



## **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/Headteacher 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).

**Governor Monitoring:** The key areas for monitoring identified by the Trust Board are: Safeguarding, SEND, disadvantaged students (includes PPG), Curriculum (includes T&L/standards), and Professional Learning & Wellbeing. Local governing bodies must monitor these areas and provide reports to the relevant LGB and Trust Board, in line with the Trust Board monitoring calendar (see Appendix). Local governing bodies may choose to monitor additional areas but in doing so, must take into account the workloads of governors, staff and the principal / headteacher.

**Communication:** To stay informed of the activities of committees that individual governors are not members of, local governors and trustees are requested to read the relevant minutes. These are available on GovernorHub <https://governorhub.com/> under the relevant links in the Resources section.

Strategy & Leadership	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Issue direction to the Trustees to take a specific action	Deliver by special resolution	Consult				Consult	
Appointment/removal of trustees	Deliver Ratify (up to 6)	Deliver Ratify					
Appointment/removal of governance professional		Deliver Ratify					
Appointment of LGB Chair and Vice-chair			Deliver Ratify				
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 & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Determining the Vision of the Trust		Deliver Ratify Monitor	Consult			Consult	Consult
Governance structure for the Trust: establish and review annually		Ratify					
Trust priorities		Ratify Monitor				Recommend Deliver	
Setting and reviewing KPIs for the Trust		Ratify Monitor				Recommend Deliver	
School Development Plan			Ratify				Recommend Deliver
Monitoring progress of School Development Plan			Deliver				
Trust Board Chair's Action		Chair to deliver Excludes approval of Trust's budget				Recommend	

Strategy & Leadership	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
FA&R Committee Chair's Action				Chair to deliver. Excludes approval of Trust's budget		Recommend on advice of CFO	
LGB Chairs' action			Chair to deliver				Recommend
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	Ratify finance and cyber security policies – consult with Trust Board if appropriate		Recommend Deliver	
Policies – review and approval of academy policies.		Admissions, Safeguarding/CP and SEND policies must be ratified by Trust Board	Ratify statutory policies, except Admissions, Safeguarding/CP and SEND policies – consult				Recommend  Ratify agreed non-statutory policies  Deliver
Scheme of Delegation, Review and approval		Ratify					

Strategy & Leadership	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Terms of reference (ToR) for committees.		Ratify					
Local governors' and trustees' Code of Conduct		Ratify					
Trustees'/local governors' Induction procedure		Chair to deliver for trustees Ratify	Chair to deliver for local governors				
Training programme for trustees finance/LGB govts		Recommend for trustees	Recommend for local governors				
Dates of committee meetings							Deliver
Amend Articles of Association	Ratify and deliver subject to consent from third parties e.g. ESFA						

Strategy & Leadership	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Deployment of key staff within the Trust						Ratify Deliver	Consult
Changes to the senior leadership structure		Ratify	Consult			Recommend	Consult
Change the name of the Trust	Deliver Ratify	Consult	Consult			Recommend	Consult
Dissolve the academy trust	Deliver Ratify	Consult	Consult	Consult		Recommend	Consult
Self-review of Trust Board: Complete annually		Deliver					
Self-review of LGBs: Complete annually			Deliver				
Annual self-review/triannual external review of board effectiveness: submit to members		Deliver					

Strategy & Leadership	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		Deliver					

Education & curriculum	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Improvements to 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			Deliver	Deliver
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, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Developing, implementing and reviewing the curriculum		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
Approval and review of Admissions Policy		Ratify	Consult			Deliver	Recommend
Students' attendance and punctuality			Monitor				Deliver
Academy hours: Opening and closing times, length of school day.		Ratify	Consult			Recommend	Recommend

Education & curriculum	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Term dates			Ratify			Recommend	Recommend Deliver
Student suspension and exclusion			Ratify Suspension & Exclusion policy  Non-statutory governors' panel may be required in accordance with school behaviour policy				Deliver
Student suspension and exclusion appeals		Delegate appeals to a subcommittee of PCLC governors, which must include a majority of trustees.					Recommend and deliver

Education & curriculum	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
School lunch – compliance and nutritional standards and FSM criteria			Monitor				Deliver
Approval of Sex & Relationships Policy			Ratify				Deliver
Engagement with key stakeholders, including parents			Monitor				Deliver
Pupil wellbeing			Monitor				Deliver

Finance and premises	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO / CFO	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		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 – seek advice from Trust Board if appropriate.		Deliver	
Formulating and determining the proportion of the overall budget to be delegated to each academy		Ratify		Recommend		Deliver	
Benchmarking and trust wide value for money: ensure robustness				Recommend Monitor		Deliver	

Finance and premises	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO / CFO	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 ESFA and other third parties	Right to receive the annual accounts	Ratify		Monitor		Deliver	

Finance and premises	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO / CFO	Principal/headteacher
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 Academy Trust Handbook and Funding Agreement				Monitor		Deliver	Recommend
Selection of external auditors	Ratify			Consult		Deliver	
Selection of internal auditors and agree internal audit programme				Ratify		Deliver	

Finance and premises	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO /CFO	Principal/headteacher
Determining, allocating and overseeing central services provided to Trust's academies		Ratify		Monitor		Deliver	
Asset and premises management strategy - determining the use of academies' premises and ensuring these are adequately maintained.		Ratify		Monitor		Deliver	Recommend
Acquiring and disposing of Trust's land and assets		Ratify		Consult		Recommend Deliver	
Change of use of Trust's fixed assets		Ratify	Consult	Consult		Recommend Deliver	Recommend
Arranging insurance for the Trust				Consult		Deliver	
Establish and review of Trust-wide Health & Safety policy		Ratify Monitor				Deliver	Deliver

HR and operations	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Appointment of CEO		Trust Board Panel to deliver					
Appointment of Principal/headteacher at each academy		Ratify	Consult			Deliver	
Vice-principal/deputy headteacher appointments			Consult			Consult	Deliver
Appointment of cross-trust staff		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			Recommend	Deliver	



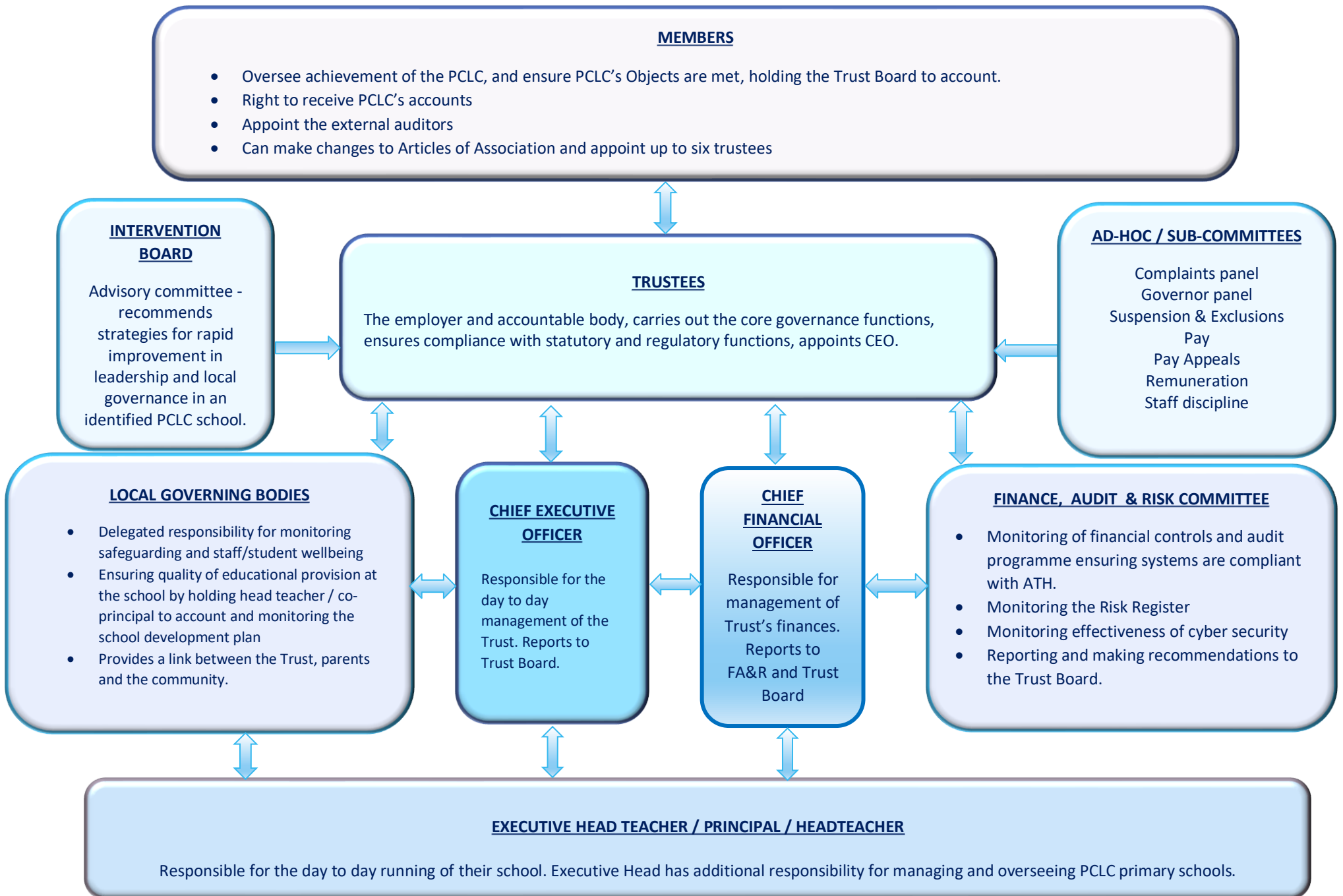
HR and operations	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
CEO appraisal and pay review		CEO's PMR Panel to deliver			Remuneration Committee to monitor and ratify		
Executive Head appraisal and pay review		Executive Head PMR Panel to deliver			Remuneration Committee to monitor and ratify	Deliver	
Co-Principal / Headteachers' appraisal and pay review			Nominated LGB governor (other than Executive Head) and one external advisor to deliver, overseen by CEO.		Remuneration Committee to monitor and ratify	Deliver	
CFO appraisal and pay review				F&A Committee Chair to deliver	Remuneration Committee to monitor and ratify	Deliver	
Implementation of Pay Policy and Appraisal procedures					Monitor	Deliver	Deliver

HR and operations	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Approval of Executive Pay					Ratified by Remuneration Committee		
Approval of Staff Pay		Ratify			Pay Committee recommend to Trust board		Recommend to Pay Committee
Pay Appeals		Subcommittee with a majority of trustees who have had no involvement with Remuneration, Appraisal or Pay Committees. Deliver.					
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, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Dismissal or suspension of Executive Head		One trustee to act as investigating officer. Formal meeting with three other trustees. Deliver				Recommend Deliver	
Dismissal or suspension of principal/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.							Deliver
Redundancy and staff re-structuring		Ratify		Consult re financial implications		Deliver	Recommend

HR and operations	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	CEO	Principal/headteacher
Appeal hearing following dismissal of CEO		Two trustees (other than the CEO) and one other PCLC governor who have not been involved at an earlier stage to ratify and deliver.					
Appeal hearing following dismissal of Executive Head/headteacher/principal		Two trustees (other than the CEO) and one other PCLC governor who have not been involved at an earlier stage to ratify and deliver.					
Appeal hearing following dismissal of Cross-Trust staff		Subcommittee of PCLC governors to include at least two trustees (other than the 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 CEO) to ratify and deliver.					

HR and operations	Members	Trust Board	LGB	Finance, Audit & Risk	Pay/Remuneration Committees	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		Complaints Panel consisting of a majority of trustees, in accordance with policy	Monitor				Deliver
Staff wellbeing		Monitor (Executive staff)	Monitor			Deliver (Trust level)	Deliver (school level)



**Appendix: Trust Board Calendar of monitoring**

Key area	What	When
<b>Safeguarding</b>	<p>Safeguarding is a standing agenda item.</p> <p>Written report from the designated governor at least annually.</p> <p>Single Central Record monitored by DSL termly</p>	<p>Every LGB meeting</p> <p><b>Deadline for safeguarding governor written report: 9<sup>th</sup> November 2022</b></p> <p>Possible follow-up reports as agreed by designated governor / DSL</p>
<b>Curriculum / teaching and learning</b>	<p>LGBs to select curriculum areas of focus for the year and assign governors to monitor these.</p> <p>Written reports from the designated governors on intent, implementation and impact of their assigned curriculum area.</p> <p>Chair (or other designated governor) to monitor teaching and learning with headteacher on a termly basis.</p>	<p><b>Written reports termly deadlines: 9<sup>th</sup> Nov, 15<sup>th</sup> Mar, 21<sup>st</sup> June</b></p> <p>LGB to agree termly cycle to ensure all agreed curriculum areas are covered</p> <p>Chair to report verbally at LGB meetings on monitoring teaching &amp; learning and produce one written report for the LGB and Trust Board each year.</p>
<b>SEND</b>	Written report from the designated governor on progress and attainment of SEND pupils and impact of SEND support and interventions.	<b>Deadline for SEND governor written report 15<sup>th</sup> March 2023</b>
<b>Disadvantaged, including PPG</b>	Written report from the designated governor on progress and attainment of disadvantaged pupils and impact and use of PPG funding.	<b>Deadline for PPG governor written report 15<sup>th</sup> March 2023</b>
<b>Impact of Professional learning on staff wellbeing</b>	Written report from the designated governor on the impact of CPD on teachers' wellbeing	<b>Deadline for CPD governor written report 21<sup>st</sup> June 2023</b>
<b>English</b>	Written report from designated governor	<b>Deadline for English monitoring governor's written report 21<sup>st</sup> June 2023</b>

