

This Scheme:

- Sets out the Trust's approach to delegations between the different layers of governance within the Trust and is a delegation by the Trustees under Article 105 of the Articles of Association of certain powers and/or functions as detailed below.
- Confirms which powers and functions are reserved to the Trustees.
- Should be read in conjunction with the Trust's Committee Terms of Reference.
- May only be altered or revoked by the Trustees.

The Trust's Scheme of Financial Delegation, which the Trust is required to have under the Academies Trust Handbook, is set out in a separate document and also supplements this Scheme in respect of the delegation of financial powers and the operation of robust internal controls.

The Scheme is organised into five sections:

1. Strategy, Governance & Leadership
2. Education and Curriculum;
3. Financial
4. HR
5. Operations

To assist interpretation of the matters delegated, each row sets out a governance function, written as an active statement of responsibility. A dot in a column indicates that the relevant layer of governance holds that responsibility. Where the same function appears in separate rows, this reflects a deliberate division of responsibility between governance layers.



ASPIRATION | BELONGING | COLLABORATION

The Continual Pursuit of Excellence

South Farnham Educational Trust

Registered Office: South Farnham School, Menin Way, Farnham, Surrey GU9 8DY | Company Registration Number 07652902 (England and Wales)

Function	Members	Trust Board	CEO	LGB	Headteacher	Notes
STRATEGY, GOVERNANCE AND LEADERSHIP						
Approve changes to the Articles of Association	✓					
Recommend changes to the Articles of Association		✓				
Give directions by special resolution to the Board	✓					
Establish & approve changes to the Scheme of Delegation		✓				
Establish governance structure for the Trust		✓				
Prepare Terms of Reference for LGBs and Committees		✓				
Appoint and remove Members	✓					
Appoint and remove Trustees	✓	✓				Appointments in line with the Articles of Association
Appoint a Governance Professional		✓	✓			
Appoint the Chair and Vice Chair of the Trust Board		✓				
Appoint Clerk to the Trust Board		✓				
Appoint Clerk to the LGBs		✓		✓		LGB consulted
Appoint Governors to LGBs		✓		✓	✓	Governance Professional involvement
Remove Governors from LGBs		✓	✓			Governance Professional involvement

Conduct skills audit	✓		✓		Governance Professional involvement
Commission External Review of Governance	✓				
Maintain Register of Interests		✓			
Maintain GIAS		✓			
Coordinate/Facilitate training programme for Trustees and Governors		✓		✓	Governance Professional involvement
Review LGB performance	✓				
Determine and develop strategic objectives of the Trust		✓			
Approve and monitor strategic objectives of the Trust	✓				
Scrutinise Trust progress against strategic objectives	✓				
Deliver Trust relevant strategic objectives at school level			✓	✓	
Determine the character, mission and ethos of the Trust	✓	✓			
Approve growth strategy and due diligence requirements	✓	✓			
Ensure compliance with all obligations under the Funding Agreement including the Academies Trust Handbook	✓	✓			
Ensure compliance with regulatory requirements (charity law, company law, employment law, health and safety)	✓				

Ensure compliance, at school level, with regulatory requirements (employment law and health and safety)				✓	✓	
Determine policies to ensure financial oversight: regularity, probity and value for money		✓				
Establish procedures for the register of business interests, conflicts of interest and related/connected party transactions		✓				
Review delivery of the Trust Risk Register		✓				
Manage the Trust Risk Register			✓			
Manage School Risk Register					✓	
Determine and approve Trust wide Policies		✓	✓			Governance Professional involvement
Present school-specific policies to LGB for approval					✓	Using Trust templates
Approve school-specific policies				✓		Using Trust templates
Ensure the Trust website is compliant with DfE requirements		✓	✓			
Ensure the school website is compliant with DfE requirements				✓	✓	
Set term dates, length of school day and school opening/closing times		✓				In consultation with the LGB
Confirm partial or full school closures due to extreme weather or extenuating circumstances		✓				Headteachers to seek confirmation from CEO prior to any communication with the school community.
Approve school INSET dates			✓			
Approve PAN for each school		✓				Annually, in consultation with LGB

Set admissions policy		✓			
Review and consult on admissions policy				✓	
Make recommendations regarding admissions to the Board					✓
Determine all admission decisions		✓			With recommendation from the Headteacher
Manage stage one and two concerns and complaints at school level					✓ Governance Professional involvement
Manage concerns and complaints process trust wide			✓		Governance Professional involvement

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EDUCATION AND CURRICULUM

Set format for school evaluation (SEF) and development planning (SDP)			✓			
Deliver self-evaluation process (SEF)					✓	
Determine the School Development Plan					✓	In consultation with the LGB
Approve the School Development Plan			✓	✓		
Ensure high expectations of the quality of teaching					✓	
Report school performance and progress					✓	
Monitor school performance and progress			✓	✓		
Review and challenge school performance and progress			✓	✓		

Determine and action intervention for schools causing concern or requiring support			✓		
Determine curriculum and standards across the Trust		✓	✓		
Implement the curriculum				✓	
Review school delivery of the curriculum			✓		
Ensure legal requirements for pupils with SEND are met			✓	✓	
Ensure student issues (attendance, exclusions, punctuality, discipline) are managed in accordance with Trust and school policies			✓	✓	
Receive reports from the Headteacher on student issues and report material issues to the Trust Board and CEO			✓		
Ensure school lunch is provided to appropriate nutritional standards			✓	✓	✓
Ensure free school meals are provided to all eligible pupils			✓	✓	
Ensure each school has a Designated Safeguarding Lead, complies with statutory guidance and maintains its Single Central Record			✓	✓	
Review safeguarding arrangements across the Trust		✓	✓		
Ensure feedback supports the development of best practice and overall pupil experience			✓	✓	
Deliver collective worship arrangements				✓	
Review collective worship arrangements			✓		

Ensure sex education is delivered in accordance with statutory requirements				✓	
Manage school readiness for Ofsted inspection and support LGBs and Headteachers during inspections			✓		
Deliver Ofsted inspection at school level			✓	✓	

Function	Members	Trust Board	CEO	LGB	Headteacher	Notes
FINANCIAL – to be read alongside Scheme of Financial Delegation						
Appoint the Finance, Audit & Risk Committees		✓				
Appoint the Accounting Officer (CEO) and Chief Financial Operating Officer (CFOO)		✓				
Recommend appointment of external auditors to the Members		✓				
Appoint External Auditors	✓					
Appoint Internal Auditors		✓				
Approve Annual Accounts		✓				
Receive and adopt the approved annual accounts	✓					
Arrange auditing and filing of the annual report and accounts			✓			
Maintain accurate financial records			✓		✓	
Determine with the Scheme of Financial Delegation and financial policies		✓				
Ensure compliance with the Scheme of Financial Delegation and financial policies		✓	✓		✓	
Report non-compliance with financial policies to the Trust Board			✓		✓	
Recommend and authorise bank accounts and approve bank mandates		✓	✓			CEO to make recommendation.

Recommend a funding model to the Board		✓			
Determine a funding model for the Trust and schools	✓				
Prepare the Trust Annual Budget for Board approval		✓			
Determine and approve the Trust Annual Budget	✓				Including significant variances
Prepare school Annual Budgets		✓			
Formulate and determine the proportion of the overall budget to be delegated to each school (including uses of contingency funds/balances).	✓				Including significant variances
Approve school budget variances within permitted limits	✓				As defined in Scheme of Financial Delegation
Manage school budget				✓	In consultation with the CFOO
Monitor and challenge staffing ratio in the school budget		✓	✓		Benchmark 75%
Monitor expenditure and delivery against Annual Budgets	✓	✓		✓	
Report material budget issues to the Trust Board		✓			
Report budget concerns to the CEO				✓	
Determine financial reporting framework and KPIs	✓				In consultation with the CFOO
Deliver financial reporting at Trust and school level		✓		✓	
Determine investment policy in line with the Academies Trust Handbook and Scheme of Financial Delegation	✓				

Deliver the investment policy			✓			
Determine how Pupil Premium is spent at school level					✓	
Report on effectiveness of use of Pupil Premium to LGB					✓	
Review and challenge Pupil Premium spending and impact		✓		✓		
Enter into contracts within the limits set within the scheme of financial delegation			✓		✓	
To seek Trust approval for capital projects requiring a tender process					✓	
To approve capital projects requiring a tender process		✓	✓			Threshold for tender is £75,000+
To ensure three quotes are obtained for non-staffing items of expenditure exceeding £15,000			✓		✓	Headteacher for school items, CEO for central trust items.
Determine and report on the allocation of School Condition Allocation funding (SCA) across Trust estates		✓	✓			

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OPERATIONS						
Approve acquisition and disposal of Trust land		✓				
Approve changes to use of Trust assets		✓				
Deliver insurance arrangements for the Trust			✓			The Trust is a member of the DfE RPA scheme
Determine Trust wide procurement policies		✓				In accordance with the Funding Agreement, Academies Financial Handbook and Trust policy
Deliver Trust wide and school procurement in accordance with Trust policy			✓		✓	See finance section
Determine allocation of central services to schools		✓	✓			
Deliver and report on effectiveness of centrally provided services			✓			
Determine Trust wide premises and asset maintenance strategy		✓	✓			
Determine and deliver school premises plan within Trust policy.					✓	School development plan
Monitor delivery of school premises plan			✓	✓	✓	
Ensure that all schools operate in full compliance with Health and Safety legislation and Trust policies, with effective systems for monitoring, reporting, and continuous improvement		✓	✓			

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Ensure full school compliance with Health and Safety legislation and Trust policies					✓	
Monitor, provide oversight and challenge school compliance with Health and Safety legislation and Trust policies				✓		
Termly review of the Trust risk register			✓			
Termly review of school risk register					✓	
Ensure school compliance with risk assessments				✓	✓	
Monitor school compliance with risk assessments		✓	✓			
Ensure school compliance with Data Protection policies				✓	✓	
Monitor school compliance with Data Protection policies		✓	✓			
Deliver Trust wide PR, website and media activities			✓			
Deliver school PR, website and media activities					✓	
Approve Trust IT strategy		✓				
Develop and deliver Trust IT strategy			✓			
Deliver Trust IT strategy at school level					✓	Including cybersecurity

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HR						
Determine Trust wide HR policies			✓			
Approve Trust wide HR policies		✓				
Ensure compliance with Trust HR policies			✓		✓	
Ensure compliance with safer recruitment and SCR requirements			✓		✓	
Determine terms and conditions of service and employment contracts			✓			
Approve terms and conditions of service and employment contracts (including any revisions)		✓				
Make recommendations to CEO for pay determination and progression					✓	
Make recommendations to Trust Board for pay determination and progression (excl CEO)			✓			Salary range and progression as determined by Pay Policy.
Determination of pay and progression		✓				
Propose any school staffing structure changes to the CEO & CFOO					✓	
Approve workforce planning and staffing structure for each school			✓			This includes in year changes or appointments
Approval of flexible working requests			✓			With recommendation from Headteacher
Approval of agency staffing usage above agreed thresholds			✓			CFOO

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Appointment of school staff (excl. SLT)					✓	Seek advice on the recruitment process from Trust HR.
Appointment of Lead Practitioners					✓	Appointments that will push staffing costs over agreed budgets require consultation and approval from the CFOO.
Appointment of school SLT (excl. Headteacher)				✓	✓	
Appointment of a Headteacher		✓	✓	✓		Appointment panel to include CEO, two LGB representatives and one Trustee.
Appointment of the CEO		✓				
Appointment of the CFOO and Governance Professional		✓	✓			
Appointment of Trust central team			✓			Trust Board to be notified
Approve CEO appointment as Trustee	✓					If applicable
Oversight and quality assurance of performance management processes			✓			
Deliver appraisal for school staff, leaders and central team staff			✓		✓	CEO: Headteachers and central team. HT: school
Deliver appraisal for CEO		✓				
Seek and follow advice on employee relations from Trust HR			✓		✓	This includes commencement of any investigations that fall under Trust HR policies (Grievance, Disciplinary, Whistleblowing etc...) and escalation to formal stages.
Suspension of a member of school staff (excl leadership)			✓		✓	In the first instance, consult with the Director of HR.

Function	Members	Trust Board	CEO	LGB	Headteache	Notes
Dismissal of a member of school staff (excl leadership)			✓		✓	
Suspension of a Senior Leader or Headteacher			✓			In the first instance, consult with the Director of HR.
Dismissal of a Senior Leader or Headteacher			✓			
Inform the Trust Board of any staff suspension/dismissal			✓			
Suspension of the CEO or CFOO		✓				In the first instance, consult with the Director of HR.
Dismissal of the CEO or CFOO		✓				
Oversight of whistleblowing arrangements and reporting		✓				Requires Trust Board or DfE approval, as per Academy Handbook
Approval of settlement agreement negotiations		✓				
Approval of individual compensation payments		✓				In the first instance, consult with the Director of HR-and CFOO regarding any redundancies.
Approval to commence a staffing restructure		✓	✓			
Review and approval of Trade Union Recognition Agreement		✓	✓			
Ensure compliance with mandatory training requirements					✓	
Monitoring workforce equality data and compliance with Equality Act			✓			
Confirmation or extension of probation periods					✓	

Function	Members	Trust Board	CEO	LGB	Headteache	Notes
Oversight of TUPE processes		✓	✓			
Determine strategy for stakeholder engagement		✓	✓			
Consult on school stakeholder engagement focus				✓	✓	
Deliver school stakeholder engagement					✓	
Review school stakeholder engagement				✓	✓	