



Live, Love, Learn, Littletown

Littletown Primary Academy

Governance Structures and Scheme of Delegation 2023-24

Agreed by the Full Governing Body on 11th September 2023

The role of members;

The members of the academy trust are guardians of governance of the academy trust and as such have a different status to trustees. The articles of association describe how members are recruited and replaced, and how many of the trustees the members can appoint to the board of trustees. The members appoint trustees to ensure the academy trust's charitable object is carried out and so must be able to remove trustees if they fail to fulfil this responsibility. The board of trustees submits an annual report on the performance of the academy trust to the members. Members are also responsible for approving any amendments made to the academy trust's articles of association and appointing the academy trust external auditors.

The role of the trustees:

The academy trust is a charitable company and so trustees are both charity trustees and company directors. As trustees are bound by both charitable and company law the terms 'trustees' and 'directors' are often used interchangeably. In addition, at our academy trust we also use the term 'governors' for trustees/directors and the term 'Full Governing Body' for board of trustees/directors.

The academy trust is the legal entity with the board of trustees having collective accountability and responsibility for the academy trust and assuring itself that there is compliance with regulatory, contractual, and statutory requirements. Trustees must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. In our academy trust, this information is detailed in the finance policy. The scheme of delegation should be reviewed annually, and at the next available board meeting when there has been a change in trust management or organisational structure that would impact the effectiveness of any existing scheme of delegation.

The board of trustees provides:

- Strategic leadership of the academy trust: the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the academy trust's culture and sets and champions the trust strategy.
- Accountability and assurance: the board has robust effective oversight of operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well maintained.
- Engagement: the board has strategic oversight of relationships with stakeholders. The board involves parents and the community so that decision-making is supported by meaningful engagement.

The role of the chair

The chair of trustees does not exercise authority independently of the board, which delegates to the chair or any other committee, trustee a range of responsibilities, subject to the Articles of Association and the Master Funding Agreement. In particular, no individual trustee (as a director) may enter into contractual undertakings on behalf of the Trust without prior authorisation.

Subject to the requirements below, the board of trustees authorises the chair to,

- Engage in routine correspondence with external stakeholders and to attend meetings as a representative of the Trust
- Engage routinely with the Principal in a manner agreed between the chair and the Principal
- Call an urgent and extraordinary meeting of the board within seven calendar days
- Act in cases of urgency (see below) in such a way as they would be permitted to act under S8 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 as if the Trust were a maintained school.

Urgency

The chair may exercise any function of the board of trustees, which is capable of being delegated to an individual, where any delay in exercising this function would likely be seriously detrimental to the interests of the Trust and any school or setting within it, a pupil or their family, or an employee. 'Delay' means the time it would take to convene a meeting of the board.

Requirements

The chair of trustees should, in the exercise of the authorities above:

1. Seek the prior advice of the Accounting Officer, Chief Operating Officer and/or the Company Secretary
2. In respect of matters likely to be significant or controversial to the Trust, seek the views of trustees
3. Inform the board of trustees as soon as possible of any urgent actions and at every meeting of the Board of any other representations made as chair.

Delegation

The board of trustees, while remaining the accountable body, delegates to the Principal responsibility for the day-to-day operations of the academy trust.

The board has also chosen to delegate governance functions to the following committees:

- Audit committee
- Staff and pupil discipline committee (First Committee)
- Appeals committee (Second committee)
- Principal Performance Management committee
- Pay and Performance committee

The committees have a clear remit and terms of reference where appropriate.

Table of Delegation

Key	
A Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge.
*Highlighted	Statutory expectation or necessary to comply with articles of association or funding agreement.

		Members	Trust board	Principal
1. Board business				
1.1	Appoint/remove members	*A/R		
1.2	Appoint/remove trustees	*A/R	*A/R	
1.3	Elect chair of trustees		*A/R	
1.4	Appoint and remove board committee chairs		*A/R	
1.5	Establish and review trust governance structure		*A/R	C
1.6	Agree named safeguarding trustee		*A/R	
1.7	Agree named SEND trustee lead		*A/R	
1.8	Appoint trust governance professional		*A	R
1.9	Articles of association: review		*A/R	
1.10	Articles of association: ratify	*A/R		
1.11	Agree committee terms of reference		*A/R	C

1.12	Complete annual review of scheme of delegation		*A	R
1.13	Complete annual trust board self-review		A/R	
1.14	Publish governance arrangements on school website		*A	R
1.15	Ensure school website is compliant and effective		*A	R
1.16	Submit annual report on the performance of the trust to members and publish		A	R
2. Vision and strategy				
2.1	Determine school's vision, strategy and key priorities		A/R	R
2.2	Determine policies which reflect the school's ethos and values		*A	R
2.3	Establish risk register and conduct regular review		*A	R
2.4	Ensure engagement with stakeholders		A	R
3. Finance and estates				
3.1	Appoint and remove external auditors	*A/R	C	
3.2	Appoint and performance manage chief financial officer		*A	R
3.3	Produce scheme of financial delegation		*A	R
3.4	Receive external auditors report	*A/R		
3.5	Action recommendations made by external auditors		*A	R
3.6	Produce annual report and accounts in line with the Charity Commission's Statement of Recommended Practice		*A	R
3.7	Submit ESFA required reports and returns		*A	R
3.8	Agree budget plan to support delivery of strategic priorities		A	R
3.9	Monitor budget		*A	R
3.10	Carry out benchmarking and value for money evaluation		C	A/R
3.11	Agree reporting and monitoring arrangements for school budget		*A	R
3.12	Monitor school estate to ensure it is safe and well maintained		*A/R	C

4. Human resources				
4.1	Performance manage Principal		*A/R	
4.2	Agree Principal pay and reward		*A/R	
4.3	Review and agree staff appraisal procedure and pay progression		A	R
4.4	Determine school staffing structure			A
4.5	Determine pay policy, terms and conditions of employment		*A	R
4.6	Determine disciplinary and capability policies		*A	R
4.7	Implement disciplinary and capability procedures – Principal		A/R	
4.8	Approval of exit payments/early retirement/pension discretion (above a certain threshold)		*A	C

5. Education				
5.1	Approve school curriculum and curriculum policy		A	R

5.2	Ensure high standards of teaching and learning		A	R
5.3	Delivery of curriculum			A
5.4	Set targets for school outcomes		A	R
5.5	Plan and deliver individual school improvement interventions and strategies			A
5.6	Agree school behaviour policy		C	A/R
5.7	Implement behaviour policy			A
5.8	Review permanent and suspensions		*A/R	
5.9	Agree admissions policy		*A	R
5.10	Admissions appeal process		*A	R
5.11	Determine complaints policy		*A/R	C
5.12	Implement complaints procedures		*A/R	R
	6. Community			
6.1	Developing stakeholder partnerships		A	R