

**BFET - SCHEME OF DELEGATION**

	Task	Members	Trust Board (BoT)	Finance & Risk Committee (FRC)	Standards Committee (SC)	Executive Headteacher / CAO	CFO / Head of Finance & Operations	Lead Governance Professional	Local Governing Board (LGB)	Headteachers	Notes
<b>1. TRUST GOVERNANCE</b>											
1.1	Appoint/remove members	✓									
1.2	Appoint/remove trustees	✓	✓								
	Appoint and remove co-opted trustees		✓								
1.3	Elect chair/vice chair of trustees annually		✓								
1.4	Appoint committee chairs annually and remove when necessary		✓								
1.5	Determine powers of chair of trustees in urgent situations		✓								
1.6	Establish and review Trust governance structure		✓								
1.7	Agree named safeguarding trustee		✓								
1.8	Agree named careers trustee <i>(required in secondary schools)</i>		✓								
1.9	Appoint Trust governance professional		✓								

	Task	Members	(BoT)	(FRC)	(SC)	Exec / CAO	CFO / HoF&O	LGP	LGB	Headteachers	Notes
1.10	Undertake Trust governance professional appraisal annually		✓				✓				
1.11	Articles of association: review		✓								
1.12	Articles of association: ratify changes	✓									
1.13	Agree scheme of delegation and complete annual review		✓								
1.14	Agree committee terms of reference (including LGB committees) and complete annual review		✓								
1.15	Agree role description for link governor /trustee areas		✓								
1.16	Agree Trust board and committee meeting dates and agendas		✓				✓	✓			
1.17	Commission external review of trust board effectiveness every three years		✓					✓			
1.18	Complete annual Trust board self-evaluation		✓								



	Task	Members	(BoT)	(FRC)	(SC)	Exec / CAO	CFO / HoF&O	LGP	LGB	Headteachers	Notes
1.28	Appoint/remove local governing board committee members								✓		
1.29	Agree local governing board committee clerking arrangements							✓	✓		
1.30	Appoint and dismiss local clerks							✓	✓		
1.31	Agree local governing board meeting dates and agendas, ensuring trust-wide consistency							✓	✓	✓	
1.32	Complete periodic review of local governance		✓					✓			
1.33	Set clear expectations on monitoring and visits to schools		✓					✓	✓		
1.34	Ensure board reporting channels are established		✓					✓			
1.35	Agree remit and constitution of any working party established to support Trust's strategic objectives		✓								
<b>2. VISION AND STRATEGY</b>											
2.1	Determine Trust's vision, strategy, ethos/culture and key priorities		✓			✓					

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2.2	Develop engagement channels with key stakeholders in line with Trust vision and priorities					✓	✓			✓	
2.3	Agree Trust growth strategy		✓			✓	✓				
2.4	Determine non-statutory trust-wide policies						✓	✓			
2.5	Determine school level policies					✓				✓	
	Deliver Trust development plan										
	Determine school improvement plans										
	Deliver school improvement plans										
<b>3. FINANCE</b>											
3.1	Appoint and performance manage chief financial officer (CFO)					✓					
3.2	Produce Trust's financial regulations to further expand on processes relating to delegated financial powers		Trust board to approve				✓				
3.3	Produce annual report and accounts		Trust board to approve				✓				

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3.4	Submit required financial reports and returns						✓				
3.5	Agree budget plan to support delivery of Trust strategic priorities		✓			✓	✓				
3.6	Agree budget plan to support delivery of schools strategic priorities					✓	✓				
3.7	Monitor Trust budget		✓	✓			✓				
3.8	Approve long term financial plans		✓								
3.9	Develop and submit three-year budget forecast					✓	✓				
3.10	Carry out benchmarking and trust-wide value for money evaluation						✓				
3.11	Agree reporting and monitoring arrangements for Trust and schools budgets		✓	✓			✓				
3.12	Prepare management accounts every month setting out the Trusts financial performance and position		To be shared with chair of trustees every month when not				✓				

	Task	Members	(BoT)	(FRC)	(SC)	Exec / CAO	CFO / HoF&O	LGP	LGB	Headteachers	Notes
			circulated to trustees.								
3.13	Approve expenditure/contracts above a specified threshold		✓	✓		✓	✓				
<b>4. OPERATIONS</b>											
4.1	Appoint and remove external auditors	✓									
4.2	Receive external auditors' report	✓	✓								
4.3	Ensure ATH requirements relating to the review of the external auditors' plans, findings and effectiveness are adhered to			✓							
4.4	Action recommendations arising from internal audits					✓	✓				
4.5	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third-parties to support the Trust			✓							
4.6	Agree risk management policy		Trust board to approve	✓		✓					

	Task	Members	(BoT)	(FRC)	(SC)	Exec / CAO	CFO / HoF&O	LGP	LGB	Headteachers	Notes
4.7	Oversee the risk register and undertake a full review at least annually		✓								
4.8	Undertake termly review of risk register			✓							
4.9	Manage and report on risk mitigation strategies						✓			✓	
4.10	Maintain Trust contingency and business continuity plans					✓					
4.11	Monitor implementation of, and compliance with, health and safety policy and procedures at school level					✓			✓	✓	
4.12	Agree premises management documents, including estate vision, estate strategy and asset management plan		✓	✓							
4.13	Monitor school estates to ensure they are safe and well-maintained					✓					
4.14	Ensure that there is suitable expert support on health and safety					✓					

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4.15	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the Trust					✓					
4.16	Develop a cyber security framework						✓				
4.17	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes			✓		✓	✓				
4.18	Ensure there is adequate company secretarial support		✓								
4.19	Appoint a data protection officer (DPO)					✓				✓	
4.20	Complete and maintain Single Central Record (SCR)					✓	✓				
4.21	Receive routine reports on the status of the SCR			✓							
<b>5. WORKFORCE</b>											
5.1	Appoint, performance manager and dismiss Accounting Officer (CAO)		✓								

	Task	Members	(BoT)	(FRC)	(SC)	Exec / CAO	CFO / HoF&O	LGP	LGB	Headteachers	Notes
5.2	Appoint, performance manager and dismiss executive team staff					✓					
5.3	Appoint, performance manager and dismiss Headteachers		✓			✓			✓		
5.4	Appoint, performance manager and dismiss school level staff members					✓				✓	
5.7	Appoint, performance manager and dismiss Executive Headteacher/ CEO		✓								
5.6	Determine executive team staffing structure					✓					
5.7	Determine school level staffing structure								✓	✓	
	Determine central team staffing structure					✓	✓				
	Agree Executive Headteacher/CAO/CEO pay and reward		✓								
	Agree executive team pay and reward					✓					
	Agree central team pay and reward					✓					
	Review and agree pay and appraisal policy			✓							
	Implement exec headteacher/CAO/CEO capability and disciplinary		✓								

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	Implement executive team capability and disciplinary					✓					
	Implement central team capability and disciplinary					✓					
	Implement school staff capability and disciplinary									✓	
	Review and approve capability and disciplinary policies			✓							
	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		✓	✓							
5.8	Ensure appointment of DSLs and deputy DSLs					✓				✓	
5.9	Ensure appointment of SENCOs					✓				✓	
5.10	Ensure there is effective school improvement capacity within, or accessed by, the Trust					✓	✓				
5.11	Monitor compliance with safer recruitment requirements		✓			✓			✓	✓	
5.12	Monitor staff wellbeing and workload				✓				✓	✓	

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## 6. CURRICULUM

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## 7. PUPILS AND LEARNING SUPPORT

	Task	Members	(BoT)	(FRC)	(SC)	Exec / CAO	CFO / HoF&O	LGP	LGB	Headteachers	Notes
7.1	Ensure high standards of teaching and learning					✓				✓	
7.2	Set targets for pupil outcomes across Trust and monitor in-year data termly									✓	
7.3	Agree school improvement strategies					✓				✓	
7.4	Determine use and monitor impact of pupil premium								✓	✓	
7.5	Determine use and monitor impact of sports premium								✓	✓	
7.6	Set the dates of school terms and holidays		✓			✓					
7.7	Set the times of school sessions					✓					
7.8	Monitor attendance and persistent absence of pupils				✓	✓			✓	✓	
7.9	Monitor effectiveness of SEND provision at an school level, ensuring compliance with relevant policies and statutory requirements					✓			✓	✓	
7.10	Monitor progress and attainment for all vulnerable children				✓	✓			✓	✓	

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7.11	Monitor support for looked after and previously looked after children				✓	✓			✓	✓	
	Determine and implement behaviour policy									✓	
7.12	Monitor pupil behaviour data across different pupil groups				✓	✓			✓	✓	
7.13	Ensure careers provider access across Trust					✓					
7.14	Review Headteacher decision to suspend/exclude pupils					✓			✓		
7.15	Monitor rates of suspension and exclusion across the Trust				✓						
7.16	Ensure free school meal provision is adequately implemented								✓		
7.17	Deliver inclusive extra-curricular activities									✓	
7.18	Monitor children's wellbeing and how this is actively supported				✓	✓			✓	✓	

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7.19	Monitor provision and outcomes for EAL pupils									✓	
7.20	Monitor safeguarding arrangements at school level, ensuring compliance with relevant policies and statutory requirements.				✓	✓			✓	✓	
<b>8. PARENTS AND COMMUNITY</b>											
8.1	Implement admissions appeal process								✓	✓	
	Determine and implement complaints policy									✓	
8.2	Review complaints at panel stage				✓				✓		
8.3	Monitor all complaints raised (including through external agencies e.g. LA, ESFA and Ofsted) across the Trust				✓	✓					
	Develop and engage with key stakeholders at Trust level		✓			✓		✓			
8.4	Develop and engage with key stakeholders at school level				✓	✓			✓	✓	