TPET Scheme of Delegation

Detailed Scheme of Delegation of Responsibilities reviewed and revised by Directors ongoing.

Key: ✔ indicates who has responsibility (blue indicates Board, pink AC) both a blue and pink tick indicate that the main responsibility sits with the AC and is signed off by the Board

A   indicates advisory role, with < and > indicating direction of advice

Area	Decision	Delegation				
		Members	Trust Board	CEO	AC	Academy Principal
Governance framework						
People	Members: Appoint/Remove	✔				
	Directors: Appoint/Remove (Article 50)	✔				
	Directors: Appoint/Remove (Article 58)		✔			
	Committee chairs: appoint and remove		✔	<A		

Systems and structures	AC chairs: approve appointment and remove		✔	<A	✔	
	Co-opted governors: approve appointment and remove		✔	<A	✔	
	Appointment AC staff and parent governors				✔	A
	Clerk to board: appoint and remove		✔			
	Clerk to AC: appoint and remove		✔			
Systems and structures	Articles of association: agree and review	✔	<A	<A		
	Governance structure (committees) for the trust: establish and review annually		✔	<A		
	Terms of reference for trust committees (including audit if required): agree annually		✔	<A		
	Terms of reference for AC: agree and review annually		✔	<A	<A	
	Skills audit: complete and recruit to fill gaps		✔	<A>	✔	A
	Annual self review of trust board and any committee performance: complete annually at Board meeting in February		✔			
Systems and structures	Annual self review of AC performance: complete annually and Chairs' report to the Board. Self review in summer term with feedback provided to the Executive Board in November.		✔	<A>	✔	
	Chair's performance: carry out 360 review periodically		✔		✔	

	Director / Governor contribution: review annually		✔		✔	
	Succession: plan		✔	<A>	✔	A
	Annual schedule of business for trust board: agree		✔	<A		
	Annual schedule of business for AC: agree			A>	✔	A
**Reporting**					
Reporting	Trust governance details on trust and academies' websites: ensure		✔	<A		
	Academy governance details on academy website: ensure		✔	<A		
	Register of all interests, business, pecuniary, loyalty for members/trustees/governors: establish and publish		✔	<A		
	Annual report on performance of the trust: submit to members		✔	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✔	<A		
**Being Strategic**					
	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: safeguarding, health and safety, HR, ICT		✔	<A		

Being Strategic	Determine Trust level policies which reflect the Trust's ethos and values to include e.g. admissions; safeguarding and child protection; curriculum: approve (see full list in policy database)		✔	<A		
	Determine school level policies which reflect the school's ethos and values to include e.g. SEND; behaviour			A>	✔	A
	Central spend / top slice and central service offer: agree		✔	<A		
	Management of risk: establish register, review		✔	<A		
	Management of risk: monitor		✔	<A>	✔	A
Being Strategic	Engagement with stakeholders	✔	✔	✔✔	✔	✔
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✔	<A		
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine			A>	A	✔
	Chief executive officer and accounting officer: Appoint and dismiss		✔			
	Academy Principal: Appoint and dismiss		A>	✔	<A	
	Budget plan to support delivery of trust key priorities: agree		✔			
	Budget plan to support delivery of school key priorities: agree		✔	<A>		

A	Communications, marketing and promotions		✔		
	Developing medium to long term strategic estates documents and plans (e.g. Estate vision, strategy and asset management plan)		✔	<A	
	Making strategic decisions about the estate (e.g. to acquire or dispose of land and buildings)		✔	<A	
	Managing the performance of the estate and ensuring it delivers value for money (e.g. as part of accountability for financial performance)		✔	<A	
	Setting a medium term budget for the estate (e.g. as part of your 3-5 year overall budget planning process)		✔	<A	
	Planning for emergencies and business continuity (e.g. ensuring the estate is integral in organisational emergency planning)			✔	
	Instituting a health and safety policy for the estate and defining responsibilities across the organisation (e.g. ensuring the estate is integral in organisational health and safety policies)		✔	<A	
	Ensuring that all buildings are safe, secure and comply with statutory requirements (e.g. managing and monitoring the safe use and operation of the estate)		✔	<A>	✔ A
	Producing and implementing a properly funded maintenance plan (e.g. as part of organisational budget planning process)			✔	
	Approving capital projects and building works (e.g. formal sign off for different levels of investment)	*In accordance with the procurement limits set out in the Financial Scheme of Delegation*			

Holding to account	Approving bids for capital funding			✔		
	Trust's staffing structure: agree		✔	<A		
	School staffing structure: agree within the limit of the schools delegated budget			A>	A	✔

Holding to account		

Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✔	<A		
	Reporting arrangements for progress on key priorities: agree		✔	<A>	✔	A
	Performance management of the Chief Executive Officer: undertake		✔			
	Performance management of the Chief Finance Officer: undertake		✔	<A		
	Performance management of academy Principal: undertake			✔	A	
	Trustee monitoring: agree arrangements Chair of AC review Governor attendance annually		✔	<A		
	AC member monitoring: agree arrangements Chair of AC review Governor attendance annually				✔	A
	Use of reserve balances		✔			

Ensuring financial probity	

Ensuring financial probity						
	Finance Director for delivery of trusts detailed accounting processes: appoint		✔	<A		
	Trust's scheme of financial delegation: establish and review		✔	<A		
	External auditors' report and internal scrutiny reports: receive and respond		✔	<A		
	CEO pay award: agree		✔			
	Academy Principal pay award: agree		✔	<A	A	
	Academy Staff appraisal procedure and pay progression: monitor and agree		✔	<A	A	✔
	Develop trust wide procurement strategies and efficiency savings programme			✔		