

Kirkby la Thorpe

Church of England Primary Academy School & Pre-School

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Scheme of Delegation

INTRODUCTION

An academy trust's board of trustees is accountable in law for all decisions about its academy. However, this does not mean that the full board is required to make all the decisions itself. Many decisions can be delegated to the Headteacher (the senior executive leader in a single academy trust), trust board committees and individual trustees. It is vital that the decision to delegate a function is made by the full board of trustees and is recorded. Without such formal delegation, the individual has no power to act.

PURPOSE

The scheme of delegation (SoD) is a key document in defining which functions have been delegated and to whom. It is a simple yet systematic way of ensuring members, trustees and individuals are clear about who has responsibility for making which decisions in the trust. This scheme sets out how the Trust Board delegates certain powers and responsibilities to the Headteacher, while retaining overall accountability for the school's performance, compliance, and financial health.

REVIEW

The SoD is reviewed annually, with revisions made as the context changes, if necessary, each year. This is because it needs to be responsive to changing circumstances of the Academy and to adapt accordingly. It is important to ensure that all involved in governance are made aware of any changes and what these mean in practice.

HEADLINE CHANGES FROM LAST REVIEW

The governance structure in 2025/26 has transitioned from a traditional committee meeting structure to a streamlined seven meeting framework. This was fundamentally driven by the desire to enhance efficiency, focus, and governance oversight. The previous committees involved dispersed responsibilities, detailed reporting, and a broad range of discussion topics. The committee members were the same individuals that sat on all committees and board meetings, totalling fifteen meetings per year. While this can encourage detailed examination of issues, it may also result in lengthy, unfocused sessions, limited participation, or decision-making delays due to overextended agendas and redundant discussions. By condensing meetings to seven strategically scheduled sessions, trustees can allocate sufficient time to critical agenda items, standardise the review of necessary reports, and structure discussions around clearly defined, high-priority objectives, reducing administrative overhead while maintaining accountability.

The seven-meeting process also incorporates elements of modern meeting facilitation, such as clarifying purpose, assigning lead Trustee roles for monitoring and evaluating outcomes, all of which are aligned with best practices in organisational governance. This approach ensures that all participants understand their responsibilities, encourages engagement, and supports an inclusive decision-making culture. By spacing meetings thoughtfully and strategically throughout the academic year, trustees can maintain continuous oversight and strategic input without overburdening members, while scheduled evaluations promote reflection and continuous improvement.

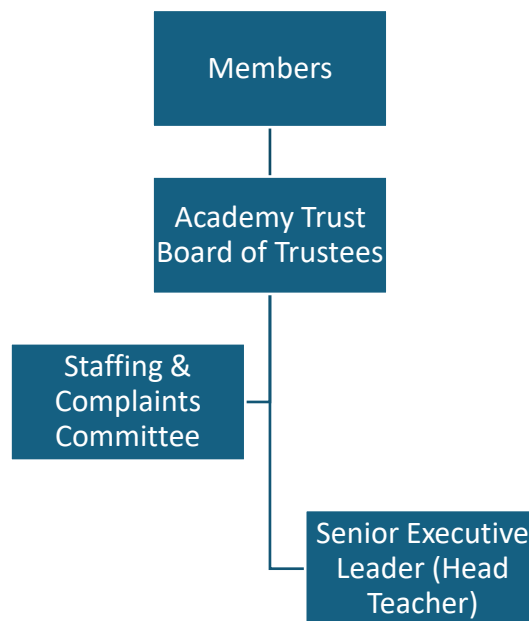
Building on the rationale for moving to a seven-meeting structure for trustees, it is also important to note that recent changes in board composition. A new clerk and a Chair of Trustees have been

appointed, bringing specific responsibilities and a clear framework for the conduct of meetings. The Clerk serves as the primary administrator for the Local Governing Body, ensuring accurate record keeping, the preparation and circulation of agendas, and compliance with meeting notice requirements. This role supports trustees in maintaining transparency and accountability, facilitating smooth operational governance between meetings. The Chair of Trustees, meanwhile, provides leadership for the board, setting agendas and guiding deliberations.

The terms of office for all trustees are structured to promote continuity while allowing for regular renewal of perspectives. Trustees, including officers such as the Chair, are typically appointed for fixed terms, commonly four years, with the possibility of reappointment, enabling both experience retention and refreshment of the board. Structured terms also ensure compliance with governing documents and charity law, support succession planning, and encourage a cycle of reflection and development.

We believe that enacting these provisions, combined with the streamlined seven-meeting calendar, optimise trustee engagement, balance workloads, and enable focused attention on key strategic, financial, and educational priorities, fostering a well-governed and sustainable organisation that balances operational needs with effective oversight and trustee engagement.

GOVERNANCE STRUCTURE AND LINES OF ACCOUNTIBILITY



KEY PRINCIPLES

- No standing committees – all governance decisions are made by the full Trust Board.
- The academy trust board of trustee’s delegate responsibility for the day to day running of the academy to the Headteacher. The trustee board will hold the Headteacher to account for the performance of the academy. The Headteacher in turn holds other members of the senior leadership team to account by line managing them. While the board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making.
- The Headteacher will report to the board on the performance of the academy, although this will be supplemented by the monitoring of trust board committees and individual trustees with any delegated responsibilities.
- The Headteacher is performance managed by the trust board.

ROLES AND RESPONSIBILITIES

The role of the members

The members of the trust have a different status to trustees. Originally, they will have been the signatories to the memorandum of association and will have agreed the trust's first articles of association. The articles of association describe how members are recruited and replaced, and how many of the trustees the members can appoint to the trust board. Foundation members in your trust (as per your MOU on Companies house) must not exceed 25% of the total members. The members appoint trustees to ensure that the trust's charitable object is carried out and so must be able to remove trustees if they fail to fulfil this responsibility.

Members hold the trustees to account for effective governance. They must therefore be informed about trust performance. They measure the success of the organisation against its charitable objects. Members appoint and remove trustees. This prevents failure of governance. They may also commission an external review of governance and are able to dissolve the trust.

Members also appoint and remove auditors. They are entitled to receive a copy of the annual report and accounts, and these should be presented to members at the AGM. The annual report should present details of what trustees have done to review and develop their governance structure. Members are also responsible for approving any amendments made to the trust's articles of association.

While members are permitted to be appointed as trustees, to retain a degree of separation of powers between the members and the trust board, and in line with DfE expectations, not all members should be trustees. The DfE has amended the model articles to state that members are not permitted to be employees of the academy trust.

The role of the trustees

The academy trust is a charitable company and so trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because trustees are bound by both charity and company law, the terms 'trustees' and 'directors' are often used interchangeably. As are a formerly voluntary controlled school and as such foundation appointed trustees make up 25% of the board.

The trustees are responsible for the general control and management of the administration of the trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of the trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. In addition, it must carry out the three core governance functions:

1. Ensure clarity of vision, ethos and strategic direction.
2. Hold the executive to account for the educational performance of the trust and their pupils, and the performance management of staff.
3. Oversee the financial performance of the trust and make sure its money is well spent.

The board of trustees has the right to review and adapt its governance structure at any time which includes removing delegation.

The role of the academy Headteacher

The Headteacher has the delegated responsibility for the operation of the trust.

The Headteacher is the accounting officer so has overall responsibility for the operation of the academy trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability, avoiding waste and securing value for money.

The Headteacher leads the senior leadership team (SLT) of the academy trust. The Headteacher will delegate management functions to the SLT and is accountable to the trust board for the performance of the SLT.

DELEGATION - GENERAL

A group of trustees may at any time request the presence of a non-trustee at their meeting, to provide expertise and/or a new perspective relevant to possible outcomes of an issue under discussion. Non-trustee/invited guests will not be able to vote at the meeting.

The governing body will be able to appoint non-trustee members to a committee to benefit from their insight and empower them with the voting rights of a trustee for the duration of the issue under discussion.

A group may also invite a trustee from another group to benefit from their expertise and/or insight. As a trustee they will have the same voting rights as any trustee but will only be expected to exercise these rights in connection with the reason for the invitation extended to them.

TRUSTEES' MEETINGS

It is a requirement of all Academy Governing Bodies that they meet at least three times a year. No business can be conducted at any meeting unless a quorum, as specified in the Academy's Articles of Association, is present.

To ensure that the Governing Body can maintain effective oversight of Academy funds, the managements accounts and the corresponding balance sheet, is shared with the full Governing Body monthly throughout the financial year, in addition to the four planned full governing meetings.

Trustees must appoint a clerk to the Governing Body, who must be someone other than a trustee or the Headteacher of the Academy.

The Governing Body may decide to delegate responsibility for specified matters, where it has power to do so, to individual members or the committee of the Board. Decisions taken by individual members or committees of the Board under delegated powers should be recorded in written minutes available to the Board as a whole.

There will be seven scheduled meetings per year which includes the following:

- Full Governing Board (x3) which includes Academic Performance, Governance, Staffing and Budget Sign Off
- Finance, Premises, Health & Safety, Compliance & Risk (x4)

FULL GOVERNING BOARD MEETING OUTCOMES

Summary Governance, Staffing & Leadership Duties

Each meeting of the Governing Body should consider:

- a report of the financial position of the Academy, including its income and expenditure and financial commitments.
- whether adequate financial monitoring of the Academy's budget and activities is being undertaken.
- progress on any action identified to improve financial arrangements at the Academy.
- significant contracts proposed to be entered into by the Academy.
- details of any significant matters affecting the Academy's staff.
- details of any significant matters affecting the pupils' welfare or education; and
- details of any significant matters affecting the Academy's assets e.g. computers, cars, whiteboards etc.

Matters that should be considered by trustees at least once a year are:

- the Academy's vision and its impact, how they are being met and how they reflect the vision of a church academy.
- review of the management structure to ensure it is operating effectively.
- review of the performance of external providers e.g. bankers, services provided under SLAs.
- review and approval of the Academy's annual accounts and report of the trustees.
- review and approval of the financial budget forecasts for the following 3 years.
- review and approval of the levels of insurance cover for the Academy's assets.
- findings made by the auditors and the auditor's management letter, and any other financial reviews, and consideration of what actions should be taken arising from their recommendations; and
- review of the risks to which the Academy is exposed and determination of whether systems are in place to mitigate those risks.

Function	Decision Maker	Notes
Vision, ethos, and strategic direction	Trust Board	Cannot be delegated
Approval of school improvement plan	Trust Board	Headteacher drafts
Policies – statutory	Trust Board	Delegate drafting to Headteacher
Policies – operational	Headteacher	Must align with statutory requirements
Appointment of Headteacher	Trust Board	Full board decision

Summary Academic Performance Duties

Academic

- monitor pupils' attainment, progress and quality of learning.
- ensure the curriculum offer is relevant, led by the academy's vision and appropriate for all pupils.

- advise the governing body on the Academy’s curriculum statutory obligations.
- review any proposals from the Headteacher for changes to the curriculum and to consider the implications for staffing.
- contribute to the review, revision and monitoring of the School Development Plan.
- review any report from advisors to the school, in relation to the standards and achievement of the Academy. For church school distinctiveness, this would include the annual Diocesan visit, any SIAMS reports or other reports from working with the Diocese.

Pastoral Care

- monitor the implementation of the behaviour policy.
- monitor the number and reasons for fixed term and permanent exclusions.
- monitor attendance against targets, including Persistent Absentees.
- engage with parents/carers to support their child’s learning.
- promote healthy lifestyles.
- review the policy and provision for collective worship and religious education and make recommendations to the governing body.
- review the policy and provision for Relationships and Sex Education and make recommendations to the governing body.

Function	Decision Maker	Notes
Curriculum design & delivery	Headteacher	Within agreed framework
Monitoring pupil progress	Trust Board	Via reports from Headteacher
Target setting	Trust Board	Based on Headteacher’s recommendations
Safeguarding oversight	Trust Board	Designated Safeguarding Lead operationally responsible

FINANCE, RISK & PREMISES PURPOSES MEETING OUTCOMES

Financial Planning Duties

- The Bursar and Headteacher will prepare a budget plan considering the agreed priorities in the School Development Plan, to be reviewed alongside the income and expenditure budget forecasts (revenue and capital) before the final budget is recommended for approval approved by the Governing Body for submission to the ESFA.
- Review the 3-year budget plan prepared by the Bursar and Headteacher considering the agreed priorities in the School Development Plan.
- Determine whether sufficient funds are available for pay increments or to employ additional staff as recommended by the Headteacher with the Staffing and Complaints Group’s support
- Make decisions regarding the future cost of support from service providers.
- Consider and approve the financial consequences of recommendations to maintain and improve the school site and buildings.

Financial Monitoring Duties

- Conduct an annual review of the Academy’s exposure to risks for the Board.

- Monitor, monthly, actual expenditure and income received against the budget using the management accounts and balance sheet produced by the Bursar, reporting any significant variances to the Governing Body at its next meeting.
- Ensure that the Academy has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.
- Subject to the provisions in the Financial Handbook, approve any budgetary adjustments (virements) that may from time to time become necessary.
- Discuss with the External Auditor the nature and scope of each term end's financial systems check, ensuring that it has the full co-operation of staff, and review the resulting report's recommendations after each check.
- Appoint and liaise with the external audit firm that will formally audit the year end accounts ensuring that the audit will be well prepared for with the full cooperation of the Academy's staff and its financial services providers.
- Review the audited year end accounts with the external audit firm and our financial services providers before the trustees are asked to approve them.
- Consider all relevant reports by the appointed external audit firm, including any concerning the Academy's accounts, achievement of value for money and the response to any management letters.
- Review the effectiveness of the internal control system to ensure that the Academy's aims, objectives and key performance targets are achieved in the most economic, effective and environmentally preferable manner.
- Review the Academy's internal and external financial statements and reports to ensure that they reflect best practice.

Strategic Investments Duties

- Consider the case for making such investments and in particular their impact on the Academy's finances.

Other Financial Responsibilities

- submit reports of a financial nature directly to the ESFA only when such reports can be approved by a relevant sub-committee of the governing body but prepare all other reports for governing body approval before submission.
- to review the policy on charging for curriculum activities and make recommendations to the governing body.
- receive and consider reports from the other Groups about matters that may have significant financial implications for the operation of the Academy.
- exploit opportunities to bid for grants to secure this and other external funding.
- investigate, initiate and implement capital investment projects.

Accounting Officer

The Funding Agreement requires each Academy to identify the Headteacher as the Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the Accounting Officer is personally responsible to the Governing Body for:

- ensuring regularity and propriety.
- prudent and economical administration.
- avoidance of waste and extravagance.
- efficient and effective use of available resources and
- the day-to-day organisation, staffing and management of the Academy.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example, to the Bursar. Within the framework of the Academy development plan as approved by the Governing Body, the Headteacher has overall executive responsibility for the Academy's activities including financial activities. Much of the financial responsibility has been delegated to the Bursar but the Headteacher still retains responsibility for:

- approving new staff appointments within the authorised establishment, except for any senior staff posts which should be approved by the Governing Body.
- authorising contracts in conjunction with the Bursar or with trustees for higher values subject to the expenditure limits specified in the Financial Handbook.
- signing cheques in conjunction with the Bursar or another authorised signatory because two signatories are required on all cheques. Cheques or BACS payments that exceed the Accounting Officer's expenditure limit specified in the Financial Handbook require one of the signatories to be the chair or deputy chair of the trustees and the counterfoil should be signed by the chair of the Financial Resources Group.
- making budget virements (transfers between categories) up to the amount specified in the Financial Handbook and reporting them to the Financial Resources Group. Virements of higher amounts must have the prior approval of the Group up to its own limit in the Handbook or of the full Governing Body more than that limit.

Bursar

The main responsibilities of the Bursar are:

- day to day management of financial issues including the establishment and operation of a suitable accounting system.
- ensuring that BACS payments are made in conjunction with the Headteacher or other authorised signatories.
- management of the Academy's financial position at a strategic and operational level within the framework for financial control determined by the Governing Body.
- maintenance of effective systems of internal control.
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the academy.
- the preparation of monthly management accounts and balance sheets.
- the preparation of 3-year budget forecasts for consideration by the Finance and General Purposes Group before the Governing Body is asked to approve them.
- submitting the approved budget forecasts to the EFSA by the deadline provided.
- submitting a current year budget forecast outturn report (based on the most recent information that was available to the Finance and General Purposes Group) to the EFSA by the deadline provided after this has been agreed with the Head Teacher.
- authorising orders up to the maximum value specified in the Financial Handbook in conjunction with any budget holders; and
- ensuring forms and returns are sent to the ESFA in line with the timetable in the ESFA guidance, signing such forms as necessary.

External Auditor

To monitor the operation of the financial management arrangements that have been established and are operated by the Bursar and Headteacher (Accounting Officer) of the Academy the Governing Body has appointed an external auditor, appointed by the Members, who is a qualified accountant and whose firm will visit the Academy to check transactions that were processed and procedures that were operated during that year. A report for consideration by the Finance and General Purposes Group is produced after each visit to identify any mistakes made or procedural weaknesses that need to be addressed and the Governing Body also receives that report.

The main purpose of these visits is to provide the Governing Body with on-going, independent assurance that:

- the financial responsibilities of the Governing Body are being properly discharged;
- resources are being managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained; and
- financial considerations are fully considered in reaching decisions.

Function	Decision Maker	Notes
Annual budget approval	Trust Board	Cannot be delegated
Budget monitoring	Trust Board	Based on Headteacher's reports
Day-to-day expenditure	Headteacher	Within approved budget & limits
Appointment of auditors	Members	Statutory requirement
Appointment of other staff	Headteacher	Within agreed budget
Pay & performance management-Headteacher	Trust Board	Chair leads appraisal

Summary Premises, Health & Safety, Compliance & Risk Duties

- ensure all safeguarding and child protection policies are in place and acted upon.
- ensure that the Academy's site and buildings (assets) are well maintained, fit for purpose and safe when in use by pupils, staff, parents/carers and visitors.
- consider reports from the Headteacher and Bursar regarding the operation of the Academy's buildings and grounds and discuss any recommended improvements.
- review fire protection and security systems to ensure that procedures in compliance with the latest legislation are in place to protect our assets and all persons on site.
- inspect the site at least twice each year to identify any causes for concern (one carried out by members of the group, accompanied with the Academy Caretaker; one by our Health and Safety provider).
- review and monitor the Academy's Health and Safety Policy ensuring that all aspects of Health & Safety at Work legislation are satisfied.
- support the Headteacher and Bursar in obtaining best value for money when arranging contracts to maintain the Academy's site, buildings and the systems that protect them.
- monitor the diversity of activities and equity of access.

Function	Decision Maker	Notes
Health & safety policy	Trust Board	Headteacher implements
Maintenance & repairs	Headteacher	Within budget
Capital projects	Trust Board	Approval required before start
Risk register approval	Trust Board	Reviewed termly
Data protection compliance	Headteacher	DPO may be appointed

Function	Decision Maker	Notes
Complaints – final stage	Trust Board	Headteacher handles earlier stages

STAFFING AND COMPLAINTS COMMITTEE

The Governing Body hereby resolves to establish a committee of the Governing Body to be called the Complaints and Staffing Group (staff trustees are not to be a part of this committee) that will cover formal complaints, received as per the Academy’s Complaints policy and issues relating to staffing and HR matters (including recruitment). It will meet as and when it is required with regard to the Academy’s staffing needs, and any complaints that may be received.

The chair of the Staffing and Complaints Group will be a non-executive trustee. Its members will be trustees or may be other persons appointed by the Governing Body providing that a majority of the members are trustees. The chair will function as the Group’s secretary, calling meetings and producing minutes.

Due to the nature of the topics discussed at the Complaints and Staffing Group meetings, and the confidentiality and impartiality required for both parents/carers and staff, trustees who are not members of the Staffing and Complaints Group do not have the right of attendance to such meetings. The chair will circulate minutes of meetings of the Group to its members and to all other trustees by posting them on the trustees’ secure website page on the Academy’s website. Where necessary agenda items requiring confidentiality will not be disclosed.

The meeting quorum will be the attendance by at least half of all Group members (rounded up when necessary).

Authority

The Staffing and Complaints Group is an advisory body with no executive powers. However, it is authorised by the Governing Body to investigate any activity within its terms of reference, and to seek any information it requires from staff who must co-operate with the Group in the conduct of its inquiries. The Staffing and Complaints Group is authorised to obtain independent professional advice if it considers this necessary.

Duties

The specific duties of the Staffing and Complaints Group shall be primarily the following although the Group will consider other matters when requested to do so by the Governing Body.

Staffing

- in consultation with the Headteacher, determine the staffing structure of the school.
- appointment of a headteacher which would be carried out in consultation with the Diocese as per the Articles of Association (paragraph 104)
- review new and existing policies relating to the employment and conditions of staff at the Academy and make recommendations to the Governing Body.
- review the policy regarding staff expenses entitlements and claiming procedures.
- oversee the appointment procedure (including references and DBS checks) for all staff.
- review, adopt and monitor a policy statement on staff consultations and to undertake any formal consultations.
- in consultation with staff, to oversee any process leading to staff reductions.

- annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- act as a 'first group' for formal disciplinary or complaints hearings.
- review, adopt and monitor the Pay Policy.
- review the recommendations of the Headteacher regarding the employment of new staff, other staff salary increments and particularly any discretionary awards.
- review, adopt and monitor the Performance Management policy, and to determine the membership of the Headteacher Performance Management Group. (Membership of the HTPMG need not be drawn from this theme group, but the group should seek to ensure that the HTPMG members have received appropriate training.)
- review, adopt and monitor the Equal Opportunities policy.
- review the operation of the Academy's code of practice for Trustees and the code of conduct for staff.

Complaints

- in consultation with the Headteacher establish, implement and review the Complaints policy.
- implement the procedures outlined in the Complaints policy.
- where necessary, review the effectiveness of the Complaints policy in addressing the identified issue.

Scheme of Delegation Matrix

Key:

Level 1: Members

Level 2: Academy trust board of trustees

Level 3: Individual trustee

Level 4: Senior executive leader/Headteacher (accounting officer)

✓ Action to be undertaken at this level

A Provide advice and support to those accountable for decision making

Area	Decision	Delegation				
		Members	Trust Board	Staffing and Complaints Committee	Individual Trustee	Headteacher
Governance Framework						
People	Members: Appoint/Remove	✓				
	Trustees: Appoint/Remove	✓	✓			
	Role descriptions for members	✓				
	Role descriptions for trustees/chair/specific roles/committee members: agree		✓		A	A
	Parent trustee: elected		✓			
	Committee chairs: appoint and remove		✓		A	A
	Clerk to board: appoint and remove		✓			
	Articles of association: agree and review	✓	A		A	A

Systems and structures	Governance structure for the trust: establish and review annually		✓		A	A
	Terms of reference for trust committees (including audit if required, and scheme of delegation): agree annually		✓		A	A
	Skills audit complete and recruit to fill gaps		✓			
	Annual self-review of trust board and committee performance: complete annually		✓			
	Chair's performance: carry out 360 reviews periodically		✓			
	Trustee contribution: review annually		✓			
	Succession: plan		✓		A	A
	Annual schedule of business for trust board: agree		✓		A	A
Area	Decision	Delegation				
		Members	Trust Board	Staffing and Complaints Committee	Individual Trustee	Headteacher
Reporting						
Reporting	Trust governance details on trust website: ensure		✓		A	✓
	Register of all interests, business, pecuniary, loyalty for members/trustees: establish and publish		✓		A	✓
	Annual report on performance of the trust: submit to members and publish		✓			✓
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓			✓

	To determine whether to publish a home school agreement (not statutory)			A		✓
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including required details of governance arrangements, performance, financial and equality data are met		✓		A	✓
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)		✓			✓
Area	Decision	Delegation				
		Members	Trust Board	Staffing and Complaints Committee	Individual Trustee	Headteacher
Being Strategic						
Being Strategic	Determine trust policies which reflect the trust's ethos and values including admissions; expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum, : approve		✓		A	✓
	Determine trust staffing policies which reflect the trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		✓	A	A	✓
	Determine trust policy for complaints, health and safety, accessibility plan, premises management, data protection and FOI: approve		✓	A	A	✓
	Establish trust policy for sex education, careers guidance					✓
	Determine a behaviour and discipline policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave		✓			✓

	To draft content of school behaviour policy and publicise it to staff, students and parents.					✓
	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the governing board has not consulted on their arrangements in the last seven years.		✓			
	Ensure a broad and balanced curriculum is in place		✓			A
	To set the times of school sessions and the dates of school terms and holidays		✓			A
	Agree enrichment/extra-curricular offer including any additional services required		✓			A
	Embed agreed curriculum and enrichment offer within the day to day operation of the academy trust					✓
	To establish and agree a Pay policy		✓			✓
	Management of risk: establish register, review and monitor		✓		✓	A
	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
	Principal: Appoint and dismiss		✓			
	To decide whether to join or form a multi-academy trust		✓			
	Budget plan to support delivery of trust key priorities: agree		✓			
	Academy staffing structure: agree		✓	A	A	A
	Appoint teaching staff		A>			✓
	Appoint non-teaching staff					✓
Area	Decision	Delegation				
		Members	Trust Board	Staffing and	Individual Trustee	Headteacher

				Complaints Committee		
Holding to account						
Holding to account	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S, employment): agree		✓	A	A	A
	To produce and maintain a central record of recruitment and vetting checks					✓
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy		✓		A	A
	Reporting arrangements for progress on key priorities: agree		✓			A
	Performance management of the Principal: undertake		✓			
	Performance management of staff: undertake					✓
	Establish and review procedures for addressing staff discipline, conduct and grievance		✓	✓		
	Trustee monitoring: agree arrangements		✓	A		
	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination.		✓	A		
	To ensure that health and safety regulations are followed					✓
	Ensure that school lunch nutritional standards are met					✓
	Maintain a register of pupil attendance					✓
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)					✓

Area	Decision	Delegation				
		Members	Trust Board	Staffing and Complaints Committee	Individual Trustee	Headteacher
Ensuring financial probity						
Ensuring financial probity	Chief financial officer for delivery of trusts detailed accounting processes: appoint		✓			✓
	Trust's scheme of financial delegation: establish and review		✓		A	A
	External auditors' report: receive and respond		✓			A
	Principal pay award: agree		✓			
	Staff appraisal procedure and pay progression: monitor and agree		✓	A		A
	Benchmarking and academy trust value for money: ensure robustness		✓			
	Develop trust procurement strategies and efficiency savings programme		A			✓
	To approve the first formal budget plan each financial year		✓			
	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)		✓			
	To establish and agree charging and remissions policy		✓			
Buildings insurance and personal liability		✓				

Useful Links

OFSTED Framework: [Education inspection framework: for use from November 2025 - GOV.UK](#)

The Governance Handbook Explanation and Guidance for Governors:

<https://www.nga.uk/Knowledge-Centre/Compliance/Government-legislation-and-guidance?Governors-Guide-to-the-law.aspx>

Lincolnshire Country Council: <https://www.lincolnshiretsa.co.uk/governance>

To contact hem either e-mail via governorsupport@lincolnshire.gov.uk or ring them on 01522 553240

<https://hello.theschoolbus.net/blog/preventing-overwhelm-a-guide-for-governors/>

a useful tool for any governor feeling overwhelmed by the breadth of information.