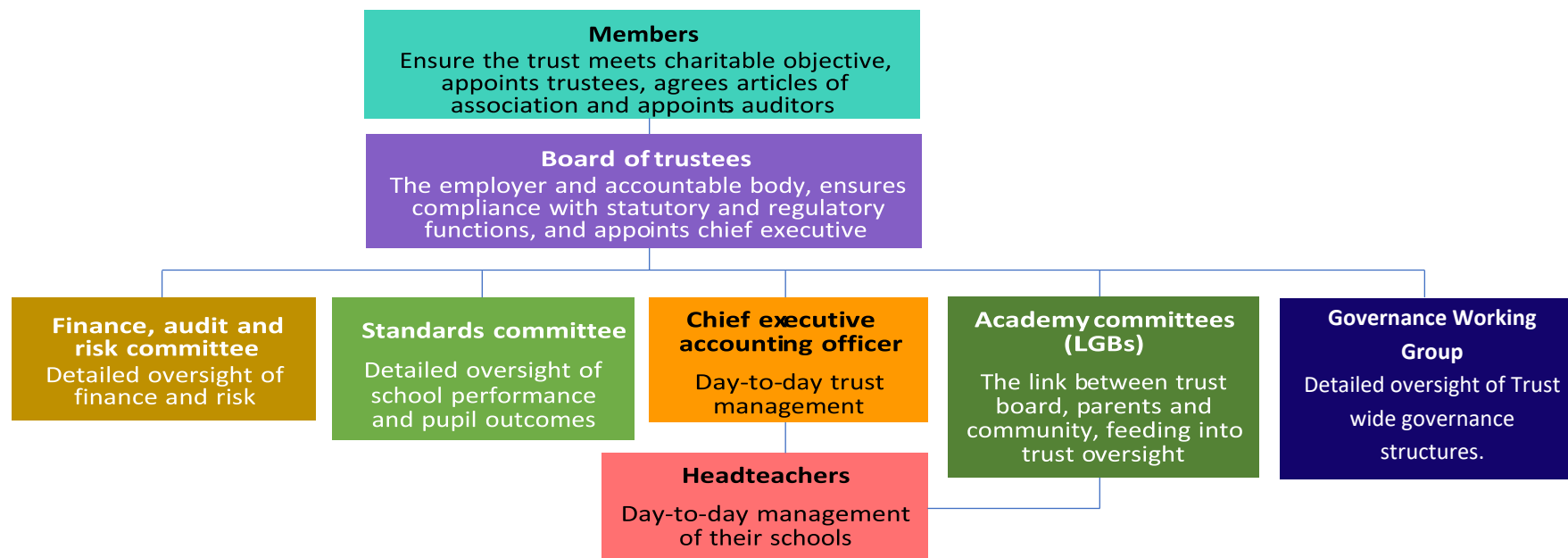


Scheme of Delegation 2024/2025

This document details delegation of governance functions to the trust board, it's committees, the CEO, the COO, the Trust Executive Leadership Team (TELT), the headteachers and to the local governing bodies. The document will be reviewed annually and immediately where there is a change in trust management or organisational structure.

Governance at Ascend Learning Trust (ALT) is structured as below:



Date approved by Trustees:	September 2024
Date adopted by LGB:	September 2024
Date of next review (annually):	September 2025

Roles and Responsibilities

Role	Description and Duties
Members	<ul style="list-style-type: none"> Guardians of the governance of the trust, ensuring the charitable objective is fulfilled. Agree the trust's articles of association, appoint trustees and external auditors. Receive the annual report, accounts, and other information.
Trustees	<ul style="list-style-type: none"> Legally accountable for all statutory functions and performance of all the schools within the trust. The trust creates information pathways between the trust board, the academy committees, and the chief executive.
Trust board committees (FARC, Standards and Governance Working Group)	<ul style="list-style-type: none"> Trustees delegate some governance functions to board committees: FARC, Standards and Governance Working Group, which advises on the adequacy of the trust's controls and risks.
Local Governing Bodies	<ul style="list-style-type: none"> Complement and support the work of the trustees. Act as the 'eyes and ears' for the trustees within the individual schools. Have a working knowledge of the school they govern, the experience of the pupils and the views of the parents, staff, and other stakeholders. Engagement with the local community.
CEO	<ul style="list-style-type: none"> Day-to-day management of the trust. Leadership and management of the central executive team and the schools' headteachers. Reports to the trust board and its committees.
Headteachers	<ul style="list-style-type: none"> Day-to-day management of the trust's schools. Shares information with the Local Governing Bodies about how the school operates to enable monitoring and scrutiny of key policies and improvement plans.

<p>GOVERNANCE FRAMEWORK</p> <p>Scheme of Delegation</p> <p>KEY:</p> <p>A = Accountable (Answerable for the task being delivered. Delegates the task to those responsible). R = Responsible (Responsible for delivery and does the work to achieve the task). C = Consulted (Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge). I = Informed</p>	Members	Trustees	CEO	COO	FAR Committee	Standards Committee	TELT	Headteachers	LGB
Board Business									
Appoint/remove members	A/R								
Appoint/remove trustees	A/R	A/R							
Elect Chair and Vice Chair of Trustees	I	A/R							
Appoint or remove Chair for sub-committees of the Board of Trustees		A/R	R		C	C			
Approve appointment or removal of Chair of LGBs	I	A/R							
Approve membership and composition of sub-committees of the Board of Trustees		A/R							
Establish and review Trust governance structure		A/R	C						
Agree named safeguarding trustee		A/R	C				I		
Agree named SEND trustee lead		A/R	C						
Appoint external auditors	A/R	C		C	I				
Appoint trust governance professional	I	A	R						
Approve the annual schedule for internal audit		A	R	C			C		
Approve the Trust Strategic Plan		A	C				C	I	
Approve and review Governance Policy and Code of Conduct		R	C						
Ensure an effective programme of stakeholder and community engagement is delivered		A					R		C
Agree committee clerking arrangements		A/R	C		I	I			
Articles of association: review		A/R	C		C	C			I
Articles of association: ratify	A/R								
Agree committee terms of reference		A/R	C		C	C		C	
Complete annual review of scheme of delegation		A	R	C					

GOVERNANCE FRAMEWORK	Members	Trustees	CEO	COO	FAR Committee	Standards Committee	TELT	Headteachers	LGB
Scheme of Delegation									
KEY: A = Accountable R = Responsible C = Consulted I = Informed									
Board Business Continued									
Complete annual trust board self-review		A/R							
Complete review of local governance	C	A	R		C	C		C	I
Publish governance arrangements on trust and schools' websites		A	R	R					
Ensure trust website is compliant and effective		A	R	R					
Ensure school websites are compliant and effective		A	A					R	I
Submit annual report on the performance of the trust to members and publish		A		R					
Commission external review of board effectiveness every three years	C	A/R	C						
Annually report work of academy committees: submit to trust and publish		A	C	R	R	R		C	
Vision and Strategy									
Determine trust's vision, strategy, and key priorities		A/R	R	C	C	C	C	C	I
Ensure engagement with Stakeholders regarding vision, values, and strategic priorities		A	R	R	R	R	R	R	R
Apply trust vision and strategy to individual schools		A	R	C	C	C	C	R	R
Determine trust-wide policies which reflect the trust's ethos and values (Tier 1)		A	R	R			R		I
Determine school level policies (Tier 2)		A	R		C	C		R	R
Establish risk register and conduct regular review		A	R	R	A				I
Ensure engagement with stakeholders		A	R	R	R	R		R	R
Financial Management Inc Trust Growth, Premises, Estates, Risk Management									
Set vision and targets for Trust growth		A	R	R	R				
Undertake due diligence review process on potential schools joining Trust		A	R	R	C				
Approve new schools joining Trust		A/R	C	C					
Develop and approve annual budget and three-year outturn		A	C	R	R				
Produce monthly management accounts in line with Academy Trust Handbook requirements		A	C	R	R				
Manage cash position inc. reporting on cashflow & internal 'loans'		A	C	R	R				
Manage procurement exercises in line with compliance requirements		A	C	R	R				

Approve the Trust's Reserves Policy		C	C	R	A				
Approve the Trust's Investment Strategy		R	C	R	A				
GOVERNANCE FRAMEWORK									
Scheme of Delegation									
KEY: A = Accountable R = Responsible C = Consulted I = Informed									
	Members	Trustees	CEO	COO	FAR Committee	Standards Committee	TELT	Headteachers	LGB
Financial Management Inc Trust Growth, Premises, Estates, Risk Management Cont.									
Appoint and remove external auditors	A/R	C	C	C					
Appoint and performance manage chief operating officer		A	R						
Produce trust's scheme of financial delegation		A	C	R					
Receive external auditors report	A/R								
Action recommendations made by external auditors		A	R	R			R	R	
Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		A	R	R					
Submit ESFA required reports and returns		A	R	A/R					
Agree budget plan to support delivery of trust strategic priorities		A	R	R					
Agree budget plan to support delivery of school strategic priorities		A	C	R	R			R	I
Monitor trust budget		A	R	R	R				
Carry out benchmarking and trust-wide value for money evaluation		C	A/R	A/R	C				
Agree reporting and monitoring arrangements for trust and school budgets		A/R	C	R				I	
Approve trust-wide estate vision, strategy, and asset management plan		A/R	C	R					
Monitor school estate to ensure it is safe and well maintained		A		R	R		R	R	I
Develop the trust estates strategy		A	C	R					
Procure new buildings in line with procedures and regulations		A	C	R					
Maintain buildings, inc. properly funded maintenance programme		A	C	R					
Set Health and Safety Policy		A	C	R			R	R	
Respond to Health and Safety incidents in schools		A						R	
Appoint person in charge of first aid in schools		A						R	
Review risk assessments		A					R	R	
Approve the trust Risk Management Framework		A	R	R			C		
Approve the strategic risk appetite level		A	R	R			C		
Approve the Data and Cyber Security Breach Prevention and Management Plan		A	R	R			C		

Monitor and review the management of strategic risk		A	R	R			C		
GOVERNANCE FRAMEWORK									
Scheme of Delegation									
KEY: A = Accountable R = Responsible C = Consulted I = Informed									
	Members	Trustees	CEO	COO	FAR Committee	Standards Committee	TELT	Headteachers	LGB
Education Framework									
Approval of Curriculum Policy and plan		A					R	C	C
Approval of school targets		A				R	C		I
Monitoring of school targets		A				C		R	I
Approval and monitoring of the approach and level of challenge for individual student targets		A				C		R	I
Approval of school improvement and quality improvement framework						R		C	I
Exclude a pupil for more than 15 days or permanently		A						R	I
Implementing and following guidance of suspensions and exclusion framework.		A						R	R
Provide independent challenge and support in relation to the execution of the School Improvement Plan		A	C			I	C		R
HR – Appointments/Dismissals - Performance Monitoring									
Appoint/dismiss/suspend the Chief Executive Officer (CEO)	C	R							
Appoint/dismiss/suspend a member of the Senior Leadership Team		C	R						
Appoint/dismiss/suspend a Headteacher, Assistant Headteacher, or Deputy Headteacher			A				R		C
Appoint/dismiss/suspend school staff below Assistant Headteacher			C					R	
Undertake performance management of the Chief Executive Officer		A/R							
Undertake performance management of the Senior Leadership Team		C	A/R						
Undertake Performance management of Headteachers			A/R				R		
To determine the pay progression / award for the Chief Executive Officer		A/R							
To determine the pay progression / award for the Executive Leadership Team		C	A/R						
To determine the pay progression for the Central Team			A/R				R		
To determine pay progression for Headteachers			A/R				R		
To determine pay progression for school-based employees							C	R	
Provide independent challenge and support in relation to school leadership		A	C			I	C		R

GOVERNANCE FRAMEWORK	Members	Trustees	CEO	COO	FAR Committee	Standards Committee	TELT	Headteachers	LGB
Scheme of Delegation									
KEY: R = Responsible A = Accountable C = Consulted I = Informed									
Policy Management									
Approving the Articles of Association and any amendments thereof	A	R	R						
Agree Attendance Policy		A	R						
Agree School Uniform Policy		A	R						
Agree SEND Policy		A	R						
Agree Behaviour Policy		A	R						
Approving the Scheme of Delegation		A	R		R	R		I	C
Approving the Financial Regulations and Scheme of Financial Delegation		A	R	R	R				C
Approving the Safeguarding and Child Protection Policy		A	R			R	C		
Approving the Early Careers Teaching Policy		A	R			R	C		
Approving the children with health needs who cannot attend school Policy		A	R			R	C		
Approving the Data Protection and Information Policy		A	R			R	C		
Approving any policy not specified elsewhere within this scheme of delegation		A	R			R	C		
Pupils and Learning									
Approve Trust Wide curriculum		A	R				R	C	I
Ensure high standards of teaching and learning		A	R				R	R	
Determine and monitor use of pupil premium and sports premium		A	R					C	C
Set the dates of school terms and holidays		A	R					C	I
Set the times of school sessions		A	R					C	I
Implement admissions appeal process		A	R			C		C	
Determine Complaints procedure		A/R	R					R	
Implement Complaints procedure		A	R					R	R

Community									
Develop Stakeholder partnerships across the trust		A	R		C	C		C	C
Develop Stakeholder partnership at school level		A	C					R	R