Scheme of Delegation 2025-2026

Introduction

As a Multi Academy Trust (MAT), the Trust Board of Chulmleigh Academy Trust is accountable in law, for all major decisions concerning the schools and subsidiary companies.

The Trust Board is not required to carry out all the Trust's governance functions and many can, and should, be delegated to the CEO & Executive Teams, the Trust Board's Committees and the Schools' Local Governing Boards (LGBs).

The Scheme of Delegation (SoD) is the key document that defines the lines of responsibility and accountability in a MAT to ensure that the Members, Trustees, Trust Board Committees, LGBs, Executive Leadership and Heads of School understand their role and responsibilities.

Terminology: Trustees and Directors

There is often confusion between the use of the term "Trustee" and "Director" however the terms are interchangeable and at the discretion of each Trust to decide on the term they use. At Chulmleigh Academy Trust, we have predominantly used the term Director since the establishment of the Trust in 2011.

Summary of Delegations

The role of the Members

The members of the Trust are guardians of the governance of the Trust and as such have a different status to trustees. Originally, they will have been the signatories to the Memorandum of Association and will have agreed the Trust's first Articles of Association (the legal document which outlines the governance structure and how the Trust will operate). The Articles of Association will also describe how members are recruited and replaced, and how many of the trustees the members can appoint to the Trust Board. The members appoint trustees to ensure that the Trust's charitable object is carried out and so must be able to remove trustees if they fail to fulfil this responsibility. Accordingly, the Trust Board submits an annual report on the performance of the trust to the members. Members are also responsible for approving any amendments made to the Trust's Articles of Association.

There must be at least three members, although the DfE prefer at least five, and while members are permitted to be appointed as trustees, in order to retain a degree of separation of powers between the members and the Trust Board, and in line with DfE expectations, not all members should be trustees. Members are not permitted to be employees of the Academy Trust.

The role of the Trustees

The MAT is a charitable company and so trustees are both charity trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because trustees are bound by both charity and company law, the terms 'trustees' and 'directors' are often used interchangeably. NGA uses the term trustee as it avoids the possible confusion caused when executive leaders are called directors but are neither company directors nor trustees.

The trustees are responsible for the general control and management of the administration of the Trust, and in accordance with the provisions set out in the Memorandum and Articles of Association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of all schools within the Trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. The purpose of governance is to provide:

- Strategic Leadership
- Accountability and assurance
- Strategic engagement

The Trust Board has the right to review and adapt its governance structure at any time which includes removing delegation.

The role of Board Committees

The Trust Board have established the Business & Finance Committee, the Audit Committee, the Quality of Education Committee, the CEO Appraisal Committee, and the Chairs' Committee to carry out some of its governance functions, which include making decisions deemed of the Trust Board. The membership (there must be at least three trustees) and responsibilities of board committees are set out in each of the committee's terms of reference. It is usual for the Trust Board to appoint board committee chairs and committee members according to their skills.

The role of the Local Governing Boards (LGBs)
Each school within the Trust will be part of a local governing board, a committee group of the Trust Board. LGBs have the governance functions delegated to them by the Trust Board and are accountable to the Trust Board.

The role of the Ethos Committee
The Ethos Committee will be part of the local governing board, playing a crucial role to ensure the school's ethos is reflected and 'lived' out in the daily operations of church schools.

The role of the Chief Executive Officer (CEO)
The CEO has delegated responsibility for the operation of the Trust including the performance of the Trust's schools.

The CEO is the accounting officer so has overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability, avoiding waste and securing value for money.

The CEO leads the executive leadership team of the Trust. The CEO will delegate executive leadership functions to the executive leadership team and is accountable to the Trust Board for the performance of the executive leadership team.

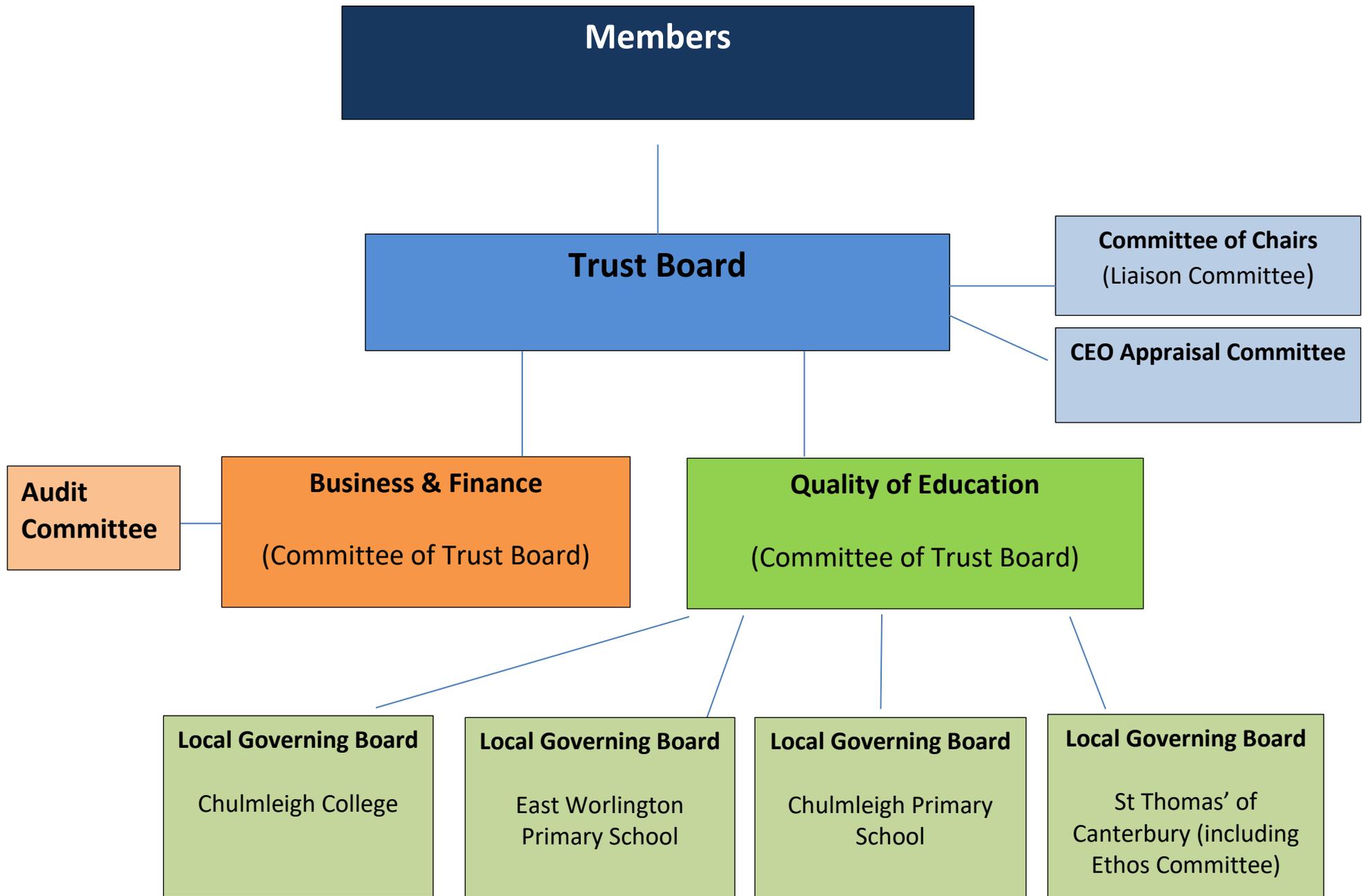### The role of the Chief Financial Officer (CFO)
The CFO also has an important role in supporting and advising the Trust Board on all financial matters. The Trust Board must appoint a CFO, who is (and whose job title may instead be) the Trust's finance director, business manager or equivalent, to whom responsibility for the Trust's detailed financial procedures is delegated. The CFO should play both a technical and leadership role. The CFO should be employed by the Trust, and the Trust must obtain prior ESFA approval if it is proposing, in exceptional circumstances, to appoint a CFO who will not be an employee.

The role of the Executive Leadership Team
The Executive leadership team consists 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 the Trust to advance education for public benefit, and to achieve strategic targets as set by the Board. The membership of the Executive leadership team includes the Chief Executive Officer/Secondary Head, Primary Executive Head, Deputy Head Secondary, Academy Business Manager, Academy Estates Manager.

The role of the Heads of School
The Heads of Schools are responsible for all aspects of the day-to-day running of the setting and operational delivery of the school improvement plan. The Heads of School report to the LGBs on matters which have been delegated to the LGB to monitor. The Head of Schools will ensure their school meet development plan targets and contribute effectively to achieving Trust priorities set by the Trust Board.

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                        │          Members            │
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                   ┌──────────────────────────────┐   ┌──────────────────────────────┐
                   │         Trust Board          │───│   Committee of Chairs        │
                   │                              │   │   (Liaison Committee)        │
                   │                              │   └──────────────────────────────┘
                   │                              │   ┌──────────────────────────────┐
                   │                              │───│   CEO Appraisal Committee    │
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	Business & Finance	Quality of Education
Audit Committee	**Business & Finance** (Committee of Trust Board)	**Quality of Education** (Committee of Trust Board)

Local Governing Board	Local Governing Board	Local Governing Board	Local Governing Board
Chulmleigh College	East Worlington Primary School	Chulmleigh Primary School	St Thomas' of Canterbury (including Ethos Committee)

Task	Members	Trust Board	Diocese	Business & Finance Committee	Audit & Risk Committee	Quality of Education Committee	CEO Appraisal Committee	Local Governing Boards	Ethos Committee	Governance Professional	CEO	CFO	Executive	Heads of School
1. Trust Governance														
1.1 Appoint/remove members	✓		✓ (seek consent)											
1.2 Appoint/remove trustees	✓	✓	✓ (seek consent)											
1.3 Elect Chair/Vice Chair of trustees annually		✓												
1.4 Appoint Committee Chairs annually and remove when necessary		✓												
1.5 Determine powers of Trust Board Chair in urgent situations		✓												
1.6 Establish and review Trust Governance structure		✓												
1.7 Agree named safeguarding trustee		✓												
1.8 Agree named Trustee for special educational needs and disabilities (SEND)		✓												
1.9 Agree named Trustee for careers *(required in secondary schools)*		✓												
1.10 Appoint Trust Governance Professional		✓												
1.11 Undertake Trust Governance Professional appraisal annually		✓											✓	
1.12 Articles of Association: review		✓	✓ (consult)											
1.13 Articles of Association: ratify changes	✓													
1.14 Agree Scheme of Delegation and complete annual review		✓	✓ (consult)											
1.15 Agree committees' Terms of Reference (including Trust schools) and complete annual review		✓	✓: (consult for church schools)											
1.16 Agree role description for link governor/trustee areas		✓												

	Task	Members	Trust Board	Consult/seek consent from Diocese	Business & Finance Committee	Audit & Risk Committee	Quality of Education Committee	CEO Appraisal Committee	Local Governing Boards	Ethos Committee	Governance Professional	CEO	CFO	Executive	Heads of School
1.17	Agree Trust Board and committee meeting dates and agendas		✓									✓			
1.19	Complete annual Trust Board self-evaluation		✓												
1.20	Publish governance arrangements on Trust and school websites										✓				
1.21	Ensure Trust and school websites are compliant and effective										✓				
1.22	Maintain compliance on GIAS and Companies House										✓				
1.23	Submit annual report on the performance of the Trust to members		✓												
1.24	Maintain register of interests		✓								✓				
1.25	Maintain a trustee/governor expenses policy		✓												
1.26	Approve statutory policies		✓												
1.27	Ensure there is a clear approach to trust-wide policies and the maintenance and adoption of these across the Trust		✓									✓			
1.28	Appoint/remove Trust committee members. Including local governors		✓	✓ (seek consent for foundation governors in church schools)											
1.29	Appoint and dismiss local clerks											✓			
1.30	Agree LGB meeting dates and agendas, ensuring Trust-wide consistency		✓									✓	✓		
1.31	Complete periodic review of local governance		✓												
1.32	Set clear expectations on monitoring and visits to schools		✓							✓					

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1.33	Ensure Trust board reporting channels are established		✓												
1.34	Agree remit and constitution of any working party established to support Trust's strategic objectives		✓												
2. Vision, Strategy , Ethos and Culture															
2.1	Determine Trust's vision, strategy, ethos/culture and key priorities		✓	✓ (consult)								✓			
2.2	Uphold the mission, vision, values and Christian distinctiveness of the schools									✓					✓
2.3	Monitor the impact of collective worship on the school community (church schools)									✓					✓
2.4	Develop engagement channels with key stakeholders in line with trust vision and priorities			✓ (consult with Church stakeholders)								✓			✓
2.5	Agree Trust growth strategy		✓	✓ (consult)								✓			
2.6	Determine non-statutory Trust-wide policies											✓			
2.7	Determine school level policies											✓			✓
3. Finance															
3.1	Appoint and performance manage chief financial officer (CFO)											✓			
3.2	Produce Trust's financial manual to further expand on processes relating to delegated financial powers		Trust board to approve										✓		
3.3	Produce annual report and accounts		Trust board to approve									✓	✓		
3.4	Submit required financial reports and returns												✓		
3.5	Agree budget plan to support delivery of Trust strategic priorities		✓									✓	✓		

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3.6 Agree budget plan to support delivery of Trust strategic priorities											✓	✓		
3.7 Monitor Trust budget		✓		✓	✓						✓	✓		
3.8 Approve long term financial plans		✓												
3.9 Develop and submit three-year budget forecast											✓	✓		
3.10 Carry out benchmarking and trust-wide value for money evaluation											✓	✓		
3.11 Agree reporting and monitoring arrangements for Trust and school budgets		✓		✓							✓	✓		✓
3.12 Prepare management accounts every month setting out the Trust's financial performance and position		To be shared with chair of trustees every month & noted at every full trust board meeting											✓	
3.13 Approve expenditure/contracts above a specified threshold		✓												
4. Operations														
4.1 Appoint and remove external auditors	✓													
4.2 Receive external auditor's report	✓													
4.3 Ensure ATH requirements relating to the review of the external auditor's plans, findings and effectiveness are adhered to		✓			✓									
4.4 Action recommendations arising from internal audits											✓			

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4.5	Agree and deliver a programme of internal scrutiny ensuring the effective use of external third parties to support the Trust					✓						✓			
4.6	Agree risk management policy		Trust Board to approve			✓						✓			
4.7	Oversee the risk register and undertake a full review at least annually	✓	✓												
4.8	Undertake termly review of risk register					✓									
4.9	Manage and report on risk mitigation strategies											✓			✓
4.10	Maintain Trust contingency and business continuity plans											✓			
4.11	Monitor implementation of, and compliance with, health and safety policy and procedures at academy level								✓			✓			✓
4.12	Agree premises management documents, including estate vision, estate strategy and asset management plan		✓		✓							✓			
4.13	Monitor TRust estates to ensure they are safe and well-maintained		✓			✓			✓						✓
4.14	Ensure that there is suitable expert support on health and safety		✓			✓						✓			
4.15	Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the Trust		✓			✓						✓			
4.16	Develop a cyber security framework											✓			
4.17	Agree on proportionate controls that address the risks of fraud, irregularity and theft through relevant policies and processes					✓						✓			

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	4.18	Ensure there is adequate company secretarial support		✓												
	4.19	Appoint a data protection officer (DPO)											✓			
	4.20	Complete and maintain Single Central Record (SCR)											✓			✓
5. Workforce																
Appointing/ dismissing	5.1	CEO/Accounting Officer		✓	✓ (consult)											
	5.2	Other executive leadership team staff											✓			
	5.3	Headteacher			✓(consult for Church schools)								✓			
	5.4	School level staff members			✓(consult for Head of RE in Church schools)								✓			
Performance management and determining pay/ progression	5.5	CEO		✓												
	5.6	Other staff members of executive leadership team											✓			
	5.7	Headteacher											✓			
	5.8	School level staff members														✓
Undertake panel hearings for staffing procedures such as disciplinary, grievance and capability matters	5.9	CEO		✓												
	5.10	Other staff members of executive leadership team		✓												
	5.11	Headteacher								✓			✓			
	5.12	School level staff members											✓			
	5.13	Determine executive leadership team staffing structure											✓			

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5.14 Determine school level staffing structure											✓			✓
5.15 Ensure appointment of DSLs and deputy DSLs											✓			✓
5.16 Ensure appointment of SENCOs											✓			✓
5.17 Ensure there is effective school improvement capacity within, or accessed by, the Trust											✓	✓		
5.18 Monitor compliance with safer recruitment requirements		✓						✓			✓			✓
5.20 Monitor staff statutory training (safeguarding, prevent, H&S etc) and impact of CPD						✓		✓			✓			✓
6. Curriculum														
6.1 Approve Trust-wide curriculum		✓				✓					✓			
6.2 Agree equality information and objectives (public sector equality duty) statement and monitor delivery		✓									✓			
6.3 Ensure provision of religious education			✓ (Consult for Church schools)								✓			✓
6.4 Ensure delivery of collective worship			✓ (Consult for Church schools)								✓			✓
6.5 Ensure compliance with SMSC requirements including the promotion of British values		✓									✓			✓
6.6 Deliver provision of statutory careers education (secondary)														✓
6.7 Monitor the inclusiveness of the curriculum						✓		✓						✓
7. Pupils and Learning Support														
7.1 Ensure high standards of teaching and learning											✓			✓

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7.2	Set targets for pupil outcomes across trust and monitor in-year data termly											✓			
7.3	Agree school improvement strategies											✓			
7.4	Determine use and monitor impact of pupil premium								✓						✓
7.5	Determine use and monitor impact of sports premium								✓						✓
7.6	Set the dates of school terms and holidays		✓									✓			
7.7	Set the times of school sessions		✓									✓			
7.8	Monitor attendance and persistent absence of pupils						✓		✓			✓			✓
7.9	Ensure effective and compliant trust-wide SEND provision		✓									✓			
7.10	Regularly monitor compliance with SEN code of practice											✓			
7.11	Monitor effectiveness of SEND provision at an academy level, ensuring compliance with relevant policies and statutory requirements								✓			✓			✓
7.12	Monitor progress and attainment for all vulnerable children						✓		✓			✓			✓
7.13	Monitor support for looked after and previously looked after children						✓		✓			✓			✓
7.14	Monitor pupil behaviour data across different pupil groups						✓		✓			✓			✓
7.15	Ensure careers provider access across trust											✓			
7.16	Review headteacher decision to suspend/exclude pupils		✓						✓						
7.17	Monitor rates of suspension and exclusion across the Trust						✓					✓			
7.22	Monitor children's wellbeing and how this is actively supported						✓		✓			✓			✓

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7.23	Monitor provision and outcomes for EAL pupils								✓			✓			✓
7.24	Monitor safeguarding arrangements at academy level, ensuring compliance with relevant policies and statutory requirements.						✓		✓			✓			✓
	8. Parents and Community														
8.1	Implement admissions appeal process								✓						✓
8.2	Review complaints at panel stage								✓						
8.3	Monitor all complaints raised (including through external agencies e.g. LA, ESFA and Ofsted) across the Trust						✓					✓			
8.4	Engage with key stakeholders at school level								✓						✓

Trust Policy Delegation

Name of Policy	Type of Policy	Consultation Required Y or N	Approving Body
Accessibility Plan	Mandatory	N	Board of Trustees
Admissions	Mandatory	N	Business & Finance Committee
Admissions - Nursery	Mandatory	N	Business & Finance Committee
Anti Bullying	Discretionary	N	Executive Team
Appraisal	Discretionary	Y	Business & Finance Committee
Attendance	Discretionary	N	Executive Team
Behaviour Policy	Mandatory	N	Board of Trustees
Business Continuity Management Plan	Mandatory	N	Board of Trustees
Capability	Mandatory	Y	Business & Finance Committee
CCTV System	Discretionary	N	Executive Team
Charging and Remissions	Mandatory	N	Business & Finance Committee
Collective Worship	Discretionary	N	Executive Team
Complaints Policy	Mandatory	N	Board of Trustees
Conduct	Mandatory	Y	Business & Finance Committee
Data Retention Schedule	Discretionary	N	Executive Team
Directors Induction and Development	Governance	N	Board of Trustees
Directors Visits Policy	Governance	N	Board of Trustees
Discretions Policy	Discretionary	N	Executive Team
Driving Policy	Discretionary	N	Executive Team
Drugs Education	Discretionary	N	Executive Team
Educational Visits	Discretionary	N	Executive Team
Equal Opportunities	Discretionary	N	Executive Team
Equality Policy & Accessibility Plan	Mandatory	N	Executive Team
Expected Standards for Teaching & Support Staff	Discretionary	N	Executive Team
Family (Maternity, Paternity)	Discretionary	Y	Executive Team

Policy	Type	Y/N	Responsible Body
Financial Regulations Policy	Mandatory	N	Board of Trustees
First Aid Policy	Discretionary	N	Board of Trustees
Flexible Working	Discretionary	Y	Executive Team
GDPR	Discretionary	N	Board of Trustees
Governance Policy	Governance	N	Board of Trustees
Grievance	Mandatory	Y	Business & Finance Committee
H&S	Mandatory	N	Business & Finance Committee
ICT	Discretionary	N	Executive Team
Intimate Care	Discretionary	N	Executive Team
Lettings Policy	Discretionary	N	Executive Team
Lockdown Policy	Discretionary	N	Executive Team
Lone Working Policy	Discretionary	N	Executive Team
Managing Sickness Absence	Discretionary	Y	Executive Team
Mobile Devices Policy	Discretionary	N	Executive Team
Pay Policy	Discretionary	Y	Executive Team
Premises Management Policy	Discretionary	N	Executive Team
Preventing Radicalisation	Discretionary	N	Executive Team
Recruitment	Discretionary	N	Executive Team
Redundancy	Discretionary	Y	Executive Team
RSE Policy (Primaries)	Mandatory	Y	Quality of Education Committee
RSE Policy (College)	Mandatory	Y	Quality of Education Committee
Safeguarding (all schools)	Mandatory	N	Board of Trustees
SEND	Mandatory	N	Board of Trustees
SEND Information Report	Mandatory	N	Executive Team
Staff Leave and Absence	Discretionary	Y	SLT
Storing Pupil Images	Discretionary	N	SLT
Supporting Pupils with Medical Conditions	Mandatory	N	Board of Trustees
Uniform Policy	Discretionary	N	SLT
Volunteers in Schools	Discretionary	N	SLT
Whistle Blowing	Mandatory	Y	Business & Finance Committee
Directors' Visits Policy	Discretionary	N	BOD Board of Trustees