



## The Passmores Co-operative Learning Community Scheme of Delegation

The phrases used in the context of this document have the following meanings:

- Consult:** The individual or group who should be consulted by the Trustees as part of the process of completing the task.
- Deliver:** The individual or group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery as appropriate. In the case of the CEO this will be at Trust level. In the case of the Principal/Headteacher this will be at Local Governing Body level.
- Monitor:** The group that has responsibility for monitoring whether a particular task is being carried out to a satisfactory standard.
- Recommend:** The individual or group that should make recommendations as to how a particular task should be completed. The CEO, Finance & Audit Committee, and LGBs (in relation to their own academy), will make recommendations to the Trust Board. The Principal will make recommendations to Passmores LGB. The head teachers will make recommendations to their LGB and/or the CEO, as appropriate.
- Ratify:** Final ratification of policies or recommendations made by the CEO or appropriate group to either the Trust Board or LGBs (in cases where powers have been delegated to the LGB by the Trust Board).

Strategy & Leadership	Members	Trust Board	LGB	Finance & Audit	CEO	Principal/headteacher
Appointment/removal of trustees	Deliver Ratify (up to 6)	Deliver Ratify	Recommend			
Issue direction to the Trustees to take a specific action	Deliver by special resolution	Consult			Consult	
Appointment/removal of clerk		Deliver Ratify				
Appointment of LGB Chair and vice-chair		Ratify	Recommend Deliver			
Removal of LGB Chair and vice-chair		Recommend Ratify Deliver	Recommend			
Appointment/removal of Trust governors and Finance governors		Deliver Ratify				
Appointment/removal of local governors			Deliver Ratify			

Strategy & Leadership	Members	Trust Board	LGB	Finance & Audit	CEO	Principal/headteacher
LGB Chairs' action			Ratify			Recommend: LGB Chair to deliver
Decisions relating to Trust's expansion or changes to number of schools in Trust	Consult	Ratify	Consult		Recommend Deliver	
Policies – review and approval of Trust wide policies		Ratify	Trust Board may consult with LGB if required		Deliver	
Scheme of Delegation, Review and approval		Deliver Ratify				
Setting the Vision of the Trust	Consult	Deliver Monitor	Consult		Consult	Consult
Trust's Three Year Strategic Plan		Monitor Ratify	Consult Recommend		Consult Recommend Deliver	Consult
Setting and reviewing KPIs for the Trust		Monitor Ratify	Consult Recommend		Recommend Deliver	

Strategy & Leadership	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Policies – review and approval of academy policies.		Admissions, Safeguarding/CP and SEND policies must be ratified by Trust Board	Ratify, except Admissions, Safeguarding/CP and SEND policies - consult			Deliver
Prepare terms of reference (ToR) for committees.		Deliver Ratify	Consult on LGB ToR	Consult on F&A ToR		
Establish and review the policy for governors' expenses		Deliver Ratify	Consult			
Members', Trustees', Finance and LGB governors' Code of Conduct		Deliver Ratify				
Establish Trustees'/Finance governors' Induction Policy		Ratify			Deliver	
Establish LGB governors' Induction Policy			Deliver Ratify			
Training programme for trustees finance/LGB gov's		Recommend for trustees and finance governors	Recommend for local governors			

Strategy & Leadership	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Monitoring progress of School Improvement Plan			Deliver			
Monitor progress of Trust Improvement Plan		Deliver Monitor				
Dates of committee meetings		Ratify	Consult for LGB meetings	Consult for F&A meetings		Recommend
Amend Articles of Association	Deliver Ratify, subject to consent from third parties e.g. ESFA					
Deployment of key staff within the Trust		Ratify			Recommend	
Changes to the senior leadership structure		Ratify	Consult		Recommend	Consult
Change the name of the Trust	Deliver Ratify	Consult	Consult	Consult	Recommend	Consult
Wind up the academy trust	Deliver Ratify	Consult	Consult	Consult	Recommend	Consult

Education & curriculum	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Processing systems to improve the quality of teaching: Challenge and support to support delivery of education			Monitor		Deliver by supporting H/Ts and intervening where appropriate	Deliver
Educational standards and students' achievements		Monitor	Monitor			
Safeguarding procedures		Ratification of policy	Monitor Consult on policy			Deliver
Pupil Premium Spending			Monitor Ratify PPG report			Deliver
SEND procedures		Ratification of policy	Monitor Consult on policy			Deliver
Set and publish targets for student achievement		Ratify (Trust-wide targets)	Ratify (school level targets)		Recommend Deliver (Trust level)	Recommend Deliver (school level)

Education & curriculum	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Setting the curriculum and reviewing its effectiveness	Monitor as part of ensuring PCLC's Objects are met	Consult on strategic Trust-wide matters  Ratify	Consult on strategic school level matters Monitor effectiveness		Deliver (Trust-wide)	Deliver (school level)
Approval of school residential trips			Ratify			Recommend/Deliver
Pupil Premium – review and challenge in terms of educational outcomes and narrowing the gap			Monitor			Deliver and report to LGB
Approval and review of Admissions Policy		Ratify	Consult		Deliver	Recommend
Students' attendance and punctuality			Monitor			Deliver and report to LGB

Education & curriculum	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Academy hours: Opening and closing times, length of school day		Ratify	Consult		Recommend changes as appropriate	Recommend changes as appropriate Deliver
Term dates		Ratify	Consult		Recommend changes as appropriate	Recommend changes as appropriate Deliver
Student disciplinary and exclusion decisions		Decisions on reinstatement of excluded students to be delegated to a Pupil Discipline Panel to include a majority of trustees	Ratify Exclusion policy  Non-statutory governors' panel may be required in accordance with school behaviour policy			Deliver in accordance with school's policy.
Students disciplinary and exclusion appeals		Delegate appeals to a subcommittee of three PCLC governors, which must include at least two trustees.	LGB Chair can reinstate student if exclusion means they would miss a public exam.			Recommend and deliver in accordance with school's policy.



<b>Education &amp; curriculum</b>	<b>Members</b>	<b>Trust Board</b>	<b>LGB</b>	<b>Finance and audit</b>	<b>CEO</b>	<b>Principal/headteacher</b>
School lunch – compliance and nutritional standards and FSM criteria			Monitor			Deliver

Finance and premises	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Funding Model across the Trust to secure the Trust's financial health.		Ratify		Consult	Recommend	
Formulating and setting the Trust wide budget		Ratify	Consult	Recommend	Deliver	
Expenditure of Trust's budget		Ratify		Monitor and report to trustees		
Review and approval of financial policies such as Charging and Remissions policy		Ratify		Recommend	Deliver	
Formulating and determining the proportion of the overall budget to be delegated to each academy		Ratify		Recommend	Deliver	

Finance and premises	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Monitoring expenditure in relation to school development plan			Deliver			
Monitoring of auditing and financial controls				Deliver		
Financial reporting and KPIs		Ratify		Monitor	Deliver	
Delegated budgets and finance - scheme of delegation of financial authority of academies		Ratify		Recommend	Deliver	
Approval of financial accounts, and submission of statutory reports to EFA and other third parties	Right to receive the annual accounts	Ratify		Monitor	Deliver	

Finance and premises	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Corporate risk register		Ratify		Monitor	Deliver	
Investment policy, in line with Academies Financial Handbook and internal policies and controls		Ratify		Recommend	Deliver	
Setting Trust wide procurement policies, including HR and payroll, solicitors, in accordance with the Academies Financial Handbook and Funding Agreement				Monitor	Deliver	Recommend
Selection of auditors	Ratify			Consult	Deliver	
Determining, allocating and overseeing central services provided to Trust's academies		Ratify			Deliver	

Finance and premises	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Asset and premises management strategy - determining the use of Academies' premises and ensuring these are adequately maintained.		Ratify			Deliver	Recommend
Acquiring and disposing of Trust's land and assets		Ratify			Deliver	
Change of use of Trust's fixed assets		Ratify	Consult		Deliver	Recommend
Arranging insurance for the Trust					Deliver	
Establish and review of Trust-wide Health & Safety policy and appendices		Ratify	Monitor		Deliver	
Establish H&S KPI's		Ratify				Recommend Deliver

HR and operations	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Appointment of Principal/headteacher at each academy		Deliver Ratify	Consult		Consult	
Vice-principal/deputy headteacher appointments		Ratify	Recommend		Consult	Deliver
Appointment of cross-trust staff		Consult	Consult		Recommend Deliver	
Appointment of academy staff					Consult for appointment of SLT	Deliver
Establish and review of Trust wide HR policies including Disciplinary and Capability procedures		Ratify			Deliver	
Setting Appraisal Policy and Pay Policy		Ratify		Recommendations For Pay Policy	Deliver	

HR and operations	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Co-Principal / Primary Lead / Headteachers' appraisal and mid-year review		Two trustees (other than the Principal/CEO) and one external advisor to deliver Board to ratify			Deliver	
Principal/CEO appraisal		Two trustees (other than the Principal/CEO) and one external advisor to deliver Board to ratify				
Setting terms and conditions of employment		Ratify			Deliver	
Dismissal or suspension of CEO		One trustee to act as investigating officer. Formal meeting with three other trustees Deliver				

HR and operations	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Dismissal or suspension of co-principal		One trustee to act as investigating officer. Formal meeting with three other trustees Deliver				
Dismissal or suspension of headteacher		If formal meeting required, three trustees to form subcommittee			Recommend Deliver	
Dismissal or suspension of senior and cross-Trust staff		Ratify	Consult		Recommend Deliver	
Dismissal or suspension of other staff					Ratify	Recommend Deliver
Redundancy, staff restructuring and early retirement		Ratify		Consult re financial implications	Deliver	Recommend



HR and operations	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Appeal hearing following dismissal of CEO/principal		Two trustees (other than the principal/CEO) and one other PCLC governor who have not been involved at an earlier stage to ratify and deliver.				
Appeal hearing following dismissal of Head teacher		Two trustees (other than the Principal/CEO) and one other PCLC governor who have not been involved at an earlier stage to ratify and deliver.				

HR and operations	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Appeal hearing following dismissal of Cross-Trust staff		Subcommittee of PCLC governors to include at least two trustees (other than the Principal/CEO) to ratify and deliver.				
Appeal hearing following dismissal of academy staff		Subcommittee of PCLC governors to include at least two trustees (other than the Principal/CEO) to ratify and deliver.				
Implementation of Pay Policy and Appraisal procedures		Monitored by Pay Committee consisting of a majority of trustees.			Deliver	Deliver
Pay Appeals		Decisions on pay appeals will be delegated to a subcommittee consisting of a majority of trustees.				

HR and operations	Members	Trust Board	LGB	Finance and audit	CEO	Principal/headteacher
Media and PR, overseeing public relations and projecting to the wider community		Consult			Deliver (Trust level)	Deliver (school level)
Academy prospectus			Consult			Deliver
Dealing with complaints		In accordance with PCLC Complaints policy, a subcommittee may be formed comprising of at least two trustees.				

