

# The Wolds Learning Partnership Scheme of Delegation



Key	
✓	Final Decision/Accountability
A	Advises
I	Informed
R	Primarily Responsible for Work

Governance Function		Members	Trust Board	Chair of the Trust	CEO / Executive Head	Central Team	Finance Audit & Risk Committee	CFO	Clerk	Trust Academy Committees (LGCs)	Trust Head Teacher	Trust Business Managers	
Governance Framework: People	Trust Board and Members	1.00 <b>Members:</b> appoint/remove	R✓	I		I				I			
		1.01 <b>Trustees:</b> Member Appointed Trustees: appoint/remove	R✓	A		I					I		
		1.02 <b>Trustees:</b> Co-Opted Trustees: appoint/remove	I	R✓		I					I		
		1.03 <b>Chair of the Trust Board:</b> appoint/remove	I	R✓		I					I		
		1.04 <b>Trust Board Committee Chairs:</b> appoint and remove	I	R✓		I					I		
	1.05 <b>Named Safeguarding and SEND Trustee:</b> appoint and remove		R✓		I					I			
	Trust Academy Committees (LGC)	1.06 <b>Trust Academy Committee Parent</b> (LGC) members: appoint when elected following approved process		✓							R	A	
		1.07 <b>Trust Academy Committee Chairs</b> (LGC): appoint and remove		✓		I					R		
		1.08 <b>Trust Academy Committee members</b> (LGC): appoint and remove		✓							R		
GOVERN		2.00 Trust Articles of Association: review and agree	✓	A	R	A			A				

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G	2.01 <b>Trust Board and Trust Academy Committee</b> governance structure: establish and review annually		✓	R	A				A	I		
	2.02 <b>Trust Board and Trust Board Committee</b> : Terms of Reference and Scheme(s) of Delegation: agree annually		✓	R	A				A	I		
	2.03 <b>Trust Academy Committee</b> : Terms of Reference: agree annually		✓	R	A				A	A		
	2.04 Annual <b>Trust Board, Trust Board Committee</b> and <b>Trust Academy Committee</b> schedule of governance business: agree		✓	A	A				R	I		
	2.05 External Governance Review (complete every 3 years)		✓	A			A		R	I		
	2.06 360° self-review and skills audit of <b>Trust Board and Trust Board Committee</b> : complete annually		✓	A					R			
	2.06 360° annual self-review and skills audit of <b>Trust Academy Committees (LGCs)</b> : complete annually		I						R	✓		
	2.07 360° <b>Trust Board Chair's</b> performance: complete annually		✓						R			
2.08 <b>Trust Academy Committee (LGC)</b> KPI performance: review termly		✓			A			R	A	A		
3.00 Trust and schools' websites: content and compliance		✓				R			A		A	

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		3.01 Trust Board Annual Report : Stakeholder Performance Review of the Trust: submit to members and publish		✓		A	R				A		
		3.02 Annual report and accounts including accounting policies, incorporating governance statement demonstrating value for money: submit to members and Companies House		✓				A	R	A			
		3.03 Annual report and accounts signed statement on regularity, propriety and compliance				✓			R				
		3.04 ESFA required reports and returns submit		✓			R			A			
		3.05 <b>Trust Academy Committee:</b> Annual Performance Report (LGC): submit to Trust and publish		✓		A				A	R	A	
Strategic Leadership		4.00 Determine Trust wide policies which reflect the Trust's ethos and values: approve		✓		A	R			A	I	A	
		4.01 Determine school level appendices to Trust Wide Policies		✓			R			A	A	A	A
		4.02 Trust Management of risk register: establish register, review and monitor		I		A	R	✓	A		I	I	I
		4.03 School Management of its own risk register: establish register, review and monitor				A		A	A		✓	A	R
		4.04 Engagement with stakeholders: ensure			✓	R				A	A	A	A

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Strategic Leadership	4.05 Trust's vision, strategy and key priorities		✓	A	R					A	A	A
	4.06 Schools' vision, strategy and key priorities		✓		R					A	R	A
	4.07 Chief Executive Officer: <ul style="list-style-type: none"> <li>• Appoint</li> <li>• Suspend – decision to suspend and end suspension</li> <li>• Dismiss – including appeal against dismissal</li> </ul> All of the above decisions & panels should be in line with relevant Trust Policy and budgets		✓	R		A		I	A			
	4.08 Head Teacher and Head of School: <ul style="list-style-type: none"> <li>• Appoint</li> <li>• Suspend – decision to suspend and end suspension</li> <li>• Dismiss – including appeal against dismissal</li> </ul> All of the above decisions & panels should be in line with relevant Trust Policy and budgets		✓		R	A		I	I	A		I
	4.9 Senior Leadership (School) – includes all posts paid on leadership pay scale & support staff roles that form part of Senior Leadership Team <ul style="list-style-type: none"> <li>• Appoint</li> <li>• Suspend – decision to suspend and end suspension</li> </ul>					✓	A		I	I	A	R

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Strategic Leadership		<ul style="list-style-type: none"> <li>Dismiss – including appeal against dismissal</li> </ul> All of the above decisions & panels should be in line with relevant Trust Policy and agreed budgets												
		4.10 Central Trust Team <ul style="list-style-type: none"> <li>Appoint</li> <li>Suspend – decision to suspend and end suspension</li> <li>Dismiss – including appeal against dismissal</li> </ul> All of the above decisions & panels should be in line with relevant Trust Policy, agreed budgets and central team staffing structure		A		✓R	A		I		I	I	I	
		4.11 Clerk to the Board of Trustees <ul style="list-style-type: none"> <li>Appoint</li> <li>Suspend – decision to suspend and end suspension</li> <li>Dismiss – including appeal against dismissal</li> </ul> All of the above decisions & panels should be in line with relevant Trust Policy, agreed budgets and central team staffing structure	I	✓	R	A	I		I		A	I		
		4.12 Trust's annual staff structure report		✓		R		A	A					
		4.13 Schools' and Central Trust Team staffing structure: agree		✓		R			A	I	I	A		
Per		5.00 Ensuring compliance (e.g. safeguarding, H&S, employment)		✓		A	R	A	A		I		R	

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		5.01 Ensuring auditing and reporting arrangements across the Trust		I		A		✓	R				I
		5.02 Monitoring progress on key performance indicators: agree reporting arrangements		✓	A	A	R		A	A	I	I	I
		5.03 Performance management of the <b>Chief Executive Officer</b> : undertake. Including external independent support (to be sourced)	I	✓	R								
		5.04 Performance (target setting and review) of the <b>Trust Board Chair and Trust Board Committee Chairs</b>		✓R						A			
		5.05 Performance (target setting and review) for each <b>Trust Academy Committee Chair</b>		✓	R	A				A			
		5.06 Performance management of HTs and the Central Team		A		✓R					A		
		5.07 Performance management of the Clerk to the Board of Trustees, according to DfE Guidance: undertake			✓R		A						
		6.00 Appoint Chief Financial Officer		✓		R							
		6.01 External auditors: appoint	✓	A				A	R				
		6.02 Trust's Scheme of Financial Delegation to employees: establish, monitor and review		✓				A	R				

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Financial Accountability		6.03 Trust's Scheme of Financial Delegation to Trust Board sub-committees and Academy Trust Committees		✓				A	R					
		6.04 External auditors' report: receive and respond		✓				A	R					
		6.05 CEO pay progression based on PM targets being achieved, as per Trust policy and budgets: agree Appeal against pay decisions in line with Trust Policy		✓R			A							
		6.06 Headteachers, Central Team (where applicable) and school leadership (please see 4.10 for definition of posts) pay progression based on PM targets being achieved, as per Trust policy and budgets: agree Appeal against pay decision in line with Trust Policy		I		✓R	A		A		I	A		
		6.07 School staff appraisal procedure and pay progression: review and agree				A			A		✓	R		
		6.08 Benchmarking and Trust wide value for money: ensure robustness		I		A		✓	R					
		6.9 Monitoring school budgets: agree reporting.		I		A		A	✓			I	I	R
		7.00 Intent: Teaching Pedagogy			✓		R					I	A	
	7.01 Implementation: Of agreed Teaching Pedagogy					✓					I	R		

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Teaching	7.02 Impact: Review of whole school implementation		A		A					✓	I	
	7.03 Intent: Curriculum setting and mapping		✓		R					I	A	
	7.04 Implementation: Of Curriculum Map		I		✓					I	R	
	7.05 Impact: Review of whole school implementation		A		A					✓	I	
	7.06 Intent: Assessment strategies		✓		R					I	A	
	7.07 Implementation: Monitoring of assessment strategies		I		✓					I	R	
	7.08 Impact: Review of whole school implementation		A		A					✓	I	
	7.9 Intent: Books, marking, feedback and reporting		✓		R						A	
	7.10 Implementation: Books, marking feedback, reporting implementation and monitoring		I		✓					I	R	
	7.11 Impact: Review of whole school implementation		A		A					✓	I	
	Ethos	8.00 Intent: Cultural curriculum map		✓		R					I	A
8.01 Implementation: Of the cultural curriculum map			I		✓					I	R	
8.02 Impact: Review of whole school implementation.			A		A					✓	I	
8.03 Intent: Personalised Learning strategy			A		✓					I	A	
8.04 Implementation: Personalised Learning strategy			I		✓					I	R	
8.05 Impact: Personalised Learning strategy			A		A					✓	I	
8.06 Intent: Professional development programme			✓		R					I	A	



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		8.07 Implementation: Professional development programme		I		✓					I	R	
		8.08 Impact: Professional development programme		A		A					✓	I	
Achievement		9.00 Intent: Setting of targets for academic progress		✓		R					I	A	
		9.01 Implementation: Achieving targets for academic progress		I		✓					I	R	
		9.02 Impact: Outcomes compared to targets		A		A					✓	I	
		9.03 Intent: Assessment benchmarking		✓		R					I	A	
		9.04 Implementation: Improving teaching to maximise progress		I		✓					I	R	
		9.05 Impact: Review of performance against benchmarks		I		A					✓	I	
		9.06 Intent: Academic tuition		✓		R					I	A	
		9.07 Implementation: Tailored tuition programme		I		✓					I	R	
		9.08 Impact: Review of impact of tuition on pupil progress		I		A					✓	I	
	Holistic		10.00 Intent: Safeguarding procedures		✓		R					I	A
		10.01 Implementation: Of Safeguarding procedures		I		✓					I	R	
		10.02 Impact: Consistent implementation		I		A					✓	I	
		10.03 Intent: Outreach		✓		R					I	A	
		10.04 Implementation: Of outreach programme		I		✓					I	R	
		10.05 Impact: Of outreach programme on attendance of pupils and academic progress		I		A					✓	I	

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Personnel and Wellbeing	10.06 Intent: Coaching programme		✓		R						A	
	10.07 Implementation: Of coaching programme for colleagues		I		✓					I	R	
	10.08 Impact: On teaching and progress of children		I		A					✓	I	
	11.00 Ensure procedure are being implemented correctly for the recording and storage of Trust Personnel data		A			✓				I	I	R
	11.01 Ensure single Central Record for the Trust is compliant		✓			R				A	R	R
	11.02 Trust Attendance at Work practices and policies implemented		A			✓				I	I	R
	11.03 Trust Recruitment and Retention practices implemented		A			✓				I	I	R
	11.04 Equality and Diversity Trust practices implemented		A			✓				I	I	R
	11.05 Expertise and benchmarks for staffing in line with Trust benchmarking data		A			✓				I	I	R
	11.06 Professional Development participation benchmarked across the Trust		A			✓				I	I	R
	11.07 Staff voice survey undertaken as directed by the Trust		A			✓				I	I	R
	11.08 Whistleblowing policy enacted		✓			R				A		I
	12.00 Number of disciplinary cases over last twelve months to be monitored		I			✓			I	I	I	R

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	12.01 Approval for the advertisement of vacancies and the issuing of contracts (within predetermined budget)				✓	R		A				A
	12.03 Number of grievance cases over last twelve months to be monitored		I			✓			I	I	I	R
	12.04 Number of capability cases over last twelve months to be monitored		I			✓			I	I	I	R
	12.05 Annual implementation & approval of personnel policy review		✓			R			I			A
	12.06 Agree Pay awards for all staff		✓		A	R	A	A				A
	12.07 Agree payments outside of policy such as settlement or early retirement		✓		A	R		A			A	
	12.08 Approval of suspension of colleague (please refer to section 4 for details about suspension of leadership and central trust posts)			I	✓	R					I	
	12.09 Appointment to posts within approved school staffing budget, and in line with vacancy management process. (please refer to section 4 for details about appointment to leadership and central trust posts) Decisions & panels should be in line with relevant Trust Policy				I	A		A		I	✓R	

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		12.10 Dismissal of school colleagues (please refer to section 4 for details about dismissal from leadership and central trust posts) Decisions & panels should be in line with relevant Trust Policy		I		I	R				I	✓	I
Operations and Compliance		13.00 Facilities capacity growth and improvement report		A		A	✓				I		R
		13.01 Cyclical Maintenance report		A			✓				I		R
		13.02 Site Compliance report		A			✓				I		R
		13.03 Fire Risk Assessment report		A			✓				I		R
		13.04 Asbestos Management report		A			✓				I		R
		13.05 Water Management report		A			✓				I		R
		13.06 Catering Compliance report		A			✓				I		R
		13.07 Statutory Training for colleague's report		A			✓				I		R
	13.08 Contractual Arrangements report		A			✓				I		R	
Fi na nc		14.00 Set overall Trust financial objectives for a rolling 5-year period annually taking the Trust's key priorities into account		✓				A	R		I	I	I

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	14.01 Set revenue contribution targets for each school and MAT Central Team for each year of the 5-year plan, taking in to account: <ul style="list-style-type: none"> <li>the School's Development Plan;</li> <li>allocations of GAG funding based upon the Trust's assessment of need and strategic priorities which consolidate to overall financial objectives</li> </ul>		I				✓	R		A	A	I
	14.02 Approve 5-year revenue plan		✓				A	R				
	14.03 Approve a 5-year capital expenditure programme		✓				A	R				
	14.04 Benchmark staff costs as a percentage of Total Revenue Income		I		I		A	✓		I	I	R
	14.05 Benchmark Non-staffing expenditure as percentage of Total Revenue Income		I		I		A	✓		I	I	R
	14.06 Report reserves as percentage of total revenue income		I		I		I	✓		I		R
	14.07 Report current in-year surplus or deficit		I		I		I	✓		I		R
	14.08 Benchmark average teacher cost		I		I		I	✓		I		R
	14.09 Benchmark cost of hours' worth of teaching		I		I		I	✓		I	I	R
	14.10 Benchmark teacher contact ratio		I		I		I	✓		I	I	R

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	14.11 Benchmark average class size		I		I		I	✓		I	I	R
	14.12 Benchmark Senior Leadership Team as percentage of total staff costs		I		I		I	✓		I	I	R
	14.13 Benchmark TLR expenditure as % total of Revenue Income		I		I		I	✓		I		R
Governance Audit	15.00 Governance Safeguarding Training undertaken		A						✓	A		
	15.01 Skills audit (included as part of Annual Cycle)		A						✓R	A		
	15.02 Training audit (included as part of Annual Cycle)		A						✓R	A		
	15.03 Pupil voice (included as part of Annual Cycle)		A		A				✓	R		
	15.04 Learning review (included as part of Annual Cycle)		A						✓	R		
	15.05 Subject review (included as part of Annual Cycle)		A						✓	R		
	15.06 Event attendance		R						✓	R		
	15.07 Policy compliance as per Policy Schedule approved by the Board of Trustees		I				R		✓	I	I	R
15.08 Whistleblowing and communication (included as part of Annual Cycle)			✓						R	A		