

## About this Scheme of Delegation

This Scheme of Delegation outlines the delegated responsibilities between the key governance tiers within WLP – the Trust Board, Executive Team, Headteachers and Local Governing Bodies. This Summary is written according to the Responsible Accountable Consulted Informed (“RACI”) framework, outlining who is **responsible** for delivery, **accountable**, **consulted** or **informed** in relation to the key delivery areas within Wonder, defined as follows:

- **Responsible** – these are the “doers” of the task. They must complete the task or objective or make the decision. Several people can be either jointly responsible or responsible for delivering a specific aspect of the task. For example, while one person may be responsible for delivering an objective, others may be responsible for monitoring or scrutinising that delivery or preparing information and reports delivery on that delivery.
- **Accountable** – this person or body is the “owner” of the task. They must sign off or approve when the task, objective or decision is complete. This person or body must make sure that responsibilities are assigned in the matrix for all related activities. There is only one person or body accountable.
- **Consulted** – the individuals or bodies who are active participants who will be consulted as part of the process of completing a task. Their input is required before the task can be completed and signed-off. While those responsible and accountable are not obliged to accept the views put forward, they must be actively considered. Consulted however does not mean that they are decision makers for the task.
- **Informed** – the individuals or bodies who need to be kept “in the picture.” They need updates on progress or decision, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.

This Summary is designed for use by governance stakeholders within Wonder and external regulators, including Ofsted and the Education & Skills Funding Agency (“ESFA”). In line with the requirement outlined in the Academy Trust Handbook (also known as the Academies Financial Handbook), it is also made available on Wonder’s website and can be viewed by parents, community members and the wider public. It should be read alongside Wonder’s Committee Terms of Reference and Wonder’s Financial Regulations.

The Wonder Learning Partnership is a charitable educational trust and company limited by guarantee. Company number 10518602. Details of Wonder’s Members, Trustees, Executive and Local Governing Body members, including business interests and attendance at meetings, can be found on Wonder’s website.

## Summary of Governance Structure

Within Wonder, the overarching approach to delegations for each governance tier is as follows:

- **Members** – Members have responsibility for ensuring the purpose of Wonder is met as set out in its Articles of Association. Members need to assure themselves that governance of Wonder is effective, and that Wonder’s Trustees are acting in accordance with Wonder’s charitable objectives. This document sets out areas where the WLP Board delegates functions and as such does not include the roles or responsibilities of the Members.
- **WLP Board** – The WLP Board holds ultimate legal **accountabilities** for all aspects of operational delivery, as well as being **responsible** for WLP policy and decision-making. Trustees oversee the management and administration of WLP, and the schools run by WLP and delegate authority and responsibility to others, including the Executive team and School leadership teams who undertake the day-to-day management of the academies. Key matters reserved to the Board include strategic direction, vision and values, and approval of the WLP business plan, policies, and educational targets.
- **WLP Board Committees** – the WLP Board is supported by three Committees that deliver detailed scrutiny and make delegated decisions on behalf of or make recommendations to the Board. These are the Curriculum, Teaching and Standards Committee, the Finance, Audit and Risk Management Committee and the People, Pay and Wellbeing Committee. The WLP Board from time to time also establishes other committees or working groups.
- **Executive Team** – this is the central team of WLP consisting of the senior leaders **responsible** for the operational running of the organisation, supporting individual schools with operational matters to meet the both the core object of WLP to advance education for public benefit, and to achieve strategic targets as set by the WLP Board. The membership of the Executive Team includes the Chief Executive /Accounting Officer, Chief Financial Officer, and Chief Operating Officer. The Accounting Officer may identify and recommend the addition of further members of the Executive Team.
- **School Headteachers**– School Headteachers within WLP are **responsible** for all aspects of the day to day running of their setting and operational delivery of School improvement plans.
- **Local Governing Bodies (“LGB’s”)**– At School level LGB’s will monitor and understand how the School is led and managed, be the key link between the School and its community and have a role in influencing decision making. They will have a direct link to the WLP Board should concerns need to be raised.

In addition to the delegations set out in this document, some functions may be further delegated, for example by the Chief Executive to members of the Executive Team or from one of the School Headteachers to senior leadership staff. In line with WLPs Articles of Association, where any function or power that has been delegated is further delegated, the Board must be informed as soon as is reasonably practicable. The Articles contain further detail on the requirements under the section on Delegation (Article 105 onwards). The WLP Board retains overarching responsibility for all decisions made. The Chair (or the Vice Chair in the absence of the Chair has the power to carry out functions of the WLP Board through Chair's action **only** in exceptional circumstances where a delay in doing so would be seriously detrimental to the interests of WLP or/and its Schools and it would not be possible to postpone a decision until a meeting of the WLP Board. The use of Chair's action must be compliant with WLP's financial regulations.

### Approval and Renewal

WLP's Scheme of Delegation will be renewed at least **annually** or so that the roles and responsibilities outlined continually reflect the realities of WLP's Organisation or when other school(s) joins WLP.

Key	
R	Responsible
A	Accountable
C	Consulted
I	Informed

Governance Function			Members	Trust Board	Curriculum & Standards Committee	F/AR Committee	PPW Committee	CEO	Central Team	CFO	COO	LGBs	Head Teachers	Trust Business Managers	
Governance	Trust Board and Members	Members: appoint/remove	R	I				I							
		Trustees: Member Appointed Trustees: appoint/remove	R	C					I				I		
		Trustees: Co-Opted Trustees: appoint/remove	I	R					I				I		
		Chair of the Trust Board: appoint/remove	I	R					I				I		
		Trust Board Committee Chairs: appoint and remove	I	R					I				I		
		Named Safeguarding and SEND Trustee: appoint and remove		R					I				I		
	LGBs	Trust LGB Parent and staff members: appoint when elected following approved process		A									R	C	
		LGB Chairs appoint and remove		R					C				C		
		Trust appointed LGB members: appoint and remove		R					C				I		
Systems & Structures	Articles of Association: review and agree		R	C				C				I			
	Scheme of Delegation: review and agree			A				C				I			
	Terms of Reference of Trust Board Committees: review and agree			A				C							
	Terms of Reference of LGBs: review and agree			A				C				C	I		
	Agree schedule of Governance Business			A				R							
	Triennial External Governance review		I	R				I				I	I		
	Skills audit of Trust Board and LGBs			A				R				I	I		
	Review of LGBs performance			A				R				C	I		
Attend WLP Inspections			A	I			R				R	R			

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Governance Function		Members	Trust Board	Curriculum & Standards Committee	FiAR Committee	PPW Committee	CEO	Central Team	CFO	COO	LGBs	Head Teachers	Trust Business Managers
Strategic Leadership	WLP Strategic Plan including Vision and Values	I	A				R				C	I	
	School Improvement Plans & Implementation of Improvement Plans		A				R				C	R	
	Approval of WLP wide Policies		A	R	R	R	R	I			I	I	
	WLP Risk Management		A		R		R	I	C	C	I	C	
	School Management of Risk including Academy Risk Register		A				R				C	R	
	Engagement with Stakeholders		A	I		I	C				R	R	
Growth Strategy	Set vision and Targets for WLP Growth	I	A				R	I	I	C	I	I	
	Undertake due diligence review process on potential schools joining the Trust		A				R		R	R			
	Approve new schools joining WLP	I	R				R	I	C	C	I	I	
Governance Reporting	WLP Website – Content and Compliance		A				R						
	WLP School Websites – Content and Compliance		A				R				I	R	
	WLP Board Annual Report and Accounts	I	A		R		R		R		I		
	ESFA required reports and returns		A				R		R				
	School Performance Reports		A	I			R				R	R	
Compliance	Ensuring Compliance		A		R		R	R	R	R	C	R	
	Ensuring Audit and Reporting arrangements across WLP		A										
	Monitoring progress on KPI: Agree reporting requirements												

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Financial Accountability	Appointment of External Auditors	A	R		R		C		C				
	Appointment of Internal Auditors	I	A		R		C		C				
	Agree Financial Scheme of Delegation		A		R		C		C		I	I	I
	Receive and respond to External Audit	I	A		R		R		R				
	Benchmarking value for money		A		I		C		R			C	
	Manage conflict of interests and related party transactions		A		R		R		R			R	
	Ensure compliance with ESFA requirement		A		R		R		R				
	Ensure adequate insurance cover is in place		A		R		R		R			R	
Finance and Resources	Set WLP and School Budgets		A		R		R		R		I	R	
	Deliver monthly management accounts and forecasts		A		C		C		R			I	
	Manage cash position		A		C		R		R			I	
	Develop Finance Policies		A		R		C		R			I	
	Use of School facilities by external groups		A				C	R	C		I	R	
Standards, Curriculum & Assessment	Set School daytime, terms and holidays		A				R				I	R	
	WLPs approach to Curriculum and Assessment regarding statutory requirements.		A	R			R				C	R	
	Develop Statutory curriculum policies		A	R			R				I	C	
	WLP and School academic targets		A	R			R				I	R	
	WLP and School academic targets for specific cohorts		A	R			R				I	R	
	School Self Evaluation		A	I			R				R	R	
	Delivery of Careers guidance		A	R			R				R	R	

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	Monitor and assess quality of teaching		A	I			R				I	R	
	Reviews of suspensions/permanent exclusions			I			I				R	R	
Safeguarding, Inclusion & Admissions	Setting of Safeguarding Practices and Policies		A				R	I	I	I	I	I	I
	Support for LAC, Disadvantaged and SEN students		A	R			R				R	R	
	Monitoring effect of additional grants		A	R			R				R	R	
	Monitoring amount of additional grants		A		I		R		R			I	
	Setting and monitoring of Behaviour Policy		A	R			R			C	I	C	
	Monitoring of Single Central Record		A				R				R	R	
	Statutory Safeguarding Employment checks		A			I	R			C	I	R	
	Setting Admission Policies		A				R				I	R	
	Keep Admission and Attendance Registers		A				C				I	R	
	Ensuring compliance with SEND Code of Practice		A	R			R				I	R	
Estates & Operational Compliance	Develop Estates strategy		A		R		R	C	C	C		C	
	Approval of significant capital projects		R		C		R		C	C		C	
	Set Health & Safety Policy and Monitoring		A		R		R	C	I	I	I	R	
	Facilities capacity growth and improvement report		A		R		R	C	C	I	I	C	
	Cybercrime and Ransomware management report		A		R		R	I	I	I	I	I	
	Cyclical Maintenance report		A		R		R	C	C	C	I	R	
	Site Compliance report		A		R		R	C	C	C	I	R	
Fire Risk Assessment report		A		R		R	I	I	I	I	R		

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	Asbestos Management report		A		R		R	R	C	I	I		
	Water Management report		A		R		R	R	I	I	I		
	Catering Compliance report		A		R		C	R	I	I	I		
	Statutory Training for colleague's report		A			R	R	I	C	C	I		
	Contractual Arrangements report		A		R		R		R	I			
Pay & People	Set Staffing structure		A		C	R	R		C		I	R	
	Appointment of Chief Executive	I	A			R		I	I	I	I	I	
	Suspension and Dismissal of Chief Executive	I	A			R	I	I	I	I	I	I	
	Appointment of Head Teachers	I	A			R	R	I	I	I	C	I	
	Suspension and Dismissal of Head Teachers	I	A			R	R	I	I	I	I	I	
	Appointment of School SLT <sup>1</sup>		A			C	R	I	I	I	C	R	
	Suspension and Dismissal of School SLT		A			I	R	I	I	I	I	R	
	Appointment of CFO	I	A		I	I	R	I		I	I	I	
	Suspension and Dismissal of CFO	I	A		I	I	R	I	I	I	I	I	
	Appointment of Central Services Team		A				R	I	I	I	I	I	
	Suspension and Dismissal of Central Services Team		A				R	I	I	I	I	I	
Appointment of other staff (in staffing/pay structure)		A				R	I	I	I	I	I		

<sup>1</sup> LGB members should sit on appointment panels at the request of the Chief Executive/Head Teacher. The Chief Executive/Head Teacher should discuss the same with the Chair of the LGB.



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	Appointment of other staff (not in staffing/pay structure)		A		C	C	R	I	C	I	I	I	
	Suspension and Dismissal of other staff		A			I	R	I	I	I	I	I	
	Set approach to Appraisal and Performance management		A			R	R	I	I	I	I	I	
	Performance Management of the Chief Executive (including independent advice)		A			R	C						
	Performance Management of Head Teachers and the Central Service Team		A			I	R	I	I	I	I	I	
	Set Pay levels including executive pay		A			R	C		C				
	Set HR policies including whistleblowing		A			R	R		C				
	Ensure staff health and wellbeing		A			R	R						
	Professional Development benchmarked across WLP		A			R	R						