

## Scheme of Delegation BUTTSBURY PRIMARY SCHOOL



<b>Reading the grid</b>
✓ - governance function and decision making is at this level
<b>A</b> - to provide advice and support to those accountable for decision making
Note: Decisions delegated to the trust board may be delegated to a board committee but not the CEO, academy committee or HT
Legend: ADMS - Admissions Committee FFMAR- Finance, Facilities Management, Audit & Risk Committee HTPPM – Headteacher’s pay & performance management panel PAY - Pay Committee

Governance function		Members	Trust Board	Committee	HT
<b>Governance framework: people</b>	Members: appoint/remove	✓			
	Trustees: appoint/remove	✓	✓		
	Board committee chairs: appoint and remove		✓		
	Named safeguarding trustee: appoint and remove		✓		
	Governance Professional to board: appoint and remove		✓		
<b>Governance framework: systems and structures</b>	Articles of association: review and agree	✓	A		
	Governance structure for the trust: establish and review annually		✓		
	Committee terms of reference and scheme of delegation: agree annually		✓		
	Annual schedule of governance business: agree		✓		
	Self-review of trust board and committees: complete annually		✓		
	Chair’s performance: carry out 360° review periodically		✓		
	Trustee contribution: review annually		✓		
Publish governance arrangements on trust website: ensure		✓			✓

Governance function		Members	Trust Board	Committee	HT
Governance framework: reporting	Annual report on the performance of the trust: submit to members and publish		✓		
	Annual self-review/triannual external review of board effectiveness: submit to members		✓		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓		
	ESFA required reports and returns submit		✓		
Being strategic	Determine trust policies which reflect the trust's ethos and values: approve		✓		
	Management of risk: establish register, review and monitor (FFMAR)		✓	A	
	Engagement with stakeholders: ensure		✓		✓
	Determine trust's vision, strategy and key priorities: approve		✓		
	Accounting officer: appoint and dismiss		✓		
	HTs: appoint and dismiss		✓		
	Deputy HT: appoint and dismiss		✓		
	Budget plan to support delivery of trust key priorities: agree (FFMAR)		✓	A	
	Trust's staffing structure: agree (FFMAR)		✓	A	
	To determine and approve the admission criteria (ADMS)		✓	A	
To review applications and provide admission decision (ADMS)			✓		
Holding to account	Ensuring compliance (e.g. safeguarding, H&S, employment): agree auditing and reporting arrangements (FFMAR)		✓	A	
	Monitoring progress on key priorities: agree reporting arrangements		✓		
	Performance management of HTs: undertake (HTPPM)			✓	
Financial oversight	External auditors: appoint	✓			
	External auditors: provide advice re: appointment (FFMAR)			✓	
	Chief financial officer: appoint		✓		
	Trust's scheme of financial delegation: establish, monitor and review (FFMAR)		✓	A	

Governance function		Members	Trust Board	Committee	HT
	External auditors' report: receive and respond (FFMAR)		✓		
	Headteachers' pay award: agree (PAY)			✓	
	Staff appraisal procedure and pay progression: review and agree (PAY)			✓	
	Benchmarking and trust value for money: ensure robustness (FFMAR)			✓	
	Monitoring budget: agree reporting (FFMAR)			✓	