

Scheme of Delegation

Policy Family	Governance
Reference	GOV-05
Responsible Manager	Accounting Officer supported by Governance Professional
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Introduction

This is the Scheme of Delegation of The Potteries Educational Trust, referred to throughout this document as 'our Trust'. This is an overarching Trust-wide Scheme of Delegation which covers more than the 'scheme of delegation of financial powers' referred to in the Academy Trust Handbook. The delegation of our Trust's financial powers is covered at a high level in this document, the Scheme of Financial Delegation and in detail in the Trust's Financial Regulations and Scheme of Financial Delegation, and Trust Procurement Policy.

Our Trust currently comprises Biddulph High School, City of Stoke-on-Trent Sixth Form College, Moorside High School, Werrington Primary School and the Central Services Teams. The Scheme of Delegation covers all academies and central services teams of our Trust, and any academies joining before the next iteration of this document.

Definition - A scheme of delegation is a reference document showing what the Board has delegated to its committees or executive leaders under the powers of its governing document. It identifies relevant accountability and responsibility.

Context, Aims and Objectives

The principal objective of the Scheme of Delegation is to articulate how the Members and Trustees discharge their responsibilities, primarily through the definition of accountability and responsibility.

The Potteries Educational Trust is accountable for all decisions concerning the Trust and its academies; however, the Trust Board is not required to carry out all the Trust's governance functions and many can, and should, be delegated to the Chief Executive Officer, the wider Trust Executive Team, the Trust Board's Committees and the Academy Local Governing Bodies.

The decision to delegate a function must be made by the Trust Board, and without such delegation, any other individual or committee, despite representing our Trust, has no formal power to act.

In addition, the Scheme of Delegation:

1. Sets out our Trust's approach to delegations between the different layers of governance within the Trust and is a delegation by the Trustees under paragraph 105 of its Articles of Associations of certain powers and functions as detailed later on in this document
2. Confirms which powers and functions are reserved to the Trustees
3. May only be altered or revoked by the Trustees
4. Must be read in conjunction with our Trust's Governance guidance and other documents, the Trust's Committee Terms of Reference, the Trust's Financial Policy and Procedures, the Trust's Scheme of Financial Delegation and the Trust's Procurement Policy and Procedures, the Trust's Funding Agreement and any supplemental funding agreements, in conjunction with the Academy Trust Handbook, the DfE Academy Trust Governance Guide, the Trust's Articles of Association and Code of Governance

The Scheme of Delegation applies to all academies within our Trust. This delegation is based upon the quality of governance and management and an academy's performance being at an acceptable level. Where this performance is judged to be at risk, insufficient or unacceptable, then the Trust Board is entitled to revoke delegated powers from academies and their Local Governing Bodies.

Potteries Educational Trust Principles of Delegation

1. Some decisions cannot be delegated (legal context): Finance, Employees, Assets and the Trust Estate, Management of Risk, legal and statutory compliance, Executive and Central Team appointments and performance.
2. Delegation is in line with our vision, values and principles of the trust: community, integrity, respect, aspiration, excellence, innovation.
3. If the decision requires local context, engagement and local accountability, it should be delegated.
4. We consult on all significant decisions across our Trust and have a variety of forums to capture the views of our stakeholders before decisions are finalised.
5. The Trust Board has accountability for the effectiveness of all its committees including Local Governing Bodies.

Scheme of Delegation and Risk Management

Our Trust holds a strategic risk register on which all principal risks are identified, categorised and logged. These include but are not limited to:

- Academy Organisational risks (for example: Estates, IT, Health and Safety)
- Academy Educational Improvement risks
- Academy and Trust Governance risks
- Stakeholder risks
- Staffing risks
- Finance risks
- Reputational risks

The existence, review and adherence to the Scheme of Delegation helps significantly with the mitigation of these strategic risks, and as such is a key control of the Trust with regards to risk management.

Our Risk Management Policy and 'Managing Strategic Risk: Intervention and Support Across the PET' document outlines our Trust's key strategies for supporting academies to manage risk and offers a range of interventions to provide the necessary support. More details about identifying and monitoring risk and measuring the impact of intervention can be found in the document, Managing Strategic Risk: Intervention and Support Across the PET.

Our Governance Structure



In a Multi Academy Trust, the Trust is the employer and has the responsible financial authority. This means the Trust Board is accountable for all financial, staffing, safeguarding, risks, estate and asset management. As the core purpose of a Multi Academy Trust is Educational Improvement, the Trust is also accountable for its improvement strategies, Key Performance Indicators and overall performance of its academies.

Our Governance structure is made up of the Members and the Trust Board. The Trust Board is the accountable body for the Trust. Each Academy has its own Local Governing Body (LGB) which is a committee of the Trust Board. The LGB supports the Trust Board in upholding and promoting the trust vision and values, monitoring local accountability and engagement. There are three Board committees: Audit and Risk Committee, Finance and Resources Committee, and Quality of Education Committee. –In addition, the Board may deploy a search committee to support succession planning for governance.

The Trust has a Chair and Vice Chair network which enables Local Governing Body chairs and vice chairs to meet termly with the Vice Chair of the Board and the CEO to ensure clear communication throughout the levels of governance.

The Executive Leadership Team meets weekly for half an hour together with half-termly strategic meetings of either a full or half day as appropriate. The Central Services Leadership Team meets regularly (usually on a two-weekly basis). There is a range of networks across the Trust that meet on a regular basis, usually at least termly, including subject areas, research and innovation leads, pastoral areas, operational areas, staff wellbeing, health and safety, shared services, people strategy.

Roles and Responsibilities

Our Members

The Members of the Trust are guardians of the governance of the Trust and as such have a different status to the Trustees. The Trust's articles of association describe how Members are recruited and replaced, and how many of the Trustees the Members can appoint to the Trust board. The Members appoint Trustees to ensure that the charitable objects of our Trust are carried out and so must be able to remove Trustees if they fail to fulfil this responsibility. The Members can also appoint new Members and remove existing Members.

Accordingly, the Board of Trustees submit an annual report on the performance of our Trust to the Members. Members are also responsible for approving any amendments made to the Trust's Articles of Association and are responsible for appointing the statutory auditors.

There is usually one meeting of Members each year, known as the Annual General Meeting.

Our Trustees

The Trustees are responsible for the general control, management and administration of our Trust, and in accordance with the provisions set out in the Articles of Association and the Trust's Master Funding Agreement and any Supplemental Funding Agreements, they are legally responsible and accountable for all statutory functions and for the performance of all academies within our Trust.

In addition, the Trustees:

- determine the vision, ethos and strategic direction of our Trust, including reviewing overall progress against the Strategic Priorities and Strategic Plan, taking action where appropriate
- hold the Trust's Executive Team to account for the educational performance of the academies within our Trust, the effectiveness of support and central services functions, and for performance management of leaders, teaching and support staff
- set targets for pupil and student achievement prepared and proposed by Executive Leaders
- Maintain a strong financial position, oversee effective financial performance, and ensure our Trust can operate as a going concern
- determine the budgets prepared and proposed by Executive Leaders

- ensure regularity and propriety in the use of Trust funds and ensure achievement of best value for money
- oversee the strategic risk management of our Trust (as above)
- appoint the Chief Executive Officer, Chief Financial Officer, Central Team, academy Headteachers/Principals and Governance Professional
- Review the performance and pay of the Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Governance Professional, and Headteachers/Principals
- must apply the highest standards of conduct
- must comply with our Trust's charitable objectives;
- regularly review the delegation of powers, either annually, or where there have been material changes to the relevant courses of business.

Purpose of Trust Board and its committees

Strategic Leadership - the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the trust's culture and sets and champions the trust strategy including determining what, if any, governance functions are delegated to the local tier (LGB role is to uphold and promote the vision and values of the Trust)

Accountability and assurance - the board has robust effective oversight of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well maintained (LGB role to Monitor Local Accountability)

Engagement - the board has strategic oversight of relationships with stakeholders. The board involves parents, schools and communities so that decision-making is supported by meaningful engagement (LGB has a key role in local engagement)

The Trust Board has collective accountability and strategic responsibility for the Trust. It has a focus on ensuring the Trust delivers an excellent education to pupils while maintaining effective financial management and must ensure compliance with

1. The Trust's charitable objects
2. Regulatory, contractual and statutory requirements
3. Funding agreement

[Academy Trust Governance Guidance](#) provides essential information from a range of sources on the trust board's roles and legal responsibilities.

We must also adhere to the requirements of the [Academy Trust Handbook](#) and our funding agreements.

The articles of association set out the charitable purpose of our Trust, providing a framework to act within both company and charity law.

The Trust Board has accountability for the effectiveness of all its committees including LGBs. The impact of governance is assessed through:

- Scrutiny of minutes
- Headteacher/Principal report plenary - Chairs of LGBs summarise the impact of the LGB at the end of the meeting.
- Governance Professional and Chair to note items to bring to Trust Board's attention.
- The CEO report to the Trust Board includes impact summaries and points to note from LGB meetings.
- CEO and Chairs of committees to meet regularly to ensure good two-way communication

The Trust Board

The Trust Board is comprised of up to 8 trustees (directors) appointed by the Members including the CEO, and up to 5 trustees appointed by the Board and approved by Members.

The Trust Board meets a minimum of three times each academic year and additional meetings are scheduled as required, together with strategy sessions to focus on longer term strategic and financial planning. A calendar of meetings is scheduled in advance of the academic year. Any additional meetings usually require at least 5 days' notice unless the Chair determines that an urgent meeting is required on a specific matter with less notice. The quorum required for a meeting of the Trust Board is one third of the total number of Trustees (excluding any vacancies). Minutes of the meetings are taken by the Governance Professional in their capacity as Clerk to the Trust Board. The Chair is responsible for drawing up the agenda and the Clerk making it available to the Trustees with all associated papers at least 7 days in advance via the PET Governance Portal. The Chair and Vice Chair of the Board are appointed annually at the last meeting of the Board in the Summer Term in preparation for the next academic year. Should the Chair or Vice Chair not be present at a meeting, a temporary Chair should be elected from amongst the Trustees present for the meeting.

In line with paragraph 105 of the Articles of Association the Trustees may delegate any of their powers or functions (including the power to sub-delegate) to any Trustee, committee (including any Local Governing Body), the Chief Executive Officer or any other holder of an executive office. Any such delegation shall be made in writing and subject to any conditions the Trustees may impose and may be revoked or altered.

Where any power or function of the Trustees is sub-delegated by any person to whom it has been delegated, that person must inform the Trustees as soon as reasonably practicable which powers and functions have been further delegated and to whom, and any such sub-delegation shall be made subject to any conditions the Trustees may impose, and may be revoked or altered by the Trustees.

Where any power or function of the Trustees has been exercised, that person or committee shall report to the Trustees in respect of any action taken or decision made with respect to the exercise of that power or function. This should take place at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

In line with the DfE Academy Trust Governance Guide (para 4.4) a Chair will not act alone in conducting the functions of the Board unless approved to do so by the Board and only in circumstances where delegation to an individual is permitted.

No individual trustee is empowered to make decisions on behalf of our Trust outside any specific authority set out in this scheme of delegation. However, as an exception, the Chair of Trustees can make a decision as a single trustee when a delay in doing so would be:

- seriously detrimental to the interests of our Trust or any of its academies, and
- it would not be possible to postpone the decision to a meeting of trustees (which the Chair can convene with less than 7 days' notice if necessary, provided trustees will have sufficient time to receive and give due considerations to relevant documents relating to the decision)

Trust Committees

Audit and Risk Committee - accountable for the detailed oversight of the adequacy and effectiveness of control systems and procedures, and compliance with statutory requirements, risk management, and consideration of audit reports

Finance and Resources Committee - accountable for the detailed oversight of finance, human resources, estates, infrastructure and assets, determination of executive leader pay progression for recommendation to the Trust Board

Quality of Education Committee - accountable for the detailed oversight of academy performance and preparing young people for the next stage of education and life

Academy Local Governing Bodies – are accountable for:

- Vision and Values including
 - upholding our Trust culture and ethos
 - championing our Trust strategy
 - promoting high quality and inclusive education
- Monitoring Local Accountability including:
 - effective performance and provision of education
 - pupil attendance and behaviour
 - pupil welfare
 - monitoring the learning environment to ensure it is safe and well maintained
- Engagement – including
 - relationships with stakeholders, parents, communities
 - advocacy for learners and stakeholders
 - feedback and communication within the local community and its context

The membership of a Local Governing Body is made up of up to 11 governors appointed by the Trust Board (with the exception of 2 staff governors and 2 parent governors which are elected positions, and the Headteacher/Principal who is a governor by virtue of office).

Each local governing body meets at least once per term. Any additional meetings require at least 5 days' notice. There is an expectation that academy governors attend CPD, other activity and events between meetings which enable them to develop a clear picture of the quality of provision.

The quorum for a Local Governing Body meeting is 50% of the LGB membership (excluding vacancies) rounded up. Minutes of the meetings are taken by the Trust Governance Professional or a nominated Clerk. The governing body will elect a Chair and Vice Chair on an annual basis and report the appointments to the Trust Board, with the exception being, when an academy has significant strategic risks requiring intensive intervention and support. If this is the case, the Trustees will be required to approve the appointment of the LGB Chair.

The Trustees will be responsible for approving the annual cycle of business to inform the agenda, which will be sent out to academy governors at least 7 days in advance of the meeting. Should the Chair or Vice Chair not be present at the meeting, a temporary Chair should be elected for the meeting. An employee of the Academy must not chair the meeting.

CEO and Executive Leadership Team

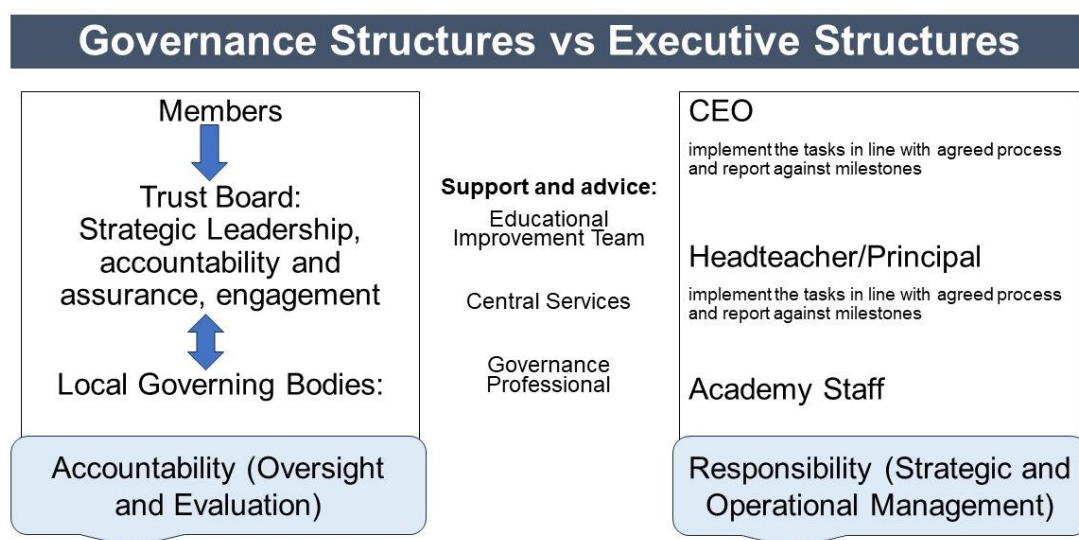
The Trust Board delegates the day-to-day management of our Trust to the Chief Executive Officer, who is also the Trust's Accounting Officer, responsible not only for the performance of our Trust as a whole, but responsible personally to Parliament and elsewhere for various statutory responsibilities. The Chief Executive Officer, as Accounting Officer, must ensure regularity, propriety and best value for money, and must assure the Trust Board on compliance with the Master and Supplemental Funding Agreements and the Academy Trust Handbook.

The Chief Executive Officer is also responsible for the leadership and management of the Trust's Executive Leadership Team which includes the Directors of Education, Executive Headteachers, Academy Headteachers / Principals, Heads of Academy, Chief Financial

Officer, Chief Operating Officer, Director of Human Resources and Governance Professional. The Governance Professional is also the Company Secretary and Clerk to the Trust Board and, therefore, reports to the Trust Board.

The Trust Executive Leadership Team is a formal collaboration between the Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Director of Human Resources, Executive Headteachers, Academy Headteachers/Principals, Heads of Academy, and Trust Governance Professional discussing and working through both strategic and operational matters. Any courses of action are agreed, assigned and followed up, including making recommendations to the Board via the CEO as appropriate.

This diagram outlines the governance structure and the executive structure together with the support from the central shared services teams.



(Reference to Headteacher/Principal in the diagram above also includes executive headteacher and head of academy)

Levels of Delegation definitions:

Accountable: The individual / group that has the ultimate or final accountability for ensuring the delivery / completion of a task and being reported to by the responsible individual / group. This will also include determining how the individual / group should undertake the task, including milestones and targets to be reported against.

Responsible: The individual / group that has the responsibility for undertaking or completing the task delegated to them, and reporting on its delivery at suitable intervals. In the case of the CEO, this reporting will be to the Board. In the case of the Principal / Headteacher / Head of Academy, this will be to the Academy LGB or CEO.

Consult and Inform

Within our scheme of delegation matrix, 'consult' and 'inform' are assumed as a core principle rather than specified.

Consult: Consultation is a core principle of our Trust. Consultation takes place where there is a need for others to be involved before a decision is made. Consultation is two-way within our governance structure. Regular consultation takes place through a variety of forums including chairs and vice chair network, executive leadership team and link governors in attendance at Trust committees. In addition, we hold trust strategic planning sessions to consult holistically with a range of stakeholders. We also consult with staff, parents and students at academy and trust level.

Inform: Inform is our one-way communication where an update on progress is provided. Information sharing takes place across the PET in a number of ways including letters to staff and parents, newsletters, networks, Trust CPD days and staff briefings.

Delegation Matrix

The Scheme of Delegation Matrix is divided into sections:

- a) Governance - People
- b) Governance – Systems and Structures
- c) Governance – Reporting
- d) Strategy and Risk Management
- e) Educational Improvement and Standards
- f) People and Structures
- g) Financial Oversight

Delegation Matrix

Governance Function	Delegated from Trust Board	Members	Trust Board and Committees	CEO, Directors, Central Team*	LGBs	Headteacher / Principal
Governance People	/					
Trustees: appoint/remove	N	A, R (UPTO 8)	R (UPTO 5)			
Trust committee members & LGB Chairs: appoint/remove	N		A, R			
Annual Schedule for Governance Business - review/agree annually	N		A	R (GP)		
Receive and Review Trust Committee and LGB minutes	N		A, R			
Approve LGB minutes	Y		A		R	
Members: appoint/remove	N	A, R				
Named Safeguarding Trustee: appoint/remove	N		A, R			
Parent and Staff Governors elect	Y				A	R (supported by GP)
LGB governors appoint/remove	N		A	R (GP)		
Governance Professional and Clerk to Trust Board, Committees and LGBs: appoint/remove	N		A, R			
Governance Succession Planning: determine+	N		A	R (GP)		

Governance Function	Delegated from Trust Board	Members	Trust Board and Committees	CEO, Directors, Central Team*	LGBs	Headteacher / Principal
Governance Systems and Structures	/					
Articles of Association: review and agree	N	A	R			
Governance Structure for the trust review/update annually	N		A, R			
Board, Committee and LGB Terms of Reference* review/update annually	N		A	R (GP)		
Scheme of Delegation review/update annually	N		A	R (GP)		
Annual Governance calendar with meeting dates-review/agree annually+	N		A	R (GP)		
Annual self-review of skills, contribution on Trust Board and Committees+	N		A, R			
Annual self-review of skills, contribution on LGB	Y		A		R (supported by GP)	
Review of performance and impact of Chairs -	N		A, R			

Governance Function	Delegated from Trust Board	Members	Trust Board and Committees	CEO, Directors, Central Team*	LGBs	Headteacher / Principal
Governance Reporting	/					
Publish governance arrangements on Trust and Academy websites	N		A	R (GP)		R
Annual Trust report to Members (inc reviews of governance)+	N		A	R (CEO / CFO /GP)		
Annual Report and accounts signed and submitted to Members and Companies House including policies, statements confirming regularity, propriety and compliance, governance statements demonstrating effectiveness and value for money +	N		A	R		
Submission of EFSA required reports and returns+	N		A	R (CFO / CEO)		
Report on the work of the LGBs: submit to the Trust +	Y		A		R (self evaluation of impact)	
Register of Business Interests signed annually+	N		A	R	R	R
Termly CEO Report:	N		A (review)	R (report)		
Termly Headteacher/Principal Report	Y			A (review)	R (receive)	R (report)

Governance Function	Delegated from Trust Board	Members	Trust Board and Committees	CEO, Directors, Central Team*	LGBs	Headteacher / Principal
Strategy and Risk Management	/					
Determine and approve Trust wide policies	N		A	R		
Determine and approve Academy wide policies	Y			R (approve)	A	R (develop)
Approve Trust vision, values and ethos	N		A, R			
Establish, manage, review and mitigate risk across the Trust	N		A	R		
Monitor and ensure Trust risks are managed in line with statutory and legal requirements+	N		A	R		
Complete, manage, review and mitigate risk at Academy level in line with legal and statutory requirements	Y			A		R
Monitor and review Academy risks and report to Trust Board	Y				A	R
Trust-wide Estates strategy (including acquiring and disposing of Trust land): determine+	N		A	R		
Trust-wide IT strategy: determine+	N		A	R		
Trust-wide procurement strategies and efficiency savings programme: develop+	N		A	R		
Asset Use and Maintenance Strategy: determine+	N		A	R		

Trust Contingency & Business Continuity Plans: agree+	N		A	R		
Academy Business Continuity Plans: develop	Y			A		R
Academy Business Continuity Plans: monitor	Y				A	R
Ensuring Compliance (eg Safeguarding, H & S, employment law, Information Management), agree auditing and reporting arrangements+	N		A	R		
implementation of Trust policies and procedures to ensure compliance (all)	Y		A	R (approve)		R (developing)
Overall Safeguarding inc completion of pre-employment checks+	N		A	R (review)		R (report)
SCR compliance and Safeguarding data: monitor and review	Y				A	R
Attendance and Absence data, including persistent absence (low attenders): monitor and review	Y			R (review)	A (monitor and receive)	R (report)
Ensure appropriate arrangements for Buildings, contents, indemnity insurance+	N		A	R		

Governance Function	Delegated from Trust Board	Members	Trust Board and Committees	CEO, Directors, Central Team*	LGBs	Headteacher / Principal
Educational Improvement and Standards	/					
Determine Trust-wide strategy for educational and strategic improvement	N		A	R		
Trust's strategic plan, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine+	N		A	R		
Academies strategic plans, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine+	N		A	R		
Effective implementation of Trust strategy and progress in Trust Strategic Plan	N		A	R		
Effective implementation of Academy Strategy	Y			A		R
Monitor and Review Academy Improvement Plans and priorities	Y			R (approve)	A (monitor)	R (developing)
Pupil Premium, Sports Premium, Bursary, SEND strategies: determine approach+	N		A	R		
Pupil Premium, Sports Premium, Bursary, SEND strategies: implement	Y			A		R
Pupil Premium, Sports Premium, Bursary, SEND strategies: monitor and review	Y				A	R
Engagement with stakeholders: determine approach+	Y			A		R

Engagement with stakeholders: monitor, review and respond	Y				A	R
Parent survey outcomes: review, respond and monitor	Y				A	R
Student survey outcomes: review, respond and monitor	Y				A	R
Behaviour Policies, Suspensions and Permanent Exclusions: determine and ensure statutory compliance+	Y			R (approve)	A (monitor)	R (developing)
Admissions: determine policy and approach+	N		A	R		
Admissions: ensure compliance and deliver	Y			R (approve)	A (monitor)	R (developing)
Appeals: Admissions, Permanent Exclusions	N		A	R		

Governance Function	Delegated from Trust Board	Members	Trust Board and Committees	CEO, Directors, Central Team*	LGBs	Headteacher / Principal
People and Structures	/					
Agree Trust staffing structure	N		A	R		
Agree Academy staffing structure	N		A	R		
Setting and approving terms and conditions of employment, staff handbook, Code of Conduct+	N		A	R		
Redundancy, settlement, job evaluation	N		A	R		
CEO: appoint and dismiss	N		A, R			
Chief Financial Officer: appoint and dismiss	N		A, R			
Headteachers/Principals, Directors and Central Team: appoint and dismiss	N		A	R		
Deputy and Assistant Headteachers/Principals (within agreed budget and structure): appoint and dismiss	Y			A		R
All other Academy staff (within agreed budget and structure): appoint and dismiss	Y			A		R
Performance Development CEO: undertake+	N		A, R			
Performance Development Headteachers/Principals, Directors, Central Team: undertake+	N		A	R		

Performance Development all other Academy staff: undertake	Y			A		R
Staff appraisal policy and procedure: review and agree+	N		A	R		
All other Academy staff appraisal: monitor and review impact	Y			R (approve)	A (monitor)	R (developing)
CEO pay determination and progression: agree	N		A, R			
Directors, CFO, COO, Headteachers/Principals, Central Team pay award: agree	N		A	R (CEO)		
All other Academy staff pay award: agree incremental progression	Y			A		R
Trust Pay Policy	N		A	R		
Determination of incremental pay progression: Executive Leaders (in line with policy)	N		A	R (CEO)		
Determination of incremental pay progression: Shared Services Staff in line with policy)	Y		A	R(CEO)		
Determination of incremental pay progression: Academy Staff in line with policy)	Y			A(CEO)		R
Trust calendar, term dates, opening and closing hours for academies: determine and approve+	N		A	R (approve)		R (developing)
Trust Wellbeing Policy and Procedures: determine+	N		A	R		
Trust Wellbeing Policy and Procedures: implement	Y			A		R
Staff Survey outcomes: review, respond and monitor	N		A	R (review)	(Receive)	R (report and respond)

Governance Function	Delegated from Trust Board	Members	Trust Board and Committees	CEO, Directors, Central Team*	LGBs	Headteacher / Principal
Financial Oversight	/					
External auditors: appoint	N	A, R				
Internal auditors: appoint and remove	N		A	R		
External and internal auditors reports: receive and respond+	N		A	R		
Financial Contingency Plan/use and levels of reserves: agree+	N		A	R		
Compliance with the Gifts, Hospitality & Bribery Policy and Procedures: ensure+	N		A	R		
Trust Scheme of Financial Delegation: establish, monitor, review +	N		A	R		
Capital Projects review and approve+	N		A	R		
Budget Plan to support delivery of Trust key priorities: agree and monitor	N		A	R		
Budget Plan to support delivery of Academy key priorities	N		A	R		
Monitoring Effectiveness of Budgets	Y				A	R
Review of relevant Management Accounts and impact on cash flow	Y				A	R
Benchmarking and Trust-wide value for money: ensure robustness+	N		A	R		

Arrangements for trust funding+	N		A	R		
Approving expenditure beyond budgets or outside of the SoD (Scheme of Financial Delegation)+	N		A	R		
Trust Collective Fund: Determine award for unbudgeted funding of projects from Collective Fund	N		A	R		

* Abbreviations used in the Delegation matrix-CEO Chief Executive Officer, CFO-Chief Financial Officer, COO-Chief Operational Officer, GP-Governance Professional

+please see supplementary documentation