal advisers, investment advisers, &amp; approving the terms of their appointment.</p>		<p><b>Local Governing Board</b></p> <p>Approval of the Trust's bankers.</p> <p>Review recommendations re the Trust's main legal advisers, investment advisers &amp; the terms of their appointment.</p>	<p>Manages process of review &amp; makes recommendations re selection/appointment &amp; on-going liaison.</p>