



Three
Spires
TRUST

'Life in all its fullness'

Scheme of Delegation

UNDER REVIEW

2021.6

This Scheme of Delegation was adopted at a Board meeting of the Three Spires Trust on 10th March 2021

The Scheme is due to be reviewed in 12 months time.

Scheme of Delegation

2021.6

This overview sets out the decision-taking and responsibilities at each level of the trust. means 'decision', means 'propose'; means 'advise'. Joint responsibility requires two blue ticks (eg. appointment of trustees).

Responsibility is delegated to the level closest to the activity, the subsidiarity principle.

This Scheme of Delegation is to be read in conjunction with the Trust Article of Association and the Trust Scheme of Delegation for Local Governing Bodies.

	<i>Task</i>	<i>Members</i>	<i>Board</i>	<i>CEO</i>	<i>LGB</i>	<i>Head</i>
GOVERNANCE <i>(always subject to the Articles of Association)</i>						
1	Identify and Commend Trust Values	<input type="checkbox"/> <input type="checkbox"/>	<input type="radio"/>			
2	Vary the Articles of Association	<input type="checkbox"/> <input type="checkbox"/>	<input type="radio"/>			
3	Change the Schemes of Delegation (SoD)		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Review SoD each year; revise as appropriate		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Agree which schools join the Trust		<input type="checkbox"/>	<input type="radio"/>		
6	Members to call their Annual General Meeting	<input type="checkbox"/>				
7	Appoint the Chair of the Trust Board (TB)	<input type="checkbox"/>	<input type="radio"/>			
8	Members Appoint 4 Trustees; Trustees co-opt	<input type="checkbox"/>	<input type="checkbox"/>			
9	Appoint the Vice-Chair of the TB		<input type="checkbox"/>			
10	Remove members of TB (by appointing body)	<input type="checkbox"/>	<input type="checkbox"/>			
11	Appoint the Chief Executive Officer of Trust	<input type="radio"/>	<input type="checkbox"/>			
12	Appoint the Chief Financial Officer of Trust		<input type="checkbox"/>	<input type="checkbox"/>		
13	Set Up Finance, Admin, Risk & Audit Committee		<input type="checkbox"/>			
14	Appoint the Chair of Finance Committee		<input type="checkbox"/>	<input type="radio"/>		
15	Set Up Quality of Learning Committee		<input type="checkbox"/>			
16	Appoint the Chair of Quality of Learning		<input type="checkbox"/>	<input type="radio"/>		
17	Appoint Clerk to Trust Board and LGBs		<input type="checkbox"/>			
18	Agree size and Composition of each LGB		<input type="checkbox"/>		<input type="radio"/>	
19	Set Up LGBs with the Terms of Reference		<input type="checkbox"/>		<input type="radio"/>	
20	Appoint Chairs of Local Governing Bodies		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
21	Appoint Parish Nominated Governors to LGB		<input type="checkbox"/>	<input type="radio"/> Vicar and PCC		
22	2 Parent Governors elected by parents			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Parents elect		
23	2 Staff Governors: Head + 1 elected by staff			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Staff elect		
24	Community Link Governor nominated				<input type="checkbox"/>	<input type="checkbox"/>
25	Select 5 Key Link Champions on the LGB			<input type="checkbox"/>		
26	Select Remaining Link Governors on LGB			<input type="checkbox"/>		
27	Review Performance of LGB			<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
28	Remove LGB members (not chair, parent, staff)			<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>

29	Liaise with the Diocesan Board of Education		<input type="checkbox"/>	<input type="checkbox"/>		
30	Set up Register of Interest for officers + staff			<input type="checkbox"/>		
31	Appoint (or remove) a Company Secretary		<input type="checkbox"/>	<input checked="" type="radio"/>		
32	Appoint External Auditors	<input type="checkbox"/>	<input checked="" type="radio"/>			
33	Appoint Internal Auditors		<input type="checkbox"/>	<input checked="" type="radio"/>		

	<i>Task</i>	<i>Members</i>	<i>Board</i>	<i>CEO</i>	<i>LGB</i>	<i>Head</i>
STRATEGY AND RISK MANAGEMENT						
34	Embed Christian Vision and Values the Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Ensure the Trust 'models' the Christian vision		<input type="checkbox"/>	<input type="checkbox"/>		
36	Identify/commit to Trust Strategic Direction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Set Trust Strategic objectives		<input type="checkbox"/>	<input checked="" type="radio"/>		
38	Construct and Agree Trust plans		<input checked="" type="radio"/>	<input type="checkbox"/>		
39	Review Progress and Outcomes of Trust Plans		<input type="checkbox"/>	<input checked="" type="radio"/>		
40	Annual Review of Scheme of Delegation		<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
41	Review Progress at all levels in the Trust			<input type="checkbox"/>		
42	Create and Review a Dynamic Risk Register		<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
43	Create and promote Whistle blowing Policy		<input type="checkbox"/>	<input type="checkbox"/>		
44	Embed and develop a Safeguarding culture		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATIONAL: ADMISSIONS						
45	Changes to Admissions Policies		<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
46	Changes to Pupil Admissions Number (PAN)		<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
OPERATIONAL: CENTRAL SERVICES						
47	Agree and Develop Central Services		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
48	Encourage Academy to Academy support			<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
49	Ensure best value for money collaboration			<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
OPERATIONAL: CURRICULUM						
50	Policy on Curriculum and its development		<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
51	Progress in Teaching and Learning		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	Monitor individual students' development				<input checked="" type="radio"/>	<input type="checkbox"/>
53	Embed holistic personal development		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
54	Develop lively, engaging acts of worship				<input type="checkbox"/>	<input type="checkbox"/>
55	Explain the Christian Story				<input type="checkbox"/>	<input type="checkbox"/>
OPERATIONAL: DISCIPLINE and EXCLUSION						
56	Behaviour and Relationships Policies		<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

57	Exclude for more than 15 days			<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
58	Exclusion Appeal (Independent Panel)			<input checked="" type="radio"/>	<input type="checkbox"/>	
OPERATIONAL: FINANCE <i>(More detail in Financial Scheme of Delegation - SoD)</i>						
59	Set Trust Budget for financial year		<input type="checkbox"/>	<input checked="" type="radio"/>	CFO	
60	Propose Individual Academy Budget				<input type="checkbox"/>	<input type="checkbox"/>
61	Approve Individual Academy Budget		<input type="checkbox"/>	<input checked="" type="radio"/>		
62	Monitor Trust Budget		<input type="checkbox"/>	CFO		
63	Monitor Academy Budgets			CFO	<input type="checkbox"/>	<input type="checkbox"/>
64	Set Limits for Devolved Financial Authority		<input type="checkbox"/>	<input type="checkbox"/>	CFO	
65	Authority to spend to limit if funds available			CFO	<input checked="" type="radio"/>	<input checked="" type="radio"/>
66	Choose/Install Financial Package across Trust		<input type="checkbox"/>	<input checked="" type="radio"/>	CFO	
67	Meet all DfE/ESFA Requirements on time			<input type="checkbox"/>	CFO	
68	Approve end of year accounts; get audited	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>		
69	Report loss of assets above £5,000			CFO		
OPERATIONAL: HEALTH and SAFETY						
70	Trust Business Continuity Plan		<input type="checkbox"/>	<input checked="" type="radio"/>		
71	Set Trust Health and Safety Policy		<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="radio"/>
72	Academy Fire Evacuation Procedures				<input type="checkbox"/>	<input type="checkbox"/>
	<i>Task</i>	<i>Members</i>	<i>Board</i>	<i>CEO</i>	<i>LGB</i>	<i>Head</i>
73	Implement and Report on Health + Safety				<input type="checkbox"/>	
74	Choose Board Link Trustee for Health + Safety		<input type="checkbox"/>			
75	Choose LGB Governor for Health + Safety				<input type="checkbox"/>	
OPERATIONAL: POLICIES						
76	Set Trust Policies and cycle of review		<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
77	Set School Policies				<input type="checkbox"/>	<input checked="" type="radio"/>
78	Set Pay Policy		<input type="checkbox"/>	<input checked="" type="radio"/>		
79	Set Appraisal Policy		<input type="checkbox"/>	<input checked="" type="radio"/>		
80	Set Insurances Policy		<input type="checkbox"/>			
81	Set Trust Capital Reserves Policy		<input type="checkbox"/>			
82	Set Maintenance Strategy				<input type="checkbox"/>	<input checked="" type="radio"/>
OPERATIONAL: SAFEGUARDING						
83	Set Trust Safeguarding Policy		<input type="checkbox"/>		<input checked="" type="radio"/>	
84	Set Individual Academy Safeguarding Policy				<input type="checkbox"/>	<input type="checkbox"/>
85	Maintain Trust Single Central Record			<input type="checkbox"/>		
86	Choose Board Trustee for Safeguarding		<input type="checkbox"/>			
87	Choose LGB Governor for Safeguarding				<input type="checkbox"/>	
OPERATIONAL: ORGANISATION						
88	Set terms, dates, training days and holidays		<input type="checkbox"/>			
89	Publish fully compliant Trust website			<input type="checkbox"/>		

90	Prepare and publish Academy prospectus					○	□
91	Publish fully compliant Academy website					○	□
92	Adopt and review Home-School Agreements					○	□
OPERATIONAL: STAFFING							
93	Appointment of Trust central staff		○	□			
94	Headteacher appointments		□	□		○	
95	Appointment of Senior Leaders in Academies			○		○	□
96	Appointment of other staff in Academies					○	□
97	Approval of Staffing Structure in Academies			□		○	□
98	Approval of changes outside agreed structure		□	○			
99	Performance Management of CEO		□				
100	Performance Management of CFO			□			
101	Performance Management of Trust Staff			□			
102	Performance Management of Heads			□			
103	Performance Management of Academy Staff					○	□
104	Approval of Pay Structure across the Trust		□				
105	Dismissal of CEO	○	□				
106	Dismiss Chief Financial Officer		○	□		○	○
107	Dismiss Trust central staff			□			
108	Dismissal of Academy Head		□	○		○	
109	Dismissal of Academy Staff			○		○	□
110	Set up Appeals Procedure						□
111	Agree and manage redundancies						□