Larwood Academy Trust

Chair of Trustees: Daniel Login |BA (Hons)|

LARWOOD DRIVE, STEVENAGE, HERTFORDSHIRE, SG1 5BZ

Email: admin@larwood.herts.sch.uk   **Telephone**: 01438 236333

Website: www.larwoodacademytrust.co.uk

Larwood School

Brandles School

Executive Headteacher: Mr Pierre van der Merwe |BA, NPQH|

Headteacher: Mr Paul Smith |BA (Hons), AVCM|

VERSION CONTROL

Version	Date Approved	By Who	Changes
V1.1	December 2023	BoT	I Has been added in

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SCHEME OF DELEGATION

Key
Accountable (and approver): Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
Responsible: Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
Consulted: Needs to be involved before the decision is made – these are important stakeholders or have relevant specialist knowledge.
Informed: Needs to be updated after the decision is made.

	Members	BoT	ARC	FRC	SC	Exec Head	Heads/HoS
Governance							
Appoint and remove members	A/R	I				I	I
Appoint and remove trustees	A/R	C				I	I
Appoint and remove co-opted trustees	I	A/R				I	I
Elect chair of trustees	I	A/R				I	I
Appoint and remove committee chairs	I	A/R	C	C	C	I	I
Establish and review trust governance structure	I	A/R				C / I	I
Agree named safeguarding link trustee	I	A/R			C	I	I
Appoint trust governance professional	I	A				R	I

	Members	BoT	ARC	FRC	SC	Exec Head	Heads/HoS
Review articles of association		A/R					
Ratify articles of association	A/R						
Agree committee terms of reference		A/R	C	C	C	C	I
Complete annual review of scheme of delegation		A	I	I	I	R	
Complete annual board self-review		A/R				I	
Publish governance arrangements on trust and school websites		A				R	
Ensure trust website is compliant and effective		A				R	
Ensure school websites are compliant and effective		A				R	R
Submit annual report on the performance of the trust to members and publish	I	A				R	
Commission external review of board effectiveness every three years	C	A/R				C	
Strategy							
Determine trust vision, mission, values, strategy and development plan	I	A/R				R	C
Apply trust vision, mission, values and strategy to individual schools		A				R	R
Deliver trust development plan		I				A/R	
Determine school improvement plans					C	A	R
Deliver school improvement plans					I		A/R
Determine trust policies		A				R	C
Determine school policies		A				R	R
Agree statutory policies		A/R	R	R	R		
Agree non-statutory policies						A/R	
Establish risk register and conduct regular review		A	I			R	C
Ensure engagement with stakeholders		A				R	R
Finance							
Appoint and remove external auditors	A/R	C	C			C	
Appoint and performance manage chief financial officer		A		C		R	
Produce trust scheme of financial delegation		A		R		R	I
Receive external auditors report	A/R		R				

	Members	BoT	ARC	FRC	SC	Exec Head	Heads/HoS
Action recommendations from external auditors report		A	R			R	
Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		A	C			R	
Submit Education and Skills Funding Agency required reports and returns		A		I		R	
Agree budget to support delivery of trust strategy and development plan		A		C		R	
Agree budget to support delivery of school improvement plans		A		C		R	C
Monitor trust budget		I		A		R	I
Carry out benchmarking and trust-wide value for money evaluation		C		C		A/R	
Agree reporting and monitoring arrangements for trust and school budgets		C		A		R	C
Human resources							
Appoint and dismiss executive head/chief accounting officer (CAO)	I	A/R				I	I
Performance manage exec head/CAO		A/R					
Agree exec head/CAO pay and reward		A/R				I	
Appoint and dismiss executive leadership team (ELT)		C		C		A/R	
Performance manage ELT		C		C		A/R	
Agree ELT pay and reward		C		C		A/R	
Review and agree pay and appraisal policy				A		R	
Determine ELT staffing structure		C		C		A / R	I
Determine central team structure				C		A / R	I
Determine school structures				C	C	A	R
Implement exec head/CAO capability and disciplinary		A/R					
Implement ELT capability and disciplinary		C		C		A/R	
Implement central team capability and disciplinary				I		A/R	
Implement school capability and disciplinary				I		C	A/R
Review and agree capability and disciplinary policies				A		R	

	Members	BoT	ARC	FRC	SC	Exec Head	Heads/HoS
Approval of exit payments/early retirement/pension discretion (above a certain threshold)		A		R		C	
Education							
Agree school curriculum policies					A	R	R
Implement school curriculum policies						A	R
Ensure high standards of teaching and learning		A			C	R	R
Set targets for trust outcomes		A				R	
Plan and deliver individual school improvement interventions and strategies					C	A	R
Agree trust behaviour policy		C			C	A/R	C
Implement behaviour policy						A	R
Review permanent and fixed term exclusions		A/R					
Agree admissions policy		A			C	R	C
Implement admissions appeal process		A			C	R	C
Determine complaints policy		A/R			C	R	
Implement complaints procedures		A/R				R	R
Community							
Develop stakeholder partnerships at trust level		A			C	R	C
Develop stakeholder partnerships at school level					A	C	R